



## Application for Subdivision

Application # _____
Date Filed ____/____/____
Hearing Date ____/____/____

Planning Board \_\_\_\_\_ Zoning Board of Adjustment \_\_\_\_\_  
Preliminary Major \_\_\_\_\_ Final Major \_\_\_\_\_ Minor \_\_\_\_\_  
Variances: "C" \_\_\_\_\_ "D" \_\_\_\_\_

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### FILL IN ALL BLANKS

Property Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

#### APPLICANT INFORMATION:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 2. ATTORNEY INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 3. ARCHITECT INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

4. ENGINEER INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

5. PRESENT OWNER (If not applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

6. Interest of applicant, if other than owner: \_\_\_\_\_

7. Existing Use \_\_\_\_\_

8. Property is located in zone \_\_\_\_\_ as per Asbury Park Land Development Ordinance.

9. Property is \_\_\_\_\_ is not \_\_\_\_\_ located in a Historical District.  
Historic District \_\_\_\_\_.

10. Description of Variance(s) Requested if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Number of existing lots \_\_\_\_\_ Proposed lots \_\_\_\_\_ Area of entire tract \_\_\_\_\_  
Area of each proposed lot \_\_\_\_\_  
Proposed Use \_\_\_\_\_

12. Development plans:  
Sell lots without construction: Yes \_\_\_ No \_\_\_ New construction: Yes \_\_\_ No \_\_\_  
New construction description \_\_\_\_\_.  
Has there been any previous appeal or approval involving these premises? \_\_\_\_\_.  
If so, please attach a copy of the decision.  
State character of appeal - date of disposition \_\_\_\_\_.

**AFFIDAVIT OF APPLICATION**

State of New Jersey}  
County of Monmouth} SS:

\_\_\_\_\_ of full age, being duly sworn according to law,  
on oath depose and say that all the above statements are true.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public - State of New Jersey

**AUTHORIZATION**

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

\_\_\_\_\_ is hereby authorized to make the within  
application.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

**STATEMENT FROM TAX COLLECTOR**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Status of Municipal Taxes \_\_\_\_\_

Status of Municipal Sewer Fees \_\_\_\_\_

Status of Assessments for local improvements \_\_\_\_\_

Date: \_\_\_\_\_ Authorizing signature \_\_\_\_\_

RS 40:55D-46.1 requires that a corporation or partnership applying for approval of a site plan to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest of the partnership, as the case may be (Use a separate sheet)

CITY OF ASBURY PARK  
ONE MUNICIPAL PLAZA  
ASBURY PARK, NJ 07712  
(732) 775-2100

**SUBDIVISION**  
Completeness Checklist

Please Check all that apply:

Major Subdivision: Preliminary \_\_\_\_\_ Final \_\_\_\_\_ Minor Subdivision \_\_\_\_\_

Planning Board \_\_\_\_\_ Zoning Board of Adjustment \_\_\_\_\_

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This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Sub-section 30-55.5 Subdivision Ordinance of the City of Asbury Park for further details of submission requirements and procedures.

APPLICATION # \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

\_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

**AFFIDAVIT OF COMPLETENESS**

I, the undersigned, affirm that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1, *et.seq.* and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Asbury Park and the City of Asbury Park Checklist.

I further affirm that all information contained herein is complete and accurate.

Date \_\_\_\_\_

\_\_\_\_\_  
Name - Print or Type

\_\_\_\_\_  
Signature/Seal & License #

## Subdivision Application and Checklist Part A Submission Documents

(Subsection 30-45.4)

(Ord. No. 2015-52, Exhibit H)

An application must be deemed complete by the Development Coordinator to receive a hearing date.

C	N	N/A	ALL PLANS MUST BE FOLDED AND COLLATED
___	___	___	1. Application form: For initial submission, submit one (1) copy of form. Upon being deemed complete, submit 16 copies.
___	___	___	2. Drawing or Plans showing the existing and proposed buildings, structures and tract improvements on the property as per the technical checklist. For initial submission, submit one (1) full size set at 24" x 36" and one (1) full set at 11" x 17" Upon being deemed complete, submit six (6) full size sets at 24" x 36" and Ten (10) 11" x 17" size sets, for a total of 16 sets.
___	___	___	3. A signed and sealed copy of the current survey (within the last 5 years), prepared by a professional land surveyor, upon which the subdivision plan is based, and sixteen (16) photocopies.
___	___	___	4. Three (3) copies of the Tree Preservation Plan. (where applicable)
___	___	___	5. Certificate of payment of taxes and sewer fees.
___	___	___	6. Proof of submissions to Monmouth County Planning Board.
___	___	___	7. Notice and proofs of service, due five (5) days prior to meeting.
___	___	___	8. Application fee paid \$_____.
___	___	___	9. Escrow Fee paid \$_____.
___	___	___	10. Zoning Determination from the Zoning Officer.
___	___	___	11. Photographs of the tract and particularly the portion of tract to be affected. Photographs on all submitted copies should be in color. Digital copies are also encouraged.
___	___	___	12. Contribution Disclosure Statement for owner, applicant and professionals.

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD. In addition, a digital copy of the submission must be emailed to the Development Coordinator to be deemed complete.

**Subdivision Checklist – Part B  
Plan Requirements**

The following must be submitted:

1. **General Requirements:** The subdivision plan shall be signed and sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey, however, that the sanitary sewer, water distribution and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer.

The plat for a minor subdivision shall be drawn at a scale of not less than one hundred feet (100') to the inch, and the plat for a major subdivision shall be drawn at a scale of not less than fifty feet (50') to the inch. All submissions shall conform to the provisions of the New Jersey Map filing Law, N.J.S.A. 16-23-9.9, et seq., and shall include, or be accompanied by, the information specified below:

- a. All dimensions, both linear and angular, of the exterior boundaries of the sub-division, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000).

- b. The subdivision shall be based on an accurate and current (within last five (5) years) certified property and boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1. "Preparation of Land Surveys", dated September 1984 and as amended. The date of the survey and the name of the person who prepared the survey, shall be shown on the plan.

2. **Title Block:** The title block shall appear on all sheets in conformance with N.J.S.A. 46:26B-1 et seq. (Map Filing Law) and include:

- a. Title to read "Minor Subdivision" or "Major Subdivision".

- b. Name of the subdivision, if any.

- c. Tax map sheet, block and lot number(s) of the tract as shown on the latest City Tax Map, the date of which shall also be shown in the title block.

- d. Date of original and all revisions.

- e. Acreage of the tract to be subdivided, to the nearest hundredth of an acre.

- f. Name and addresses of owner and developer, so designated.

- g. Names, signature, address and license number of the qualified professional (engineer, architect, landscape architect, land surveyor or planner) who prepared the plans, and their embossed seal.

- h. If the plans contain more than one (1) sheet, each sheet shall be numbered and titled.

3. The following shall be included on the first sheet of all plans:

- a. Zoning Comparison Table: (please refer to Definitions 30-15 when measuring or calculating the existing and proposed conditions.)

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Freestanding Sign Number			
Freestanding Sign Area(s)			
Attached Sign Number			
Attached Sign Area(s)			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

- b. Tract boundary lines, right of way lines of streets, street names, easements and other rights of way, land to be reserved or dedicated to public use, all lot lines and other tract lines, with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves.
- c. A key map, at the scale of not less than one inch equals one thousand (1,000') feet, showing the location of the tract with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within five hundred (500) feet of the subdivision.
- d. The location of that portion which is to be subdivided in relation to the entire tract.
- e. All existing structures and wooded areas within the portion to be subdivided and within twenty-five (25') feet thereof.
- 4. North Arrow and written and graphic scale.
- 5. The purpose of any easement or land, reserved or dedicated to public use shall be noted.

- [ ] 6. Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with number one. No more than one number may be assigned to each lot, as approved by the City's Tax Assessor.
- [ ] 7. Minimum building setback lines
- [ ] 8. Existing structures including fences
- [ ] 9. Location and description of all monuments.
- [ ] 10. Names of owners of adjoining un-subdivided land.
- [ ] 11. Certification of engineer or surveyor as to accuracy of details of the plat.
- [ ] 12. Certification that the applicant is agent or owner of the land, or that the owner has given consent under the option agreement.
- [ ] 13. When approval of a plat is required by an officer or the body of the City, County or State, approval shall be certified on the plat.
- [ ] 14. Cross sections and profiles of streets, approved by the municipal engineer.
- [ ] 15. Contours at five (5') feet intervals for slopes averaging ten (10%) percent or greater and at two (2') feet intervals for land of less slope.
- [ ] 16. Plans and profiles of storm and sanitary sewers and water mains.
- [ ] 17. **Flood Hazards:** The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses.
- [ ] 18. **Existing Vegetation:** The location of existing individual trees and groups of trees.
- [ ] 19. **Wetlands:** The location of lakes, ponds, wetlands and wetlands transition areas within the tract. A current letter of interpretation (LOI) from NJ DEP should also be provided if applicable.
- [ ] 20. Metes and Bounds description of the existing and proposed boundary lines.
- [ ] 21. **Project Description:** Clear written description of the proposed project, including, but not limited to hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parking on the site and provisions to be made for site maintenance.



