

**ALL SUBMISSIONS MUST  
CONTAIN A SIGNED AND  
COMPLETED  
CHECKLIST/COVER  
SHEET OR WILL NOT BE  
ACCEPTED**

**Please read all instructions carefully. Failure to follow instructions  
may result in delays in Application being deemed complete.**

**TOWNSHIP OF LONG BEACH LAND USE BOARD  
APPLICATION INSTRUCTIONS**

**Please read - important information**

Dear Applicant,

Enclosed is an application and checklist for the Long Beach Township Land Use Board. In order to be scheduled for a public hearing you are required to complete all forms and turn in all information requested together with appropriate fees. **SUBMISSIONS LESS THAN 45 DAYS PRIOR TO THE MEETING DATE WILL NOT BE HEARD UNTIL THE NEXT MEETING DATE IF DEEMED COMPLETE.** You will be notified as to whether your application has been determined complete or incomplete by the board attorney. Once you have been notified your Application is complete and assigned a docket number you must serve and publish the required notice.

The completed application, checklist, photos, supporting documentation and fees must be submitted at the same time. Partial or incomplete submissions will not be accepted.

Please note the following requirements:

1. All maps, plats, plans, surveys etc. must be prepared by a professional licensed to practice in the state of New Jersey and be **no more than one year old**. At least one original with a raised seal and original signature must be provided along with the required number of copies. No altered documents will be accepted. Copies must be of a sufficient size to be legible and capable of reproduction. Any alterations and/or changes must be certified by professional who prepared plans with the date of the revision clearly indicated on the map, plan or plat.
2. All applications for variances must be submitted with a Variance Map which shall contain a variance table which clearly identifies the existing conditions, proposed conditions and which conditions require a variance and if pre-existing. **A survey is not sufficient.**
3. It is your responsibility to forward the required copies directly to the Board Engineer and Attorney.
4. Please note that if you submit additional documentation after the initial submission you **must** submit the number of copies set forth on the Supplemental Checklist and distribute to the same individuals as the original submission. No documentation and/or exhibits may be submitted less than 10 days prior to the hearing or at the hearing. **Exhibits which are introduced at the hearing may be barred and the application carried to the next available hearing date.** This is required so that the file available for examination by the public is complete at least 10 days prior to the hearing and to ensure the board professionals have

adequate time to review same.

If your application is determined complete you must submit **NO LATER THAN 5 DAYS PRIOR TO THE MEETING** along with the **CHECK LIST ON THE FINAL SUBMISSION** the following:

1. One copy of Certified List of Property Owners and other parties to be notified. Contact the Tax Office for List. It takes several days for the office to prepare the list so do not wait to the last minute to request same. Certified list must be less than 45 days old.
2. One copy of letter sent to property owners identified on Certified List.
3. Certified Mail Receipts (Originals from post office). Must be dated at least 10 days prior to the hearing date not counting the date mailed or the hearing date.) This is the receipt of mailing **not** the green card which is returned when the mail is accepted by the addressee. Do not submit the return receipts. You only need to prove mailing, not receipt.
4. Original Proof of publication from official newspaper, published at least 10 days prior to the hearing date. Contact township clerk for name of official newspaper. Please note the newspaper requires the submission and payment in advance of publication date. Make sure you submit your request early enough to be published at least 10 days before the hearing not counting the day of the hearing.
5. Affidavit of Service.
6. Proof of payment of Taxes from Tax Collector's Office. Please contact the Tax Collector's Office. All taxes due prior to the hearing date must be paid.

**Long Beach Township Land Use Board**

**AFFIDAVIT OF OWNERSHIP, CONSENT, AUTHORIZATION,  
and NON-COLLUSION**

**STATE OF NEW JERSEY :**

**: ss.**

**COUNTY OF \_\_\_\_\_ :**

I, \_\_\_\_\_ being duly sworn according to law,  
(Print owner(s) name(s))  
upon my/our oath depose and say:

1. I/we am/are the only owner(s) of property known as \_\_\_\_\_,  
(Street Address)  
\_\_\_\_\_, Ocean County, New Jersey known as :

Block \_\_\_\_\_ Lot \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

As shown on the Official Tax Maps of the Township of Long Beach.

2. I/we consent to the making of this application and the approval of the plans submitted herewith. I/we further agree to be bound by all representations and commitments made by myself/ourselves or my/our authorized agent. I/we further consent to the inspection of this property in connection with this application as deemed necessary by the members of the Land Use Board and/or other designated officials or representatives.

