

INSTRUCTIONS FOR FILING SUBDIVISION, SITE PLAN AND VARIANCE
APPLICATIONS WITH THE PLANNING BOARD OF
THE BOROUGH OF UNION BEACH

PRELIMINARY DISCUSSION

Any person who desires to obtain approval of a site plan or subdivision may request to be scheduled at a meeting of the Board for an informal discussion of the proposed development. The purpose of the informal discussion shall be to establish general guide lines to be followed by the applicant in preparing submission.

If you desire a Preliminary Discussion, please notify (in writing) the Board ten days prior to the scheduled meeting so that you may be put on the agenda.

It is incumbent on the applicant to comply in full with the ordinances of the Borough when submitting the application.

The Construction Official shall advise the applicant which of the following approvals are required:

1. Site Plan
2. Subdivision
3. Variance
4. Conditional Use
5. Direction for issuance of a building permit.

The Planning Board shall hear and act upon any requests for granting of variances, conditional use approval and/or direction for issuance of a building permit at the same time that they hear and act upon a minor subdivision, preliminary plat of a major subdivision, or a preliminary plat of a major site plan.

MINOR SUBDIVISION:

A subdivision of land within the Borough of Union Beach shall, prior to subdivision, submit to the Secretary of the Planning Board, at least ten (10) days prior to the scheduled meeting of the Board at which consideration is desired, the following:

1. Thirteen copies of the completed application.
2. Thirteen copies of the plat maps and supporting documents.
3. Tax receipt or other proof indication that no taxes or assessments for local improvements are due or delinquent on the proposed subdivision.
4. Affidavit of ownership.
5. Required fees. Check made out to the Borough of Union Beach.
6. The application for development for a minor subdivision shall include a request for the granting of any variances required.
7. If public notice is required:

- a. Property owners within 200 feet of property affected (in all directions) either within or without the Borough shall be notice and Public Notice shall also be given by publication in the in the official newspaper of the Board at least ten days prior to the date of the hearing.
8. Such other information as the Board and or Borough Engineer may require or request during review of the application for classification and approval as a minor subdivision.

MINOR SUBDIVISION

After classification as a minor subdivision:

Prior to issuance of a certificate of completeness or scheduling of a minor subdivision for public hearing, the Board Secretary shall determine that the following have been submitted in proper form.

1. Affidavit of ownership.
2. Borough Engineer's report.
3. Application for state wetlands approval where required.
4. Other submittals that may be required by the Borough Engineer, Planning Board, Federal, State or Local law.
5. The application for development for a minor subdivision shall include a request for the granting of any variances required.
6. Required application fees.
7. Thirteen copies of a plat and attachments meeting Borough Ordinance requirements.

MAJOR SUBDIVISION:

PRELIMINARY PLAT

Any sub-divider of land within the Borough of Union Beach shall, prior to subdivision, submit to the Secretary of the Planning Board at least ten days prior to the scheduled meeting of the Board at which consideration is desired, the following:

1. Thirteen copies of completed application.
2. Thirteen copies of plat maps and supporting documents.
3. Tax receipts or other proof indicating that no taxes or assessments for local improvements are due or delinquent on the proposed subdivision.
4. Affidavit of Ownership.
5. Required fees. Check made out to the Borough of Union Beach.
6. The application for development for a preliminary plat of a major subdivision shall include a request for the granting of any variances required.
7. Property owners within 200 feet in all directions of property affected either within or without the Borough shall be given notice and PUBLIC NOTICE shall be given by publication in the official newspaper of the Borough at least ten days prior to the date of hearing.

FINAL PLAT

Prior to issuance of a certificate of completeness or scheduling of a final plat of a major subdivision for public hearing, the Board Secretary shall determine that the following has been submitted in proper form.

1. Borough Engineer's report.
2. Application for land disturbance permit.
3. Application for fire department approval.
4. Application for municipal and/or state wetlands approval, where required.
5. Application for stream encroachment permit, where required.
6. Where applicable, a copy of the permit issued, or if the permit has not been issued, the application filed with the NJ Dept. of Environmental Protection, under the Coastal Area Facility Review Act, and copies of the environmental impact statement and any attachments thereto filed in accordance with the provisions of the Act, or in the alternate, a statement issued by the Department of Environmental Protection that the proposed development is exempt from the act.
7. A certificate of title, which may be on the plat (signed by the owner and notarized) or in letter form, signed by a member of a the New Jersey Bar or by a title Officer or authorized agent of a title insurance company licensed to do business in the State of New Jersey which certificate shall confirm that the owner of the premises in question is the owner shown on the plat.
8. Other submittals that may be required by the Borough Engineer, Planning Board or Federal, State or Local law.
9. Unless waived by the Board, a formal, request in appropriate statutory form, requesting that the applicable provisions of title 39 of the Revised Statutes be made applicable to the site prior to acceptance of streets.
10. Required application fees,
11. Thirteen copies of the plat and attachments meeting the Borough Ordinance requirements.

SITE PLAN

PRELIMINARY PLANS

See Preliminary Plat of Major Subdivision (page 2) for filing Preliminary Plat / Site Plan.

Prior to issuance of a certificate of completeness or scheduling of a preliminary plat of a site plan for public hearing, the Board Secretary shall determine that the following has been submitted in proper form:

1. Engineer's report. (Borough Engineer)
2. Copy of application for granting of a CAFRA permit where required.
3. Application for municipal and/or State wetlands Permit where required.
4. Other submittals that may be required by the Borough Engineer,
5. The application for development for a preliminary plat of a major site plan shall include a request for a granting of any variances required.
6. Required application fees.
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FINAL PLAT

Prior to issuance of a certificate of completeness or scheduling of a final plat of a site plan for public hearing, the Board Secretary shall determine that the following has been submitted in proper form:

1. Borough Engineer's report.
2. Application for a Freehold Soil Conservation District Permit
3. Application for municipal and/or state wetlands approval, where required.
4. Application for Stream Encroachment Permit where required.
5. Where applicable a copy of the issued permit or if the permit has not been issued, a copy of the application which has been filed with the NJDEP under the CAFRA and copies of the environmental impact statement and nay attachments thereto filed in accordance with the provisions of the Act, or in the alternate, a statement issued by the DEP that the proposed development is exempt from the Act.
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