**City of Asbury Park**  
**Preliminary Major Sub-Division Checklist Part B**  
**Plat Requirements**

1. General Requirements:

The plat for a major sub-division shall be drawn at a scale of not less than one hundred feet (100') to the inch, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 16-23-9.9 et.seq. and shall include, or be accompanied by, the information specified below:

- a. All dimensions, both linear and angular, of the exterior boundaries of the sub-division, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000).
- b. The major sub-division shall be based on current boundary survey prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended, certified to the sub-divider.

2. Title Block:

The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. seq. (Map Filing Law) and include:

- a. Title to read "Major Sub-Division"
- b. Name of Sub-Division, if any.
- c. Tax map sheet, block and lot number(s) of the tract to be sub-divided as shown on the latest City Tax Map, the date of which shall also be shown.
- d. Acreage of the tract to be sub-divided to the nearest hundredth of an acre.
- e. Names and addresses of owners and sub-divider, so designated.
- f. Name, signature, address and license number of land surveyor who prepared the map and made the survey: the plat shall bear the embossed seal of said land surveyor.

3. Plan Detail Information:

- a. A key map at a scale of not less than one (1") inch equals one thousand (1,000') feet showing the location of the tract to be sub-divided with reference to surrounding areas, existing street which border the tract, the names of all such streets and any zone boundaries which are within five hundred (500') feet of the sub-division.

- b. Sufficient elevations or contours to determine the general slope and natural drainage of the land the high and low points and tentative cross sections and center line profiles for all propose new streets.
  - c. The location of existing and proposed property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas and rock formations.
  - d. Preliminary plans of proposed utility layouts for sewers, storm drains, water, gas and electricity showing feasible connections to existing or any proposed utility systems. If no permanent water supply or sewage disposal system is available, the developer shall be required to provide permanent installation for future connections to a propose system: the plan for such system must be approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made as required by the State Board of Health and submit the results witht he preliminary plat. Any sub-division or part thereof which does not meet with the established requirements of this ordinance or other applicable regulations shall not be approved. Any remedy proposed to overcome such a situation shall first be approved by the appropriate local, county or state agency.
  - e. A copy of any protective covenants or deed restrictions applying to the land being sub-divided.
  - f. North arrow.
  - g. Written and graphic scales.
  - h. Proposed lot and block numbers as assigned by the City of Asbury Park Tax Assessor.
4. The following table shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum Combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed use or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

## Disclosure of Political Contributions Certification

I, \_\_\_\_\_, of full ages does hereby certify  
(Name)

1. I am the applicant or (Engineer, Architect, Planner, Attorney at Law, of the State of New Jersey engaged by \_\_\_\_\_), which entity has made an application  
(applicant's name)  
to the Asbury Park (Planning Board or Zoning Board of Adjustment) for

\_\_\_\_\_ associated with \_\_\_\_\_  
(site plan, variance, subdivision) (proposed use(s))

\_\_\_\_\_ located at \_\_\_\_\_ Block \_\_\_\_\_, Lot \_\_\_\_\_, Asbury Park, New Jersey,  
(address)  
owned by \_\_\_\_\_ to represent said Applicant in this matter.  
(owner)

2. I have never made any political contributions to any elected official of the City of Asbury Park in conjunction with this Application or any other Application (or I have made the following contributions to the elected officials of the City of Asbury Park).

I hereby certify that the foregoing statements are true and I am aware that if any of the following statements made by me is willfully false I am subject to punishment.

