



LONG BEACH TOWNSHIP LAND USE BOARD  
CHECKLIST FOR INITIAL SUBMISSION

**\*\*INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED\*\***

PLEASE READ

INSTRUCTIONS:

1. A completed, signed checklist must be received by the Land Use Board Secretary & Attorney prior to application being deemed complete.
2. All required documents must be submitted at least forty-five (45) days prior to the regularly scheduled Land Use Board Meeting at which consideration is sought.
3. All documents must be submitted at the same time - Incomplete submissions will NOT be accepted!
4. Applicant MUST deliver Completed Application and supporting documents in the following arrangement:

Kevin Quinlan, Esq.:

- \_\_\_ 1 Copy of Complete Application
- \_\_\_ 1 Copy Variance Plan, Site Plan, or Subdivision Map
- \_\_\_ 1 Copy of Architectural Plans
- \_\_\_ 1 Copy of Zoning Denial Letter (if applicable)
- \_\_\_ 1 Copy of Color Photos
- \_\_\_ 1 Copy of Tax Map with Property Block & Lot highlighted
- \_\_\_ 1 Copy of Affidavit of Ownership, Consent, Authorization and Non-Collusion
- \_\_\_ 1 Copy of this Checklist
- \_\_\_ Mailed to Kevin Quinlan 207 W. Main Street, Tuckerton, NJ 08087

Frank Little, P.E., P.P.:

- \_\_\_ 1 Copy of Complete Application
- \_\_\_ 1 Copy Variance Plan, Site Plan, or Subdivision Map
- \_\_\_ 1 Copy of Architectural Plans
- \_\_\_ 1 Copy of Zoning Denial Letter (if applicable)
- \_\_\_ 1 Copy of Color Photos
- \_\_\_ 1 Copy of Tax Map with Property Block & Lot highlighted
- \_\_\_ 1 Copy of COMPLETED Technical Check List
- \_\_\_ Mailed to Frank Little: Owen, Little & Associates Inc. 443 Atlantic City Boulevard, Beachwood, NJ 08722

Board Secretary: Jackie Fife 6805 Long Beach Boulevard, Brant Beach, NJ 08008:

**1 ORIGINAL** of each of the following:

- \_\_\_ Application \_\_\_ Variance Plan \_\_\_ Site Plan \_\_\_ Subdivision Plan \_\_\_ Architectural Plan(s)
- \_\_\_ Tax Map \_\_\_ Color Photos \_\_\_ 1 - W-9 \_\_\_ Zoning Denial \_\_\_ Signed Checklist
- \_\_\_ Technical Checklist \_\_\_ Affidavit of Ownership, Consent, Authorization and Non-Collusion
- \_\_\_ Electronic copy PDF format of all the above emailed to [jfife@longbeachtownship.com](mailto:jfife@longbeachtownship.com)
- \_\_\_ Check for Application Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_
- \_\_\_ Check for Escrow Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

Board Member Packets (COLLATED):

- \_\_\_ 14 Copies of Complete Application including:
- \_\_\_ 14 Copies Variance Plan, Site Plan, or Subdivision Map
- \_\_\_ 14 Copies of Architectural Plans
- \_\_\_ 14 Copies of Zoning Denial Letter (if applicable)
- \_\_\_ 14 Copies of Color Photos
- \_\_\_ 14 Copies of Tax Map with Property Block & Lot highlighted

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied