

**Union Beach Planning Board Variance Application**  
**FOURTEEN DAYS BEFORE THE MEETING DATE, THE FOLLOWING PAPERWORK**  
**\*\*\*\*\*MUST BE FILED WITH THE BOARD SECRETARY\*\*\*\*\***

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- |     |   |                  |
|-----|---|------------------|
| ___ | 1. Letter from Zoning Officer   | <u>1 COPY</u>    |
| ___ | 2. General Information pages 2 & 3  | <u>15 COPIES</u> |
| ___ | 3. Get the list of property owners within 200 feet of the property in question from the Tax Assessor. You must notify all property owners within that 200 feet (either by hand delivery or by registered, receipt requested mail) If hand delivered, the owner of the property must sign the list and be given a copy of the notification.            | <u>1 COPY</u>    |
| ___ | 4. Legal survey of your property, the existing dwelling, and any additional buildings, patios, decks, pools or porches that are not shown on your survey. Also, detail the survey to show the dwellings to the right, left, and rear of your property; include the proposed addition (SHADE THIS) to show clearly what it is that you are requesting. | <u>15 COPIES</u> |
| ___ | 5. A floor plan of each floor of your dwelling.   | <u>15 COPIES</u> |
| ___ | 6. Both front and side views of the proposed finished building.   | <u>15 COPIES</u> |
| ___ | 7. Copy of the hearing notice (The notice given to all property owners, either by hand or by registered mail – AT LEAST TEN DAYS BEFORE MEETING .)  | <u>1 COPY</u>    |
| ___ | 8. Affidavit of ownership (this is to be <u>NOTARIZED</u> )   | <u>1 COPY</u>    |
| ___ | 9. Affidavit of publication from one newspaper (they will mail this to you).  | <u>1 COPY</u>    |
| ___ | 10. A check made out to the Borough of Union Beach (see fee schedule) accompanied by a W-9 tax form.  |                  |
| ___ | 11. Proof that taxes and sewer bills are paid up to date  | <u>1 COPY</u>    |
| ___ | 12. Proof of service – after property owners are served and the notice printed in the newspaper, have the Affidavit of Service <u>NOTARIZED</u> .   | <u>1 COPY</u>    |

**THIS OFFICE IS OPEN ON TUESDAY EVENING FROM 4 PM TO 8 PM**  
**OUR PHONE # IS (732) 739-1503. THERE IS A MACHINE – PLEASE LEAVE A MESSAGE**  
**SOMEONE WILL CONTACT YOU.**

GENERAL INFORMATION

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT'S INTEREST IN PROOPERTY (OWNER, LESSE, ETC.) \_\_\_\_\_

NAME OF OWNER (IF NOT APPLICANT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

WHEN PROPERTY WAS ACQUIRED BY APPLICANT \_\_\_\_\_

LOT \_\_\_\_\_ OF BLOCK \_\_\_\_\_ ADDRESS OF PROPERTY \_\_\_\_\_

IS THE PROPERTY SERVED BY PUBLIC SEWER SYSTEM? YES NO

IS THE PROPERTY SERVED BY PUBLIC WATER SYSTEM? YES NO

AREA OF PROPERTY \_\_\_\_\_

DOES IT HAVE FRONTAGE ON AN IMPROVED STREET? \_\_\_\_\_

PRESENT ZONING? \_\_\_\_\_ PERCENTAGE OF LOT COVERAGE? \_\_\_\_\_

BULK RESTRICTIONS PROVIDED: FRONT YARD ( ) SIDE YARD ( ) REAR YARD ( )

HEIGHT ( ) LOT COVERAGE ( ) FRONTAGE ( ) TOTAL SIDE YARD ( )

HAS A VARIANCE BEEN GRANTED? \_\_\_\_\_

ARE THERE ANY EXISTING OR PROPOSED COVENANTS OR DEED RESTRICTIONS ON THE PROPERTY? \_\_\_\_\_

YES NO IF YES, EXPLAIN \_\_\_\_\_

WHAT IS THE REASON FOR THE REQUESTED VARIANCE? \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

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

LOCATION OF PROPERTY \_\_\_\_\_

BLOCK      LOT      ZONE      DATE ZONING PERMIT ISSUED \_\_\_\_\_

LOT DETAILS

FRONT WIDTH      REAR WIDTH      DEPTH \_\_\_\_\_

EXISTING BUILDING DETAILS

FRONT SET BACK      REAR SETBACK \_\_\_\_\_

LEFT SIDE LINE      RIGHT SIDE LINE \_\_\_\_\_

WIDTH OF BUILDING      HEIGHT OF BUILDING \_\_\_\_\_

PROPOSED ADDITION TO BE ADDED

FRONT SETBACK      REAR SET BACK

LEFT SIDE LINE      RIGHT SIDE LINE

WIDTH OF BUILDING      HEIGHT OF BUILDING

FINISHED BUILDING DETAILS

FRONT SETBACK      REAR SETBACK

LEFT SIDE LINE      RIGHT SIDE LINE

WIDTH OF BUILDING      HEIGHT OF BUILDING

FLOOR AREA NOW:      FLOOR AREA WHEN COMPLETED

HOW MANY FLOORS NOW?      HOW MANY FLOORS WHEN COMPLETED?

