APPLICATION TO THE PLANNING BOARD
OF THE BOROUGH OF LAVALLETTE

TO BE COMPLETED BY OFFICE STAFF ONLY

Date Filed: ____________________ Case No.: ____________________
Application Fee: ____________________ Escrow Deposit: ____________________
Completeness Certified: ____________________ Scheduled for Hearing: ____________________

*IMPORTANT NOTICE*
A non-corporate applicant may represent his or her own matter. Business and corporate applicants must be represented by an attorney-at-law admitted to practice in the State of New Jersey. No case on behalf of any applicant may be presented by an engineer or any other person not admitted to law practice in the State of New Jersey.

Applicants are cautioned that the burden of proof of showing justification for the requested developments is upon the applicant under the Laws of the State of New Jersey. Applicants are further cautioned that particularly with applications involving requests for variances and conditional use permits, that there are specific legal requirements imposed by the Law of the State of New Jersey and applicants are, therefore, cautioned to consider seeking adequate legal advice.

TO BE COMPLETED BY APPLICANT

This application with supporting documentation and fourteen (14) collated copies of all plans, must be filed with the Secretary of the Planning Board at least 30 days prior to the intended meeting.

1. Applicant

Name: ____________________________________________________________________________
Address: __________________________________________________________________________
Telephone: Home: __________ E-mail: ________________________________
Cell: ____________________ Work: ____________________ Fax: ____________________
Property Address: _____________________________________________________________________
Block & Lot: ________________________________________________________________________

Applicant is a: Corporation_______ Partnership ________ Individual (s) ________ Condominium* ________
Other (Please Specify): __________________________________________________________________

*Applicants who are owners of a condominium should either have the condominium association apply to the Planning Board or obtain a notarized affidavit from the Condominium Association showing that the association approves of the application and all of its particulars.
2. Disclosure Statement

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the name and address of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

Name: ___________________ Address: ___________________ Interest: __________
Name: ___________________ Address: ___________________ Interest: __________
Name: ___________________ Address: ___________________ Interest: __________

3. If Applicant is other than the Owner, provide the following information on the Owner(s):

Owner’s Name: _________________________________________________________________________
Address: ______________________________________________________________________________
Telephone: (Home): __________________ (Work): __________________ (Cell): ___________________
Relationship of the applicant to the property in question:
Owner: _____ Lessee: _____ Purchaser under contract: _____ Condominium Officer: _____ Other: _____

4. Authorization By Owner: (If anyone other than the above owner is making this application, the following authorization must be executed)

To the Planning Board of the Borough of Lavallette:

__________________________________ is hereby authorized to make the within application.

(Name of Designee)

________________________ __________________
Date Signature of Owner

5. Applicants Attorney: ________________________________________________________________

Address: ______________________________________________________________________________
Telephone: __________________ Fax __________________

6. Applicants Architect or Engineer: ______________________________________________________

Address: ______________________________________________________________________________
Telephone: __________________ Fax __________________

7. List any expert who will prepare plans, submit a report or who will testify for the applicant:

Address: ______________________________________________________________________________
Telephone: __________________ Fax __________________

8. Subject Property

Location: Tax Map Block: ______________ Lot(s): ______________ Zoning District: ______________
Address: ______________________________________________________________________________
Present use of Property: _________________________________________________________________
Dimensions: Frontage: _______________, Depth:: _______________, Total Area: _______________

9. Purpose of Application: ______________________________________________________________

____________________________________________________________________________________
10. Variances:

Requested from Requirements – Chapter: 90 Section(s): __________________________

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<th>ORDINANCE REQUIREMENTS</th>
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11. Subdivision:

Minor Subdivision ______________
Preliminary Subdivision ______________
Final Subdivision ______________

WAIVERS: (Describe in detail)

Requested from Requirements – Chapter: _______ Section(s): _________________________

| Street Signs: |
| Curbs: |
| Sidewalks: |
| Shade Trees: |
| Fences: |
| Monuments: |
| Parking Spaces: |
| Paving: |

12. Have there been any prior proceedings on the subject property? If so, Please explain and attach copies of prior resolutions. ____________________________________________________

13. Planning Board Secretary will obtain CERTIFICATION FROM THE TAX COLLECTOR that all property taxes and utility payments due on the property have been paid.

14. After your hearing date has been scheduled, you are required to supply a copy of Form C, NOTICE OF HEARING ON APPEAL OR APPLICATION that you placed in the official newspaper of the Borough and you mailed to the owners of all real property, as shown on the current tax duplicate, within 200 feet in all directions of the property which is the subject of this application. The notice must specify the sections of the Ordinance from which relief is sought, if applicable. ALL APPLICATIONS (except informals) REQUIRE NOTICE.

The publication and the service on the affected owners must be completed at least 10 days prior to the date scheduled by the Secretary of the Planning Board for the hearing.

THE APPLICANT IS NOT TO GIVE PUBLIC NOTICE UNTIL THE APPLICATION IS DEEMED COMPLETE BY THE SECRETARY OF THE PLANNING BOARD AND THE PLANNING BOARD ENGINEER. THE PLANNING BOARD SECRETARY WILL NOTIFY YOU OF THE SCHEDULED HEARING.
15. Supply the notarized **AFFIDAVIT OF PUBLICATION** from the official newspaper at least 3 days prior to the scheduled hearing.