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signature)

Dated \_\_\_\_\_

## **THE PROCESS**

### **(General Instructions/What to expect)**

You or your attorney must submit the completed application, supporting documents and all required forms along with two (2) complete sets of plans for review to the department of Planning & Redevelopment. Once your application is deemed complete, you (or your attorney) will be notified by email or letter of completion and will be given your fee calculations and scheduled hearing date. (Please be aware that it may take as long as one to three months before you are scheduled for a public hearing. The time frame will depend upon the volume of applications that require scheduling and the completeness of your application when filed). Once you receive your letter of completeness, you are required to provide this office with complete sets of documents for each board member and professional, as well as digital copies of all documents submitted.

Once you have been assigned a hearing date, you or your attorney must follow instructions regarding the process of notifying the public of your application and publishing a notice in the newspaper. Sample forms and instructions are attached.

It is recommended that your design professionals attend the meeting along with you to answer any questions regarding your application. Usually, the Board can make a decision on an application at the first meeting, unless the applicant has failed to provide enough information or questions arise cannot be answered by those present.

In the event that the request is granted, you are hereby notified that said approval shall expire unless the work is commenced and diligently prosecuted within two (2) years from the date of the granting of the approval. If you find that you are unable to commence the work within a two year (2) time frame, you may apply to the Board for a one year extension of approvals, prior to the expiration date of the approval.

If your application is approved, a resolution will be prepared and scheduled to be memorialized at the next board meeting. Approximately 10 days after the memorialization of the resolution, the resolution will be made available to you to either pick up from the department of Planning & Redevelopment or to be mailed to you. At that time, you may apply to the Construction Department for your building permits.

You (or your attorney) are also required to publish a Notice of Determination in the Asbury Park Press regarding your application (sample notice attached).

Also, please be aware that an objector of your application has up to forty-five (45) days after your notice is published in the paper to file an appeal on the Board's decision. In the meantime, the Construction Department will issue your permit for construction; However, you build at your own risk. Application fees are not refundable, whether your application is approved or denied.

If you are filing an Appeal or Request for an Interpretation, this application must be accompanied with a letter of explanation, detailing your request.

*If you require any assistance, please feel free to contact us at (732)502-5724.*

## FEES AND ESCROW DEPOSIT

### 30-24 FEES.

#### 30-24.1 Fees for Applications or Services.

Fees for applications or for the rendering of any services by the Planning Board, Zoning Board and Technical Review Committee, or any member of their administrative staff shall be stated in this section. (2000 Code § 30-24.1)

#### 30-24.2 Fee Schedule.

Application Type	Application Fee	Escrow Fee
Appeals and Interpretation	\$200. for all Applicants	\$300. for all Applicants
Conceptual/ Informal Reviews	\$150. for all Applicants	\$500. for all Applicants
Variances (Bulk)		
A) Single and Two Family Uses	\$300.	\$800. plus \$100. per each Variance requested when part of a major subdivision
B) Multifamily	\$300.	\$800. plus \$100. per each Variance requested
C) Nonresidential	\$300.	\$800. plus \$100. per each Variance required
Variances (Use)		
A) Single and Two Family Uses	\$500.	\$1,200.
B) Multifamily	\$500.	\$1,200. plus \$50. per unit
C) Nonresidential	\$500.	\$1,200. plus \$100. per 1,000 sq. ft. or fraction thereof over 2,000 sq. ft. gross impervious surface to be developed
Conditional Use Permit	\$450.	\$250. plus \$100. per 1,000 sq. ft. or fraction thereof over 2,000 sq. ft. gross impervious surface to be developed
Subdivision		
A) Minor/Sketch Plat	\$200. plus \$50. per lot	\$750.
B) Major Subdivision		
Preliminary Review	\$300. plus \$50. per lot	\$1,500. plus \$200. per lot
Final Review	\$200. plus \$25. per lot	\$500. plus \$100. per lot
Site Plan Review		
A) Minor Development		
Residential	\$200.	\$1,000.
Nonresidential	\$200.	\$1,000.
B) Major Development		
(1) Residential Preliminary Review	\$200. plus \$50. per unit	\$2,000. plus \$100. per 1,000 sq. ft. developed gross impervious surface or fraction thereof over 2,000 sq. ft., plus \$200. per dwelling unit

