



BOROUGH OF POINT PLEASANT

OCEAN COUNTY, NEW JERSEY

POINT PLEASANT PLANNING BOARD

The Board meets on the fourth Thursday of each month at 7:00 p.m. in the Council Chambers. During the months of October, November and December, the Board meets on the second Thursday of the month at 7 p.m. in the Council Chambers.

The following items must be submitted to the Board secretary:

1. Completed application (original + 14 copies)
2. Fourteen (14) sets of subdivision maps, sixteen (16) sets of site plans
3. Sealed architectural plans (14 for subdivision, 16 for site plans)
4. The required application, escrow and map change fees

CME Engineering has forty-five (45) days to deem the application complete, at which time you will receive notification from the Board secretary informing you of your hearing date.

Legal notice must be published ten (10) days prior to the hearing. You may notice in either the Ocean Star (weekly paper) or the Asbury Park Press (daily paper). All notices to those within the 200 foot certified property list must be mailed via certified mail at least ten (10) days prior to the meeting.

If you have any questions, please contact Board secretary Claire Hense at 732-892-7129, or via e-mail at construction@ptboro.com during normal business hours.

ADMINISTRATOR/CLERK

732-892-3434

CHIEF FINANCIAL OFFICER

732-892-3434

CONSTRUCTION

732-892-7129

ZONING & CODE ENFORCEMENT

732-892-3205



REGISTRAR

732-892-4183

TAX ASSESSOR

732-892-3447

TAX COLLECTOR

732-892-3434

PUBLIC WORKS

732-892-1287

BOROUGH OF POINT PLEASANT

Office of the Construction Official

2233 Bridge Avenue – P.O. Box 25

Point Pleasant, New Jersey 08742

Email: construction@pthoro.com • Fax: 732-899-2655

CERTIFIED PROPERTY LIST REQUEST

Property Location: _____

Block _____ Lot _____

Applicant's Name: _____

Telephone: _____

Email: _____

() Pick Up () Email () Mail to: _____

NOTE: Property list is valid for thirty (30) days

\$10.00 fee paid: Check # _____ Cash ()

**BOROUGH OF POINT PLEASANT
PLANNING BOARD
LAND DEVELOPMENT APPLICATION**

Application No. _____
Application Fees: _____

Submission Date: _____

Type of Application: New _____ Amended _____

Minor Subdivision _____
Prel. Major Subdivision _____
Final Major Subdivision _____
Variance (40:55D-70) _____
Prel. Site Plan _____

Final Site Plan _____
Conditional Use Permit _____
Permit Pursuant to:
NJSA 40:55-D-76 _____
Other _____

Previous Appeals or Activity:

No _____ Yes _____

If yes, type _____, Date _____

Action taken: Approved: _____ Denied: _____

Explanation: _____

Applicant:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

(If not owner, set forth interest in property and attach any document showing same)

Owner:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

REPRESENTED BY:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

Address all correspondence concerning this application to:

_____ Applicant _____ Owner _____ Attorney

Other: Name/Firm: _____

Address: _____

Property Location/Description:

Street Address: _____

Block _____ Lot _____ Tax Map No. _____ Size of Tract _____

Number of existing lots: _____

Number of property lots: _____

Present Street Type:

Cul-de-sac _____ Secondary _____

Minor _____ Major _____

Collector _____ Arterial _____

Number and description of any proposed streets:

Zone Districts:

R1 _____ RM _____
R-1A _____ RM/POS _____ R-3 _____ W _____

Value:

Present Assessed Value: _____

Estimated Present Value: _____

Estimated Value Post Completion: _____

Description of Use:

Present Use/Description of Structures: _____

Proposed Use/General Description of Application: _____

Lot Size:	Frontage/Width	Depth	Sq. Feet	Acres
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Proposed:	_____	_____	_____	_____
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Required:	_____	_____	_____	_____
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Primary Building Setback Requirements:

	Side	Rear
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Proposed:	_____	_____
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Required:	_____	_____
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Lot Coverage Percentages:

Building Area:

Proposed: _____

Maximum Allowed: _____

Proposed: _____

Maximum Allowed: _____

Parking Spaces:

Proposed: _____

Minimum Required: _____

Basis for Determination: _____

Gross Floor Area:

Proposed: _____

Minimum Required: _____

List all proposed improvements (i.e., buffers, fencing, lighting, etc.):

Utility Requirements:

List needs and proposed/actual source of fulfillments of needs:

