

**LAND USE DEVELOPMENT APPLICATION  
BOROUGH OF SPRING LAKE  
423 WARREN AVENUE  
P.O. BOX 638  
SPRING LAKE, NJ 07762**

**SECTION ONE: APPLICANT/OWNER**

**1. Applicant**

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

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

**Phone #** \_\_\_\_\_

**Fax #** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

(also include winter address and phone # if applicable)

**2. Owner**

**Is the Applicant the owner of the property?** \_\_\_\_\_

**If Applicant is NOT the owner of the property, please provide the following:**

**Owner's Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Fax #** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**If the applicant is not the owner of the property, state the applicant's interest in the property.** \_\_\_\_\_

**3. Disclosure**

(A) **Is the Applicant a corporation or a partnership?** \_\_\_\_\_

(B) **If the Applicant is either a corporation or a partnership, pursuant to N.J.S.A. 40:55D-48.1 and N.J.S.A. 40:55D-48.2, please list the names of all individuals with a 10% or greater interest in the entity which is making application.**

**NAME**

**ADDRESS**

**INTEREST**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

4. **Applicant's Attorney**

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

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

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

Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

**SECTION TWO: PROPERTY INFORMATION**

1. Street Address of Property: \_\_\_\_\_

2. Tax Map Location: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

3. Zone in Which Property is Located: \_\_\_\_\_

4. **Property Characteristics:**

	<u>Exist</u>	<u>Proposed</u>	<u>Pursuant to Code</u>
A. Lot Area:	_____	_____	_____

B. Lot Frontage	_____	_____	_____
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C. Lot Width	_____	_____	_____
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D. Lot Depth	_____	_____	_____
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E. Principle Building Coverage: %	_____	_____	_____
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F. Impervious Surface Coverage: (%)	_____	_____	_____
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Swimming Pool (%)	_____	_____	_____
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Driveways (sq.ft.)	_____	_____	_____
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Walkways (sq.ft.)	_____	_____	_____
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Detached Garage (sq.ft.) \_\_\_\_\_

Accessory Building (sq.ft.) \_\_\_\_\_

G. Set Backs:                    Exist                    Proposed                    Pursuant to Code

    Front:                    \_\_\_\_\_

    Rear:                    \_\_\_\_\_

    Rt. Side:                    \_\_\_\_\_

    Lt. Side:                    \_\_\_\_\_

    Aggregate  
    Sides:                    \_\_\_\_\_

Exist                    Proposed                    Pursuant to Code

H. Height: (ft.)                    \_\_\_\_\_

    (Stories)                    \_\_\_\_\_

I. Accessory Structures:

    Height (ft/stories)                    \_\_\_\_\_

    Side Setback                    \_\_\_\_\_

    Rear Setback                    \_\_\_\_\_

    Distance of structure from principal building:  
   \_\_\_\_\_

5. Is the property located within 200 feet of another municipality? \_\_\_\_\_

6. Is the property located adjacent to a County road? \_\_\_\_\_

7. Is the property located adjacent to a State road? \_\_\_\_\_

8. Is the current use of the property conforming? \_\_\_\_\_

9. If not, state the current use. \_\_\_\_\_

10. Is the proposed use of the property conforming? \_\_\_\_\_

11. Set forth all currently existing zoning violations on the property:

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12. Have there been any previous Planning Board or Board of Adjustments hearings involving this property? \_\_\_\_\_

(THIS INFORMATION CAN BE OBTAINED FROM THE BOARD OFFICE)

If yes, attach hereto a copy of the written decision of the Board.

13. Are there any restrictions, covenants, easements, or association by-laws existing or proposed on the property? \_\_\_\_\_

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Describe the present use of the property:

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**SECTION THREE: DEVELOPMENT RELIEF REQUESTED**

**1. NATURE OF THE APPLICATION:**

Applicant requests the following:

A. Subdivision Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

1. Minor \_\_\_\_\_

2. Major Preliminary \_\_\_\_\_

3. Major Final \_\_\_\_\_

4. Number of Lots Created \_\_\_\_\_

5. Number of Dwelling Units \_\_\_\_\_

B. Site Plan: Yes \_\_\_\_\_ No \_\_\_\_\_

1. Minor \_\_\_\_\_

2. Major Preliminary \_\_\_\_\_

3. Major Final \_\_\_\_\_

4. Revision to Approved Plan \_\_\_\_\_

C. Variance Relief: Yes \_\_\_\_\_ No \_\_\_\_\_

1. "C" Variance (bulk) \_\_\_\_\_

2. "D" Variance (use) \_\_\_\_\_

3. Set forth all sections of the Ordinance from which a variance is requested and set forth the nature of the proposed violation.