Final Review	\$100. plus \$25. per unit	\$1,000. plus \$50. per 1,000 sq. ft. developed gross impervious surface, or fraction thereof, over 2,000 sq. ft., plus \$200. per dwelling unit
(2) Nonresidential Preliminary Review	\$250. plus \$50. per 1,000 sq. ft. developed gross impervious surface, or fraction thereof, over 2,000 sq. ft.	\$2,000. plus \$100. per 1,000 sq. ft. developed gross impervious surface or fraction thereof over 2,000 sq. ft., plus \$200. per 1,000 sq. ft., or fraction thereof, of gross floor area
Final Review	\$125. plus \$25. per 1,000 sq. ft. developed gross impervious surface, or fraction thereof, over 2,000 sq. ft.	\$1,000. plus \$50. per 1,000 sq. ft. developed gross impervious surface, or fraction thereof, over 2,000 sq. ft., plus \$100. per 1,000 sq. ft., or fraction thereof, of gross floor area
C) Conceptual Site Plan Review	\$100.	Cost of professional services to be paid by applicant
Special Meeting Fee	\$1,800.	\$500.
Plan Amendment	\$500.	\$3,000.

(2000 Code § 30-24.2)

**30-24.3 Fees; Payment Due.**

Fees shall be paid at the time the application is filed and no application shall be deemed complete until the administrative officer certifies in writing that all required fees have been paid. In the event the application is for more than one (1) category of relief or action, the application and escrow fees shall consist of the sum of the fees for each category. (2000 Code § 30-24.3)

**30-24.4 Miscellaneous Charges.**

Any miscellaneous charges or expenses incurred by the Planning Board or Zoning Board of Adjustment or Technical Review Committee and not covered by application or professional escrow fees shall be paid by the applicant. (2000 Code § 30-24.4; Ord. No. 2647; Ord. No. 2654)

# **CITY OF ASBURY PARK**

## **Notice Requirements for Hearing**

a. Public Notice- Public notice of a hearing shall be given in the following cases:

1. Application for preliminary approval of a major subdivision;
2. Application which requires a variance, whether before the Planning Board or Board of Adjustment;
3. Application for major development approval.

b. Public Notice Procedures:

1. Public Notice shall be given by publication in the official newspaper of the City at least ten (10) days prior to the date of the hearing. Such notice shall be arranged by the applicant.
2. Notice shall be given to the owners of all real property located within two hundred (200) feet in all directions of the perimeter of the subject property, as shown on the current tax duplicate, whether such real property is located within or outside the City. Such notice shall be given by: (a) serving a copy thereof on the owner as shown on the said tax duplicate or his agent in charge of the property; or b) mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. Notice to a corporate owner may be served upon its president, a vice-president, secretary or other authorized by appointment or by law to accept service on behalf of the corporation.

c. Other Notices Required:

1. Notice of all hearings on applications for development involving property located within two hundred (200) feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to Section 50, Paragraph b of this Article to the owners of land in such adjoining municipality which is located within two hundred (200) feet of the subject premises.
2. Notice shall be given by personal service or certified mail to the County Planning Board of hearings on applications for development of property (a) adjacent to an existing or proposed county road shown on the official County Map or on the County Master Plan; (b) adjoining other county land; or (c) situated within two hundred (200) feet of a municipal boundary.
3. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.
4. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds one hundred fifty (150) acres or five hundred (500) dwellings units. Such notice shall include a copy of any maps or documents required to be on file with the City Clerk pursuant to N.J.S.A. 40:55D-10(b).
5. Notice of hearings on master plan, capital improvements program or official map shall be given in accordance with N.J.S.A. 40:55D-13 and N.J.S.A. 40:55D-15, respectively.

d. Time for Service



All notices hereinafter specified in this Section shall be given at least ten (10) days prior to the date fixed for hearing.

e. Method of Service

Any notice made by certified mail as hereinafter required shall be deemed as complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14.

f. Form of Notice

All required notices shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, in any, or by reference to lot and block numbers as shown on the current tax duplicate in the Tax Assessor's office. See attached Public Notice form. The notice shall indicate the location and times at which any maps and documents for which approval is sought may be reviewed by the public. If the application for development includes consideration of a conditional use, the hearing notice shall include a reference to the conditional use.

g. List of Property Owners Furnished:

Pursuant to the provision of N.J.S.A. 40:55D-12(c), the Tax Assessor, within seven (7) days after receipt of a request therefor and upon receipt of payment of a fee of Ten Dollars (\$10), shall make and certify a list from the current tax duplicate of names and addresses of owners in the City to whom the applicant is required to give notice pursuant to Section 50, Paragraph b(2) of this Ordinance. The applicant shall also supply to the Tax Assessor at the time of request a map showing all properties and current tax map information for the subject property and all properties within two hundred (200) feet of the perimeter of the subject property.