- a. Water: _____
- b. Sewer: _____
- c. Gas: _____
- d. Electric: _____

Does applicant own adjoining property: Yes _____ No _____

Is adjoining property presently vacant: Yes _____ No _____

Variance:

(Complete only if application is for a variance or conditional use permit pursuant to NJSA 40:55D-70)

What section of the Borough ordinance is the applicant seeking relief:

Section of 40:55D-70 involved:

(a) _____ (b) _____ (c) _____ (d) _____

Brief statement in support of application:

40:55D-70(a) – Description or error claimed and argument in support of application:

40:55-D-70(b) – Description of request for interpretation:

40:55D-70(c) – Description of undue hardship:

40:55D-70(d) – Description of special reasons supporting grant of use variance:

All variance applications: Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance:

List of maps, reports, plans and other documents attached:

1.

2.

3.

4.

5.

List of individuals who prepared plats:

- | | |
|-------------------|---------------------|
| 1. Name: <hr/> | Telephone No. <hr/> |
| Address: <hr/> | Position: <hr/> |
| City/State: <hr/> | Zip Code: <hr/> |
| | |
| 2. Name: <hr/> | Telephone No. <hr/> |
| Address: <hr/> | Position: <hr/> |
| City/State: <hr/> | Zip Code: <hr/> |
| | |
| 3. Name: <hr/> | Telephone No. <hr/> |
| Address: <hr/> | Position: <hr/> |
| City/State: <hr/> | Zip Code: <hr/> |

List of witnesses applicant intends to call:

	<u>Name</u>	<u>Address</u>	<u>Occupation</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

General Requirements:

1. If review by the Ocean County Planning Board is required by NJSA 40:27-6.3.6.6., has such an application been made?

Yes _____ No _____

If yes, Approved: _____ Denied: _____ Date: _____

2. Deed restrictions or covenants:

Yes _____ No _____

If yes, attach copy (required for subdivision and site plan approvals)

3. All real estate taxes and water/sewer bills must be current.

4. Is appropriate "check list" attached and all provisions complied:

Yes _____ No _____

A. Partnership/Corporate Applicants:

Pursuant to NJSA 40:55D-48.1 to 48.3, a corporation or partnerships applying for certain subdivisions and variances must disclose:

1. If partnership, names and addresses of all individual parties having at least a ten percent (10%) interest in the partnership:

2. If corporation, names and addresses of all stockholders who own at least ten percent (10%) of its stock of any class:

3. If a ten percent (10%) owner listed in (1) or (2) above, is itself a corporation or partnership, please specify and disclose a list of names and addresses of all ten percent (10%) or greater owners in this corporation or partnership:

B. Authorization of Application:

It is hereby certified that _____, _____
(name of applicant) (title)
of _____, who has made this application to the
(Corporate name and address)
Point Pleasant Planning Board of the Borough of Point Pleasant, has been authorized
by this corporation to do so.

(Secretary, Corporate Seal)

(Corporate Name)

(President)

Affidavit of Applicant:

I (We) _____, being duly sworn

(Name of Applicant)

according to law, hereby certify that the information presented in this application and accompanying documents in true and accurate to the best of my (our) knowledge.

Applicant

Applicant

Sworn to and subscribed before me this

_____ day of _____, 20____.

Affidavit of Ownership:

State of New Jersey

County of Ocean

_____, of full age, being duly sworn according to law on boat deposes and says, that the deponent resides at _____ in the County of _____ and the State of _____, that _____ is the owner in fee of all that certain lot, piece of land situated, laying and being in the municipality aforesaid, and known and designated as Block(s) _____ Lot(s) _____, street address _____

Sworn to and subscribed before me this

_____ day of _____, 20____.

Owner's Signature

Authorization by Owner:

(If anyone other than the above owner is making the application, the following authorization must be executed)

To the approving Board of the Borough of Point Pleasant:

_____, is hereby authorized to make the within application.

Dated:

Owner's Signature

I (We) _____, being duly sworn according to law,
(Name of Applicant)

hereby certify that the information presented in this application and accompanying documents is true and accurate to the best of my (our) knowledge.

Owner

Owner

Sworn to and subscribed before me this
_____ day of _____, 20____.

Review Fee Escrow Agreement and Application Certification:

Subject to applicable penalties, it is hereby certified the foregoing statement and information submitted with this application are true and that all surveys, plot plans and drawings accurately reflect the current condition of the subject property. It is further certified the undersigned is the applicant, a general partner of a partnership applicant, or an authorized officer of a corporate applicant.