16. Supply the notarized copy of **Form D, AFFIDAVIT OF SERVICE** together with all proof of mailings (white certified mail receipts) at least 3 days prior to the scheduled hearing. **YOU DO NOT NEED TO SUBMIT THE RETURN RECEIPT (GREEN CARDS).**

17. **CERTIFICATION:** I certify that the foregoing statements and the materials submitted are true and waive all applicable time limits until the first public hearings of this application. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for Corporation or that I am a general partner of the partnership applicant. (If the applicant is a partnership, this must be signed by a general partner)

Sworn and subscribed before me this ________________________ day of __________________ 20___

__________________________  __________________________
       Notary Public                  Signature of Applicant

__________________________
       Signature of Owner

16. **Consent to Inspection:**
   
   The undersigned hereby grants access to the premises by the Planning Board Members, Staff and Professionals to inspect and perform site inspections. Any access to the interior will be at reasonable hours and on reasonable notice to the property owner.

__________________________
       Signature of Owner

19. I understand that the sum of $____________ has been deposited in the escrow account. In accordance with Ordinance of the Borough of Lavallette, I further understand that the escrow account is established to cover the cost of professional service including engineering, planning, and other expenses associated with the review of this application and submitted materials, and the publication of the decision by the Board. Sums not utilized in the review process will be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and agree to add that sum to the escrow within fifteen (15) days of notification.

__________________________  __________________________
       Date                  Signature of Applicant
Form B

BOROUGH OF LAVALLETTE
PLANNING BOARD
ADDITIONAL NOTICES

Case Number: _____________
Filed: __________________

List of Property Owners within 200 feet of Block _____ Lot ______ Tax Map of
the Borough of Lavallette.

The following should receive two copies of Form C (one for them to keep, the
other to return to you).

Ocean County Planning Board  New Jersey Natural Gas Company
129 Hooper Avenue  775 Vassar Avenue
Toms River, NJ  08753  Lakewood, NJ  08701

(If located on a State highway)  (If serviced by this authority)
Department of Transportation  Toms River Sewerage Authority
PO Box 101  Attention: Nicholas Otten, MUA Eng.
1035 Parkway Avenue  340 West Water Street
Trenton, NJ  08618  Toms River, NJ  08753

Verizon Wireless  Ocean County Road Department
One Verizon Way  129 Hooper Avenue
Basking Ridge, NJ  07920  Toms River, NJ  08753

Cablevision of Monmouth  JCP&L – A First Energy Company
501 Tunney Boulevard  101 Crawfords Corner Rd.
Seaside Heights, NJ  08751  Building 1, Suite 1-511

(These can be hand delivered)  Holmdel, NJ  07733
Borough of Lavallette  Attention: Engineering Department
1306 Grand Central Ave.
Lavallette, NJ  08735
Attention: Doug Franzoso, Water & Sewer Department
Peter Kane, Electric Department
Donnelly Amico, Municipal Clerk
NOTICE SERVED ON OWNERS WITHIN 200 FEET  
BOROUGH OF LAVALLETTE  
PLANNING/ZONING BOARD  

NOTICE OF HEARING ON APPEAL OR APPLICATION  

TO: ________________________________________________________________  
    Name of Property Owner  

OWNER OF PREMISES: ________________________________________________  
    Address of Property Owner  

PLEASE TAKE NOTICE:  
That the undersigned has filed an appeal or application for development with the Planning Board of the Borough of Lavallette for a ________________ variance from the requirements of the Zoning Ordinance as follows:  
_______________________________________________________________________  
_______________________________________________________________________  

Applicant will also seek any other variances that may be required on the premises at: ________________________________ and designated as Block ______ and Lot ______ on the Borough Tax Map.  

This notice is sent to you as an owner of the property in the immediate vicinity.  

A public hearing for this application has been set down for ___________, ____ at 7:00 PM in the Council Chambers at Borough Hall, 1306 Grand Central Ave., Lavallette, NJ  

When the case is called you may appear either in person, or by agent or attorney, and cross-examine witnesses or present any objections you may have to the granting of the relief sought in the application.  

The application and appropriate drawings and/or plans, maps and other documents are on file in the office of the Planning Board and are available for inspection at the Borough Hall, 1306 Grand Central Avenue, Lavallette, NJ 08735 during Planning Board Office Hours.  

Respectfully,  

__________________________________________  
    Signature of Applicant  

If hand delivered:  
Received by: ____________________________ Date: __________  
    Property Owner
AFFIDAVIT OF SERVICE
PLANNING BOARD - BOROUGH OF LAVALLETTE

STATE OF NEW JERSEY
COUNTY OF OCEAN

______________________________________, of full age, being duly sworn, according to law, upon oath, deposes and says:

2. Deponent (or ______________________) is the appellant in a proceeding before the Planning Board of the Borough of Lavallette, being an appeal under the Zoning Ordinance, and which has Calendar No. _____________ and relates to premises in the Borough of Lavallette, bearing the street address: ______________________________________________________

   and known as Lot ________ Block __________ on the Borough of Lavallette Tax Map.

3. Deponent gave written notice of the hearing of this appeal to each of the owners of the property affected by said appeal as listed on the duplicate Forms of Notice annexed to this Affidavit and at the respective times and in the manner indicated on each notice. Also annexed hereto are return receipts received on each notice.

Sworn and subscribed to before me this _____ day of __________________________, __________

(month            (year)

_________________________________________
A Notary Public of the State of New Jersey