

Borough of Monmouth Beach
Planning Board Secretary
22 Beach Road
Monmouth Beach, N J 07750

Telephone 732-229-2204
Fax 732-870-8245

APPLICATION INSTRUCTIONS FOR VARIANCES, SUBDIVISIONS, SITE PLANS, APPEALS

1. Complete the application form and submit to the Secretary of the Planning Board with all required information and fees.

The application form must be accompanied by the following:

- a. Two (2) sets of drawings, plot plans, and surveys, drawn to scale, and containing all measurements of buildings or additions; and showing dimensions and location of the property involved in the application. The drawings, plans and/or surveys must show the location of all structures and distances between the various structures and the property lines. If this plot plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an affidavit stating that all the information is correct. **Once the application is deemed complete, thirteen (13) additional sets must be submitted to the Secretary before the scheduled hearing.**
 - b. If Subdivision, Site Plan or Conditional Use approval is also sought, applicant will submit a Development Application, including all information required by the Development Regulations. If Notice is required, local utilities must be noticed for Subdivisions and Site Plans. (Gas, Cable, Telephone, Sewerage, Water, Electric Co.)
 - c. Check payable to the Borough of Monmouth Beach in the amount required according to the attached fee schedule for the application, along with a separate check payable to the Borough of Monmouth Beach in the amount required according to the attached fee schedule for the escrows.
 - d. The required names and address of property owners within 200 feet of the property, including a list of Utilities and an Additional Notice list, will be provided by the Board Secretary upon submission of the \$10.00 fee. If it is required to contact property owners from adjoining municipalities, the applicant must contact the designated officials within that municipality for the names and addresses of those property owners.
2. Once the application is deemed **COMPLETE**, the Secretary of the Board will notify the applicant with a date and time for the hearing
 3. Once the applicant has been given a hearing date the following must be done:
 4. Complete the Notice of Hearing.

The Notice of Hearing must state the specific relief requested including a listing of all variances. It shall also state the Lot and Block of the property and the street address. If a Subdivision or Site Plan approval is being requested, it shall be included in the Notice of Hearing.

A Notice of Hearing must be given to the following no less than ten (10) days prior to the assigned hearing date:

- a. All property owners within 200 feet including property owners in adjoining municipalities.
- b. Monmouth Beach Borough Clerk.
- c. Monmouth Beach Building Department/Zoning Officer.
- d. Municipal Clerk of any municipality within 200 feet.
- e. Monmouth County Planning Board, if property is located within 200 feet of

- a county road or municipal boundary.
 - f. State of New Jersey, Commissioner of Transportation, if property is located within 200 feet of a state highway.
5. The Notice of Hearing shall be given by:
 - a. Serving a copy thereof on the property owner 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 map.
 6. A copy of the Notice of Hearing shall be published in the Asbury Park Press at least ten (10) days prior to the Hearing.
 7. At least two (2) days prior to the hearing date, the applicant must submit an Affidavit of Proof of Service and Affidavit of Publication to the Secretary of the Planning Board. After serving the Notices of Hearing, complete the affidavit of Proof of Service, which must set forth the date of service of the notices, the names and addresses of the persons served and who were served personally or by certified mail. The person who made service must sign the Affidavit of Proof of Service and a Notary Public or Attorney at Law must complete the Affidavit by signing the Jurat.
 8. Requests for adjournments must be written to the Secretary of the Board at least two (2) days prior to the hearing.
 9. The applicant or an Attorney at Law must attend the Hearing. Corporations must be represented by an Attorney at Law.
 10. All Real Estate taxes must be paid through the date of the Hearing.
 11. The action taken by the Board will be advertised by the applicant, unless paid in-advance to the secretary, in a newspaper of general circulation within the municipality not more than ten (10) days after said decision is rendered.