The applicant shall be entitled to rely upon the information contained in such list and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

h. Material to Be Filed with Board:

The applicant shall file an affidavit of proof of service, form of notice, list of property owners served, and map specified in Paragraph g. above with the Board prior to the hearing.

Decisions:

a. Each decision on any application for development shall be set forth in writing within forty-five (45) days of a decision as a resolution of the Board which shall include findings of fact and legal conclusions based thereon.

b. A copy of the resolution shall be made available to you by the Secretary of the Board within ten days of its adoption to the applicant or, if represented, then to his attorney, without separate charge. A copy of the resolution shall also be mailed to all persons who have requested it and who have paid the fee prescribed for such service. A copy of the resolution shall also be filed in the Office of the City Clerk, who shall make a copy of such filed resolution available to any interested party upon payment of a fee calculated in the same manner as those established for copies of other public documents in the City. .

c. A brief notice of every final decision shall be published in the official newspaper of the City. See attached Notice of Determination form. Such publication shall be arranged by the Applicant unless otherwise advised by the Board Secretary. If the Board Secretary arranges for the publication of the notice of decision, it shall be done without further charge to the Applicant. Notice of Decision shall be sent to the official newspaper for publication within ten (10) days of the date of any such decision.

**City of Asbury Park**

**Public Notice**

In compliance with the Municipal Land Use Law (40:55D - 1 et. Seq) and the Land Development Ordinance of City of Asbury Park (Code § 30), please take note that (*applicant*) \_\_\_\_\_

\_\_\_\_\_proposes to (*describe project*)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The proposed project will be located at \_\_\_\_\_Block\_\_\_\_Lot\_\_\_\_\_ which is located in the \_\_\_\_\_zoning district. The applicants seeks (*type of application/variance*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

A public hearing will be held by the Asbury Park (*Planning Board/Zoning Board of Adjustment*) at the municipal building located at One Municipal Plaza Asbury Park, New Jersey on Tuesday \_\_\_\_\_ at 7:00 PM.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the (*Planning Board/Zoning Board of Adjustment*). All documents related to the application are on file with the Department of Planning and Zoning and may be inspected by the public between the hours of 9:00 AM and 4:00 PM.

Applicant:\_\_\_\_\_

Date:\_\_\_\_\_

**AFFIDAVIT OF SERVICE**  
**CITY OF ASBURY PARK**

STATE OF NEW JERSEY:

COUNTY OF MONMOUTH:

I, \_\_\_\_\_ of full age, being duly sworn according to law, on oath deposes and says they are making an application for property described as \_\_\_\_\_, Asbury Park, New Jersey, 07712 in the municipality of Asbury Park, New Jersey 07712 in the municipality of Asbury Park, County of Monmouth and State of New Jersey and did on \_\_\_\_\_, 2016, at least ten (10) days prior to hearing date give personal notice to all property owners within 200 feet of the said property.

Said notice was given by certified mail to all persons noted on the attached list, Copies of the registered receipts are attached hereto.

Notice was also published in the official newspaper of the municipality –The Asbury Park Press– as required by law.

There is also an attached copy of the proof of publication of notice in the official newspaper of the municipality.

\_\_\_\_\_

Applicant (print name)

\_\_\_\_\_

Applicant (signature)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**City of Asbury Park  
Notice of Determination**

PLEASE TAKE NOTICE that the (Planning Board/Zoning Board of Adjustment) of the City of Asbury Park did on the \_\_\_\_\_ formally adopt a resolution memorializing the  
(resolution date)

action of the Board taken at its \_\_\_\_\_ hearing approving \_\_\_\_\_ with  
(hearing date) (type of application)

\_\_\_\_\_ variances to applicant \_\_\_\_\_ for premises known as Block  
(bulk/use) (name)

\_\_\_\_\_ Lot \_\_\_\_\_ on the official tax map of the City of Asbury Park, New Jersey. The

project approved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(project description)

PLEASE TAKE FURTHER NOTICE that the Resolution and minutes of the meetings of the (Planning Board/Zoning Board of Adjustment) of the City of Asbury Park are on file at City Hall, One Municipal Plaza, Asbury Park, New Jersey and are available for inspection during normal business hours.