

BOROUGH OF UNION BEACH PLANNING BOARD
650 Poole Avenue
Union Beach, New Jersey 07735

Laurette Wade
Secretary

Email: planningboard@unionbeachnj.gov
Telephone (732) 739-1503

Dear Applicant:

There is a procedure that needs to be followed to apply to the Planning Board of Union Beach for a variance. You must submit hard copies of the full application in quantities listed on the checklist along with a USB drive and additionally email a PDF set to the Board Secretary at: Planningboard@unionbeachnj.gov.

The Planning Board Secretary will send copies of the application to the Board's professionals. After the application is received, the Board Professionals have 45 calendar days to deem the application complete. Once an application is deemed complete, the Secretary will inform the applicant as to the next available date.

Once the applicant receives the hearing date, MINIMUM ten (10) calendar days prior to the date of the meeting:

1. Notice must be published in one newspaper (Asbury Park Press or Independent).
2. Notice must be mailed by certified mail or hand delivered to all the property owners located within 200 feet of the subject property and all utilities. Get the property and utilities lists from the Tax Assessor. Form is located on the Union Beach website under "forms".
 - a. If you hand deliver the notice, the Owner of the property must sign the property list and be given a copy of the notification.

Five (5) days prior to the hearing date, submit to the Board Secretary:

1. All the registered receipts and property list if any signatures on it.
2. Affidavit of publication from one newspaper.
3. Affidavit of Service.

The night of the hearing (prior to the start of the meeting):

1. Any return receipts that have been received.

All applicants must make sure the notice is correct before being processed by checking with their attorney, architect, engineer, surveyor and/or planner.

If the notice is incorrect, jurisdiction will not be taken at the hearing and notice will have to be done again.

If the notice is not published or neighbors notified a minimum of 10 days prior to the meeting date, jurisdiction will not be taken at the hearing and notice will have to be redone.

OFFICE HOURS ARE TUESDAY EVENING FROM 4:30 PM TO 6:30 PM
EMAIL ADDRESS: PLANNINGBOARD@UNIONBEACHNJ.GOV
PHONE NUMBER IS (732) 739-1503. THERE IS A MACHINE. PLEASE LEAVE A MESSAGE

CHECKLIST

All applications must be submitted in hard copies as listed below, PDF form and USB drive.

- | | | |
|-----|---|-----------|
| ___ | 1. Letter from Zoning Officer | 15 copies |
| ___ | 2. General Information pages 2 & 3 | 15 copies |
| ___ | 3. List of property owners within 200 feet of the property in question from the Tax Assessor. There is a fillable form located on the Union Beach website under the heading "Forms". | 1 copy |
| ___ | 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. | 15 copies |
| ___ | 5. A floor plan of each floor of your dwelling. | 15 copies |
| ___ | 6. Both front and side views of the proposed finished building. | 15 copies |
| ___ | 7. Copy of the hearing notice (The notice given to all property owners, either by hand or by registered mail – AT LEAST TEN (10) DAYS BEFORE MEETING.) Provide back with application (date of hearing will be blank at this time) for review prior to providing notice to property owners. Once notice is provided include completed copy with proof of service and certified receipts. | 1 copy |
| ___ | 8. Affidavit of ownership (this is to be <u>NOTARIZED</u>). | 1 copy |
| ___ | 9. (2) Checks made out to the Borough of Union Beach (one for application fee, one for escrow) - see fee schedule. Checks to be accompanied by a W-9 tax form. | 1 copy |
| ___ | 10. Proof that taxes and sewer bills are paid up to date. | 1 copy |
| ___ | 11. Affidavit of publication from one newspaper (they will mail this to you). | 1 copy |
| ___ | 12. Proof of service - after property owners are served and the notice printed in the newspaper, have the Affidavit of Service <u>NOTARIZED</u> . | 1 copy |

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GENERAL INFORMATION

NAME OF APPLICANT _____

ADDRESS _____

CITY _____ PHONE _____

APPLICANT'S INTEREST IN PROOPERTY (OWNER, LESSEE ETC.) _____

NAME OF OWNER (IF NOT APPLICANT) _____

ADDRESS _____

CITY _____ PHONE _____

WHEN PROPERTY WAS ACQUIRED BY APPLICANT _____

BLOCK _____ LOT _____ 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? _____

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 _____ WHEN COMPLETED _____

HOW MANY FLOORS: NOW _____ WHEN COMPLETED _____

USE FOR EACH FLOOR: NOW _____ 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 LOT(S) _____ 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), site plan and/or subdivision:

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, SITE PLAN AND/OR SUBDIVISION:

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**

AFFIDAVIT OF SERVICE

State of New Jersey

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 Office of Planning Advocacy
- () 4. The Department of Transportation
- () 5. Utilities

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__