3. There has been no collusion between me/us and any member of the Township of Long Beach Land Use Board or any officials of the Township of Long Beach with respect to said application.

4. I/we hereby authorize \_\_\_\_\_ (Agent), to make application on my/our  
(Print agent name)  
behalf. I further agree to be bound by all representations, promises and commitments made by my agent.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

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

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

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print name above

\_\_\_\_\_  
Notary Public

**PROOF OF PAYMENT OF TAXES**

Long Beach Township Tax Collector  
6805 Long Beach Boulevard  
Brant Beach, NJ 08008

RE: Block #\_\_\_\_, Lot #(s)\_\_\_\_\_ Street Address:

\_\_\_\_\_

Assessed Owner:

\_\_\_\_\_

Taxes Paid to date: \_\_\_\_\_

Taxes due as follows:

\_\_\_\_\_

Respectfully Yours,

Tax Collector  
Township of Long Beach

Applicant: Submit this form and required fee to the Tax Collector's Office at the Municipal Building.

**LONG BEACH TOWNSHIP LAND USE BOARD  
CHECKLIST FOR SUPPLEMENTAL SUBMISSION**

**PLEASE NOTE: This form must be used with all supplemental submissions. Submissions will not be accepted if not accompanied by this signed form. Supplemental submission will not be accepted less than ten (10) days before the hearing date.**

The following supplemental documents are being submitted to the Land Use Board Clerk at least ten (10) days before the hearing date and distributed as follows:

**NUMBER OF COPIES REQUIRED**

\_\_\_\_\_ 13 Copies of \_\_\_\_\_ (Describe submission)  
\_\_\_\_\_ 13 Copies of \_\_\_\_\_ (Describe submission)  
\_\_\_\_\_ 13 Copies of \_\_\_\_\_ (Describe submission)

**DISTRIBUTION**

**Please note it is the Applicant's responsibility to distribute supplemental material to the following individuals and entities:**

**Kevin S. Quinlan, Esq.**, 207 W Main Street, Tuckerton NJ 08087

\_\_\_\_\_ I have mailed copies of the material identified to the Board Attorney.

**Frank Little, P.E., P.P.**, Owen Little and Assoc., Inc. 443 Atlantic City Blvd. Beachwood, NJ 08722

\_\_\_\_\_ I have mailed copies of the material identified to the Board Professional.

**Board Clerk**

\_\_\_\_\_ 1 Original and 10 Copies of \_\_\_\_\_ (Describe submission)  
\_\_\_\_\_ 1 Original and 10 Copies of \_\_\_\_\_ (Describe submission)  
\_\_\_\_\_ 1 Original and 10 Copies of \_\_\_\_\_ (Describe submission)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Print name under signature)

**LONG BEACH TOWNSHIP LAND USE BOARD  
CHECKLIST ON FINAL SUBMISSION**

**PLEASE NOTE:** A signed, completed FINAL checklist and required documents etc... must be received by the Land Use Board Clerk AND Board Attorney not less than five (5) days before the hearing date or the matter will be carried to the next meeting date..

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

**Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

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

The following documents must be received by the Land Use Board Clerk at least five (5) days prior to the meeting date.

- \_\_\_\_\_ Original Certified List of Property Owners (not more than 45 days old)
- \_\_\_\_\_ Copy of letter sent to Property Owners
- \_\_\_\_\_ Original Proof of Publication from official newspaper.
- \_\_\_\_\_ Affidavit of Service with Original Certified Mail Receipt with post date no less than 10 days prior to the hearing date not including the date of mailing and hearing date attached thereto. (Do not submit the Return Receipt Cards (green cards)).
- \_\_\_\_\_ Original Proof of Payment of Taxes from Tax Collector's Office.

The following must be provided to the Attorney for the Board at least five (5) days before the hearing:

**Kevin S. Quinlan, Esq.,** 207 W Main Street, Tuckerton NJ 08087 ksquesq@comcast.net

- \_\_\_\_\_ Affidavit of Service
- \_\_\_\_\_ Proof of Publication
- \_\_\_\_\_ List of Exhibits
- \_\_\_\_\_ List of all lay witnesses anticipated to be called at hearing.
- \_\_\_\_\_ List of all expert witnesses (For those who have not appeared before this board a copy of their qualifications).

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Print name under signature)