USE FOR EACH FLOOR NOW?      USE FOR EACH FLOOR WHEN COMPLETED?

WAS THERE A VARIANCE APPLIED FOR BEFORE?

IF YES, WHEN?

THIS APPLICATION IS FOR A

VARIANCE

SUBDIVISION

SITE PLAN

**NOTICE OF PUBLIC HEARING**

IN THE MATTER OF \_\_\_\_\_

TO ALL PROPERTY OWNERS WITHIN 200 FEET OF THE PROPERTY LOCATED AT:

ALSO KNOWN AS LOTS \_\_\_\_\_ OF BLOCK \_\_\_\_\_

IN THE BOROUGH OF UNION BEACH, COUNTY OF MONMOUTH, STATE OF NEW JERSEY.

Please take notice that the undersigned has applied to the Planning Board of the Borough of Union Beach so as to permit the applicant to:

\_\_\_\_\_

The applicant, \_\_\_\_\_

of \_\_\_\_\_

for the property located at \_\_\_\_\_

\_\_\_\_\_

requests the following variance(s):

\_\_\_\_\_

\_\_\_\_\_

A copy of the application has been filed with the Secretary of the Planning Board, and may be inspected in the Borough Clerk's office during normal business hours.

The public hearing will be held on \_\_\_\_\_.

A Workshop meeting is held at 7:00 pm followed by the Regular Meeting at 7:30 pm. The meetings are held in the Municipal Building, 650 Poole Avenue, Union Beach, New Jersey. You may appear either in person or by agent or attorney and present any objections which you may have to granting this application.

AFFIDAVIT OF OWNERSHIP

**AFFIDAVIT OF APPLICANT**

State of New Jersey:

County of Monmouth: §

\_\_\_\_\_ of full age, being duly sworn according to law on oath deposes and says, that all of the above statements and the statements contained in the papers submitted herewith are true.

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

**AFFIDAVIT OF OWNERSHIP**

State of New Jersey:

County of Monmouth: §

\_\_\_\_\_ of full age being duly sworn according to law to law, on oath deposes and says that the deponent resides at \_\_\_\_\_ in (the Borough of Union Beach) or \_\_\_\_\_ and the State of New Jersey and that \_\_\_\_\_ is owner of fee of all that certain lot, piece of parcel of land situated and being in the Borough of Union Beach, and known and designated as Lot(s) \_\_\_\_\_ of Block \_\_\_\_\_ on the tax map of the Borough of Union Beach.

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

\_\_\_\_\_  
(Owner sign here)

**AUTHORIZATION**

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

To the Planning Board of Union Beach:

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

**LEGAL NOTICE TO APPEAR ONE TIME ONLY IN A LOCAL NEWSPAPER**

TAKE NOTICE that the undersigned has applied to the Planning Board of the Borough of Union Beach so as to permit the applicant to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Applicant, \_\_\_\_\_

of \_\_\_\_\_  
\_\_\_\_\_

REQUESTS THE FOLLOWING VARIANCES:

\_\_\_\_\_  
\_\_\_\_\_

A copy of the application has been filed with the Planning Board clerk, and may be inspected in the Borough Clerk's office during normal business hours. The public hearing will be held on

\_\_\_\_\_

A Workshop meeting is held at 7:00 pm followed by the Regular meeting which begins at 7:30pm. The meetings are held in the Municipal Building, 650 Poole Avenue, Union Beach, New Jersey. You may appear either in person or by agent or attorney and present any objections which you may have to granting this application.

THIS MUST APPEAR IN THE NEWSPAPER AT LEAST TEN DAYS BEFORE THE HEARING!

State of New Jersey

Affidavit of Service

County of Monmouth: §

of full age, being duly

sworn according to law, on his/her oath deposes and says that he/she reside at \_\_\_\_\_

\_\_\_\_\_ Borough/Town of \_\_\_\_\_

in the County of \_\_\_\_\_, and the State of New Jersey. And that he/she

did on \_\_\_\_\_, 20\_\_, at least (10) ten days prior to the hearing date, give personal

notice to all property owners within 200 feet of the property located at \_\_\_\_\_

\_\_\_\_\_.

Said notice was given either by hand delivering a copy to the property owner or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices are also served upon:

- ( ) 1. The Clerk of the Borough of Union Beach
- ( ) 2. The Monmouth County Planning Board
- ( ) 3. The Director of the Division of State & Regional Planning
- ( ) 4. The Department of Transportation

A copy of said notice is attached hereto. Also attached to this affidavit is a list of owners of property within 200 feet of the affected property who were served a copy of the attached notice.

\_\_\_\_\_  
(Signature of Applicant)

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