In accordance with the Borough of Point Pleasant development ordinance, the applicant agrees to pay the legal, planning, engineering and other professional costs incurred by the Borough of Point Pleasant in reviewing this application and in the event the initial review fee escrow deposit is not sufficient to cover the professional charges incurred in reviewing this application form, agrees to deposit additional funds as determined by the Borough. The Planning Board or Zoning Board of Adjustment shall not be required to process the application or take further action on the application until such additional deposits are made. If these additional deposits remain unpaid for a period of sixty (60) days, this development application shall be deemed withdrawn and shall be dismissed without prejudice. In the event the fees imposed are not paid, any development approvals granted shall be considered null and void.

Date:

Signature of Applicant or Authorized Agent

Refund of Escrow Fees:

I, _____, request that I be refunded any remaining balances in the escrow account posted for the application on Block _____ Lot _____ once all outstanding bills are paid.

Date:

Signature of Applicant or Authorized Agent

LEGAL NOTICE

NOTICE IS HEREBY GIVEN:

On _____, at 7:00 p.m. in the Borough Chambers,
2233 Bridge Ave., Point Pleasant, New Jersey

(Name and Address)

is applying to the Point Pleasant Planning Board for

(minor subdivision, variance, preliminary/final site plan, amended final site plan)

under Section (a) (b) (c) (d) of R.S. 40:55-D70 on property known as

Block _____ Lot _____

Address _____

In a _____ zone

This request is to seek permission to:

Signature

Plans have been filed with the Clerk of the Planning Board and are available
for your review at the Point Pleasant Planning Board office,
2233 Bridge Ave., Point Pleasant during normal business hours, Monday
through Thursday 8:30 a.m. – 4:00 p.m. and Friday 9:00 a.m. – 4:00 p.m.

NOTICE

To Whom It May Concern:

Notice is hereby served upon you that the undersigned is applying to the Point Pleasant Planning Board for relief as set forth in the application below. This application is necessitated by the fact that the proposed project requires a subdivision, bulk variance, use variance, preliminary/final site plan approval (Cross out items which do not apply)

Any person(s) affected by this appeal may have an opportunity to be heard at the meeting scheduled for _____ at 7:00 p.m. in the Council Chambers, 2233 Bridge Ave., Point Pleasant, New Jersey.

REQUEST IS HEREBY MADE TO THE POINT PLEASANT PLANNING BOARD FOR PERMISSION TO:

This application is under subsection (a) (b) (c) (d) of R.S. 40:55-D-70; a request for conditional use, site plan, subdivision, permission to construct on an unaccepted street. (Circle the appropriate category of the application)

Name of Owner: _____

Name of Applicant: _____

Address: _____

Location of Premises: _____

Zone: _____ Block: _____ Lot: _____

Size of Tract: _____

Signature

Plans have been filed with the clerk of the Planning Board and are available for your review at the Point Pleasant Planning Board Office, 2233 Bridge Ave., Point Pleasant during normal business hours Monday through Thursday 8:30 a.m. – 4:00 p.m. and Friday 9:00 a.m. – 4:00 p.m.

§ 19-20. SCHEDULE OF FEES.

§ 19-20.1. Administrative Fees.

[Ord. #601, S 109-75; Ord. #1996-23, S 3; Ord. #2003-13, S 14; Ord. #2014-12 S 3; Ord. #2015-16; Ord. No. 2017-17]

The following nonrefundable application fees have been established to defray the administrative and clerical costs of operating the Planning Board and the Zoning Board of Adjustment exclusive of legal, planning, engineering and other professional costs incurred in reviewing applications. These fees shall be payable to the Borough at the time an application for development is filed. Additionally, applicants shall pay a review fee escrow deposit and execute an escrow agreement, as provided in subsection 19-20.3 below. Proposals involving more than one fee shall pay a fee equal to the sum of the fees for the component parts of the proposal. In the event that any development application requires more than two hearings, other than any requested special meetings, the applicant shall pay an additional application fee of \$200 for each hearing date.