Variance #1 \_\_\_\_\_

Variance #2 \_\_\_\_\_

Variance #3 \_\_\_\_\_

Variance #4 \_\_\_\_\_

Variance #5 \_\_\_\_\_

Variance #6 \_\_\_\_\_

Variance #7 \_\_\_\_\_

D. Conditional Use Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

E. Interpretation of Map Ordinance or special question:

Yes \_\_\_\_\_ No \_\_\_\_\_

1. Set forth the section questioned:

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

F. Appeal of Administrative Officer: Yes \_\_\_\_\_ No \_\_\_\_\_

1. Set forth the nature of appeal (attach copy of decision appealed)

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

G. Informal Review: Yes \_\_\_\_\_ No \_\_\_\_\_

H. Other: Please Describe:

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

2. Describe in detail the proposed request for relief and the changes to be made

**on the property: (Attach additional sheet if necessary).**

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- 3. Set forth in detail all reasons why the Board should grant the relief requested: (Attach additional sheet if necessary).**

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- 4. List all map, surveys, reports, and supporting documentation upon which the Applicant will rely and/or which accompanies this application. \*\*\*\*\***

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- 5. List all experts who will testify for the Applicant and set forth a brief description of their testimony. (Attach written report, if available). (Provide name, address, fax and e-mail address)**

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- 6. Please list all other approvals which may be required and/or the Applicant has or will request for the proposed requested relief:**

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7. Please list any waivers the Applicant is seeking in this proposal:

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**SECTION FOUR: GENERAL INFORMATION**

1. Pursuant to law, Applicant is required to publish Notice in the official newspaper and to mail notice to all property owners within 200 feet. The Notice must comply with the law and be made at least ten (10) days prior to the assigned hearing date. A Certified Affidavit of Service and a Proof of Publication must be filed before the hearing. A list of property owners within 200 feet is available for a fee of \$10 from the Tax Collector's Office.
2. Applicants shall submit as part of this application photographs of the property, photographs of the proposed area for the requested relief and photographs of the adjoining properties.
3. The Applicant shall supply eighteen (18) copies of the application, all plans, documents, survey, photographs and other supporting data in eighteen (18) separate, collated packets capable of being mailed out separately.
4. The Applicant will be required to post an escrow fee with the Board Secretary in order to pay for the professional fees incurred by the Borough as a result of the application. Each Applicant is responsible to pay the costs charged by the Borough's professional staff incurred by their application.

**SECTION FIVE: CERTIFICATIONS**

**1. APPLICANT/OWNER**

- A. I hereby certify that all of the statements made by me are true, I understand that the Board is relying on the information contained in this application. I understand that if any of the information supplied is knowingly false, I am subject to punishment.

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Date

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Applicant's Signature

**OWNER (If other than Applicant)**

- B. I hereby Certify that I am the owner of the property which is the subject of the application. I have authorized the Applicant to make this application and the representations made in the application are true to the best of my information and belief. I understand that if any of the information supplied is knowingly false, I am subject to punishment.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

**RULES FOR PLANNING BOARD APPLICATION**



1. Page 1 Applicant's name and address means Spring Lake address
2. Page 1 Must contain applicant's winter address/phone # if applicable. Needed for return of escrow, etc.
3. All taxes and water bills must be paid prior to hearing
4. Check w/ the office for prior resolutions
5. All revisions, additions, surveys, etc. must go through the applicant's attorney and will not be accepted from engineers, planners, etc.
6. Any revisions, additions to the application must be received at least 10 business days before the meeting.
8. The resolution is not the end of the application.  
You must inform your client that they need compliance from the Board Engineer before they will be given any zoning or building permits.
9. Once the initial escrow is depleted, it will be the responsibility of the attorney to collect any further escrow from his client.

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

**BOROUGH OF SPRING LAKE  
PLANNING BOARD**

TAKE NOTICE, that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,  
at \_\_\_\_\_ o'clock PM, a hearing will be held before the Spring Lake Planning  
Board at the Municipal Building, Fifth and Warren Avenues Spring Lake, New Jersey  
on the appeal or application of the undersigned for a variance or other relief so as to permit

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

on the premises at \_\_\_\_\_  
and designated as Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Spring Lake Tax Map.

The applicant will also ask for any other variance or waivers as deemed necessary by the Boar.

A copy of the application and plans are on file in the office of the Board Secretary and are  
available for inspection between the hours of 8:00 AM and 4:00 PM Monday through Friday.

Any interested party may appear at said hearing and participate therein in accordance  
with the rules of the Planning Board.

\_\_\_\_\_  
Name of Applicant

NOTICE OF HEARING TO PROPERTY OWNERS

**SPRING LAKE, NEW JERSEY**

\_\_\_\_\_  
DATE

TO WHOM IT MAY CONCERN:

In compliance with the Zoning Ordinance of the Borough of Spring Lake, New Jersey, notice is hereby served upon you to the effect that (I) (we)

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do hereby propose to (give detailed information)

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**Location:** \_\_\_\_\_

The Zoning Officer of the Borough of Spring Lake, New Jersey refused this request by reason of its being in violation of Section \_\_\_\_\_

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of the Zoning Ordinance, from which decision (I) (we) hereby appeal. (I) (we) have applied to the Planning Board for a (hardship) (use) variance, together with subdivision\_\_\_\_\_, site plan \_\_\_\_\_, conditional use\_\_\_\_\_ approval.

(I) (We) will also ask for any other variance or waivers as deemed necessary by the Board.

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held \_\_\_\_\_, at 7:00 PM in the Municipal Building, 423 Warren Avenue, Spring Lake, NJ.

All documents relating to this application may be inspected by the public Monday through Friday between the hours of 8:00 AM and 4:00 PM in the office of the Secretary of the Board in the Municipal Building, 5<sup>th</sup> & Warren Avenues, Spring Lake.

**NOTE:** This notice must be personally served or sent by certified mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Planning Board at least 2 days before the day of the hearing.

