

POINT PLEASANT PLANNING BOARD
Exempt Site Plan Application

Submission Date: _____ Application Fees: _____

Type of Application: Change of Use _____
Existing Use _____

APPLICANT:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

OWNER:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

Property Location: _____

Block: _____ Lot: _____ Zone: _____

Description of present use of the property:

Description of proposed use/general description of application:

**POINT PLEASANT PLANNING BOARD
EXEMPT SITE PLAN**

All applicants seeking site plan exemption must complete this form and certify to the Factual accuracy of its content by initialing each individual paragraph in the space provided And signing at the indicated signature lines.

APPLICATIONS MAINTAINING THE EXISTING USE

- _____ (a) All parking requirements required by the Code of the Borough of Point Pleasant are fully complied with and no alteration of internal driveways or fire lanes of previously approved site plans or existing conditions shall take place.
- _____ (b) No landscaping existing on the site or previously required by an approved site plan will be altered by more than 10% of the existing or approved landscaping.
- _____ (c) No buffer areas existing on the site or previously required by an approved site plan will be altered, modified or eliminated by the application.
- _____ (d) The application does not alter or impact the existing drainage system on the site.
- _____ (e) All conditions of previously approved site plans for the site shall be maintained and reaffirmed by approval of this application.
- _____ (f) No variance of any kind is required by the change of structure set forth in this application.
- _____ (g) No structure shall be expanded by more than 500 sq. ft. of area or 10% of the total building area of the existing building, whichever is less, as measured from the exterior dimensions of the proposed addition.

I, _____ hereby certify that all of the above items, paragraphs a-g inclusive, are true and accurate statements of fact as they relate to this application for site plan exemption pursuant to Borough Ordinance 1999-33 for the property located at _____, Block _____ Lot _____, in the Borough of Point Pleasant.

Applicant's Signature

Dated:

**POINT PLEASANT PLANNING BOARD
EXEMPT SITE PLAN**

All applicants seeking site plan exemption for a change in use must complete this form and certify to the factual accuracy of its content by initialing each individual paragraph in the space provided and signing at the indicated signature lines.

FOR APPLICATIONS INVOLVING A CHANGE IN USE

_____ (a) The proposed use in this application is a permitted principal use in the zone in which the property is located

_____ (b) No variance of any kind is required in conjunction with this application

_____ (c) No additional parking beyond that presently existing at the site is required pursuant to Borough ordinances

_____ (d) No relocation or alteration of existing internal driveways or fire lanes is required in conjunction with this application

_____ (e) The operating hours for the new proposed use will not be expanded beyond that which presently exists for the currently existing use.

_____ (f) The proposed use does not require additional screening or buffering areas pursuant to the Borough ordinance nor will the proposed use reduce or eliminate existing buffer or landscaped areas.

I, _____ hereby certify that all of the above items, paragraphs a-f inclusive, are true and accurate statements of fact as they relate to this application for site plan exemption pursuant to Borough Ordinance 1999-3, for property located at _____, Block _____ Lot _____, in the Borough of Point Pleasant.

Applicant's Signature

Dated:

**ARTICLE III
DEVELOPMENT REGULATIONS**

19-25 SITE PLAN REQUIREMENT.**19-25.1 General Requirements and Conditions for Site Plan Exemption.****a. *When Exempt.***

1. The Planning Board may determine that an application is applicable for site plan exemption if:

(a) The application proposes no major changes from the existing use or site.

(b) The current site conditions or the proposed application does not create any deleterious effects on the site or the surrounding area.

(c) Any addition(s) to a structure(s) will not exceed five hundred (500) square feet of area or ten (10%) percent of the total building area, whichever is less as measured from the exterior dimensions of the addition.

(d) The site has been subject to a previously approved site plan.

(e) Upon recommendation and approval by Planning Board, an accurate survey of the property may substitute in lieu of a previously approved site plan; provided that the following items are shown:

(1) Existing and proposed structures.

(2) Existing and proposed parking areas, with delineated stalls and loading areas.