Nonrefundable Application Fees

Informal Review	
Minor Subdivision	\$300.00
Major Subdivision:	\$500.00
Sketch Plat	\$100.00
Preliminary Plat	\$750.00 + 25.00/Lot
Final Plat	\$750.00
Minor Site Plan	\$500.00
Major Site Plan:	
Preliminary Plat	\$1,500.00
Final Plat	\$500.00
Combined Preliminary and Final Plat	\$2,000.00
Conditional Uses	\$250.00
Interpretation of Zoning Map or Ordinance	\$100.00
Hear and Decide Appeals of Administrative Official	\$200.00
Variance Pursuant to 40:55D-70C	\$250.00
Zoning Change Request	\$500.00
Approval Extension:	
Preliminary	\$300.00
Final	\$300.00
Reapproval (Minor Subdivision)	(50% of original fee)
Plan Revision (Previously Approved)	(50% of original fee)
Administrative Approvals	\$250.00
Use Variance:	
Residential	\$200.00
Other Uses	\$500.00
Minimum	\$200.00
Building Permit in Conflict with Official Map or	
Building Permit for Lot Not Related to a Street	\$100.00
Special Meeting	\$1,500.00

§ 19-20.2. Tax Map Maintenance Fee.

[Ord. #2003-13, S 14]

a. The following fees shall be paid by the applicant at the time of filing an application:

1. Minor Subdivision, two (2) to four (4) lots: \$200.00
2. Final Major Subdivision:
 - (a) Up to six (6) lots - \$300.00
 - (b) Seven (7) or greater lots - \$400.00, plus \$25.00/lot

b. In the event that any application for development is denied and the application is no longer pending in any manner before the respective Board, then any portion of the aforementioned fee, which has not been expended for maintaining the Tax Map, shall be refunded to the applicant.

[Ord. #2003-13, S 14; Ord. #2014-12 S 4; Ord. No. 2017-14]

In addition to the nonrefundable application fees set forth above, the applicant shall also pay an amount equal to the legal, planning, engineering and other professional costs incurred by the Borough in reviewing an application for development. The following schedule of review fee escrow deposits are estimates of these professional costs and shall be deposited with the Borough at the time an application for development is filed. Additionally, applicants shall execute an Escrow Agreement, in a form approved by the Borough Council, consenting to pay these review costs and specifically stating that, in the event the fees imposed are not paid, any development approvals granted shall be considered null and void. The review fee escrow deposit shall be held in an escrow account to the credit of the applicant. The Borough shall be responsible to keep a record to determine the actual review costs attributed to each application.

- a. In the event that the initial deposit is not sufficient to cover the professional charges incurred in reviewing an application, the applicant shall be required to deposit additional funds, as determined by the Borough. The approving authority shall not be required to process the application to take further action upon an application until such additional deposits are made by the applicant. If these additional deposits remain unpaid for a period of sixty (60) days, the development applications shall be deemed to be withdrawn and shall be dismissed without prejudice.
- b. In the event that the review fee escrow deposit shall be in excess of the amounts necessary to cover the professional charges incurred in reviewing an application, the excess funds shall be returned to the applicant within forty-five (45) days of the final action on the application or of the adoption of a resolution memorializing the decision, whichever occurs later.

Review Fee Escrow Deposits

Informal Review	\$500.00
Minor Subdivision	\$3,000.00
Major Subdivision	
Sketch Plan	\$500.00
Preliminary Plat	\$2,500.00, plus \$50.00/lot over 4 lots
Final Plat	\$1,000.00, plus \$50.00/lot over 4 lots
Minor Site Plan	\$1,000.00
Major Site Plan (Nonresidential)	
Preliminary Plat	\$2,000.00, plus \$0.40/square foot over 4,000 square foot gross floor area
Final Plat	\$1,000.00, plus \$0.20/square foot over 4,000 square feet
Combined Preliminary and Final Plat	\$4,000.00 plus \$0.60/square foot over 4,000 square feet
Major Site Plan (Residential)	
Preliminary Site Plan	\$2,500.00, plus \$50.00/unit
Final Plat	50% of the preliminary major site plan escrow deposit
Conditional Uses	\$1,000.00
Interpretation of Zoning Map or Ordinance	\$750.00
Hear and Decide Appeals of Administrative Official	
Pursuant to 40:55D-70C	\$500.00
Zoning Change Request	\$1,000.00
Approval Extension	
Preliminary	\$500.00
Final	\$500.00
Reapproval (Minor Subdivision)	\$500.00
Plan Revision (Previously Approved)	\$600.00
Administrative Approvals	\$250.00
Use Variance	
Residential	\$1,500.00
Other Uses	\$2,000.00
Building Permit in Conflict with Official Map or Building Permit for Lot Not Related to a Street	\$250.00
Variance Application pursuant to N.J.S.A. 40:55D-70c	
Bulk Variance Escrow for Commercial Property	\$2,500.00
Bulk Variance Escrow for Residential Property	\$1,250.00