(3) All existing and proposed site yard, front yard and rear yard dimensions.

(4) Delineated ingress/egress, site access, curbing and sidewalks.

(5) Landscaped areas, buffers, fencing and street trees.

(6) Existing or proposed lighting.

(7) Existing and proposed rights-of-way and easements.

(8) Indication of zoning requirements as compared to the proposed aspects of submission.

2. Single family or two-family residences are exempt from site plan requirements.

b. *Conditions of Exemption.* As part of any request, the following conditions must be met:

1. The application does not involve an increase in the required parking spaces; however, any additional parking spaces required as result of an addition to a building not exceeding five hundred (500) square feet may be waived by the Planning Board.

2. There shall be no alteration or removal of existing landscaping.

3. No additional loading or refuse areas are needed.

4. There shall be no intrusion or elimination of any existing buffer area.

5. There shall be no alteration of the existing drainage.

6. The work involved shall not negate any conditions of the resolution.

7. No new variance of any kind is required by the change of the structure.

c. *Change in Use Exemption.*

1. A change in use shall require a site plan, unless each of the following conditions are met:

(a) The use is listed as a permitted use in the particular zone and is otherwise a conforming use.

(b) No new variance of any kind is required by the change of use.

(c) The new use does not require additional parking or loading spaces and does not require the relocation and/or alteration of any existing internal driveways or fire lanes.

(d) The new use will not increase operating hours or require additional screening or buffer areas nor reduce the buffer or landscaped area.

d. *Procedures.*

1. Prior to the issuance of a building permit, pursuant to the exemption set forth in paragraph a. or for a change in use, as set forth in paragraph c., the applicant and/or property owner shall be required to submit plans and an affidavit signed under oath evidencing compliance with the above conditions set forth in this section. These documents shall be submitted to the Code Enforcement Officer and the Clerk of the Planning Board. The Planning Board shall review and render its opinion, by resolution of approval or denial, within ninety (90) days of the date on

which it is received by the Clerk. The Planning Board shall notify the Code Enforcement Officer of any objections it may have with respect to compliance with the conditions set forth above or the issuance of the permit, by resolution of the Board. No building or change in use permits shall be issued to the applicant during this review period unless authorized by resolution of the Planning Board. In the event that any resolution is not filed within the review period aforesaid by the Planning Board, the Construction Official shall be without authority to issue a building permit.

2. No certificate of occupancy shall be given to any application unless all construction conforms to the approved site plan, and there is certification that the taxes are up-to-date.

e. *Fees.* The fee for an application for classification as an exempt site plan shall be one hundred (\$100.00) dollars.

f. The approval of the Board of Adjustment shall substitute for that of the Planning Board whenever the Board of Adjustment has jurisdiction over a site plan pursuant to N.J.S.A. 40:55D-76.
(Ord. #601, S 109-113; Ord. #92-69, S 1; Ord. #1997-04, S 1; Ord. #1998-19, SS 2, 3; Ord. #2000-01, S 1; Ord. #2003-11, S 1; Ord. #09-2006, S 1)

19-25.2 Stages of Site Plan Approval.

Site plan approval may be obtained in two (2) stages:

a. Preliminary site plan approval shall be a required procedure; provided, however, the approving authority may in its discretion consider any site plan for both preliminary and final approval where an applicant shall submit an application which complies in all respects with the requirements of this ordinance for preliminary and final site plan applications. If the approving authority considers any site plan for both preliminary and final approval, the applicant shall be required to pay all fees set by this ordinance for both preliminary and final site plan applications.

b. Final site plan approval pursuant to this Chapter.
(Ord. #601, S 109-114; Ord. #610)

19-26 PROCEDURE ON APPLICATION FOR DEVELOPMENT.

19-26.1 Determination of Complete Application.

All applications for development shall be submitted to the Clerk of the approving authority and shall be stamped as of the date of the submission. Within seven (7) days after submission, the approving authority Engineer, or the approving authority's