

APPLICATION INSTRUCTIONS

All submissions **MUST** contain a signed and completed Checklist Sheet or your submission will not be accepted.

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



PLEASE READ ALL INSTRUCTIONS CAREFULLY

Dear Applicant,

Enclosed you will find the following:

- Application
- Checklist for Initial Submission
- Affidavit of Ownership, Consent, Authorization & Non-Collusion Form
- Proof of Payment of Taxes Form
- Request for Certified List
- Checklist for Supplemental Submission
- Checklist on Final Submission
- Sample Newspaper Notice
- Technical Checklist
- Fee Schedule

To be scheduled for a public hearing, you are required to complete all forms and turn in all requested information together with appropriate fees. **Any application submitted less than 45 days prior to the meeting date will not be heard until the following meeting date, if deemed complete.**

You will be notified as to whether your application has been determined whether 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.

It is important to be aware of the following requirements:

1. All maps, plats, and plans etc. must be prepared by a professional licensed to practice in the State of New Jersey and be **no more than one (1) year old**. One (1) 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 sufficient size to be legible and capable of reproduction. Any alterations and/or changes must be certified by the professional who prepared the 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, which conditions require a variance, and any pre-existing conditions. **A survey is NOT sufficient.**
3. It is your responsibility to forward the required copies directly to the Board Attorney and Engineer.
4. If you submit additional documentation after the initial submission, you must submit the number of copies set forth on the Supplemental Checklist (attached) and distribute to the same individuals as the original submission. **NO** documentation and/or exhibits may be submitted less than ten (10) days prior to the hearing or at the hearing. Exhibits introduced at the hearing may be barred and the application carried to the next available hearing date. This is required so the file for public examination is complete at least ten (10) days prior to the hearing and to ensure the board professionals have adequate time to review.

If your application is determined complete, NO later than five (5) days prior to the meeting, you **MUST** submit the Final Submission Checklist (attached) which includes:

1. One (1) copy of the Certified List of Property Owners and other parties to be notified. This list can be obtained through the Tax Assessors Office (see attached Request for Certified List), and it takes several days for their office to prepare the list, so **DO NOT** wait until the last minute to request same. The Certified List **MUST** be less than **45 days old**.
2. One (1) copy of the letter sent to property owners identified on the Certified List.
3. Certified Mail Receipts- This is the receipt of mailing NOT the green card which is returned when the mail is accepted by the addressee. You only need to prove mailing, not receipt. Receipts must be dated at least ten (10) days prior to the hearing date.
NOT counting the date mailed or the hearing date.
4. Original Proof of Publication from an official newspaper of the Township of Long Beach, either The Beach Haven Times or The Asbury Park Press. Be advised you **MUST** submit your notice and payment in advance of the publication date. Make sure you submit your request early enough to be published at least ten (10) days before the hearing date- **NOT** counting the day of the hearing.
5. Affidavit of Service
6. Proof of Payment of Taxes from the Tax Collector's Office (see attached Proof of Payment of Taxes Form). All taxes must be paid up to date prior to the hearing date.

Long Beach Township Land Use Board
Initial Submission Checklist

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:

Robin La Bue, 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 Robin La Bue 98 East Water Street, Toms River, NJ 08753

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**
- ___ Check for Application Fee \$ _____ Check # _____
- ___ Check for Escrow Fee \$ _____ Check # _____

Board Member Packets (COLLATED):

- ___ 15 Copies of Complete Application including:
- ___ 15 Copies Variance Plan, Site Plan, or Subdivision Map
- ___ 15 Copies of Architectural Plans
- ___ 15 Copies of Zoning Denial Letter (if applicable)
- ___ 15 Copies of Color Photos
- ___ 15 Copies of Tax Map with Property Block & Lot highlighted

Applicant Signature

Date

Print Name

Approved

Denied

Long Beach Township Land Use Board
Affidavit of Ownership, Consent, Authorization, & Non-Collusion

State of New Jersey }
County of _____ } ss.

I, _____ being duly sworn according to law, upon
(Print owner(s) Name(s))

my/our oath depose and say:

1. I/We am/are the only owner(s) of the property known as _____
(Street Address)
_____, Long Beach Township, Ocean County, New Jersey also known as
(Street Address)

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 members 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 _____ to make application on
(Print Agent Name)

my/our behalf. I further agree to be bound by all representations, promises and commitments made by our agent.

(Signature of Owner) (Date)

(Print Name Above)

Sworn and subscribed to before me
_____ day of _____, 20____.

(Signature of Owner) (Date)

(Print Name Above)

(Notary Public)

Proof of Payment of Taxes

Long Beach Township Tax Collector
6805 Long Beach Boulevard
Brant Beach, New Jersey 08008

Re: Block #: _____ Lot#(s) _____ Qualifier: _____
(For Condominiums & Boat Slips)

Street Address: _____

Assessed Owner(s): _____

Taxes Paid to Date: _____

Taxes Due as Follows: _____

Respectfully Yours,

Tax Collector
Township of Long Beach

APPLICANT:

Submit this form and required fee of \$10.00 to the Tax Collector's Office
at the Municipal Building
6805 Long Beach Boulevard, Brant Beach, New Jersey 08008

The Township Long Beach
Request for Certified List

Date of Request: _____

Block: _____ Lot: _____ Qualifier: _____
(For Condominiums & Boat Slips)

Location: _____

Owner(s) Name(s): _____

Requested By: _____

Address: _____

Phone: _____

Application for Consideration:

_____ Variance

_____ Site Plan

_____ Minor/Major Subdivision

_____ CAFRA

_____ Other: _____
(Describe)

A \$10.00 fee is required in advance of preparation of the Certified List.

Cash: _____ Check #: _____ Paid On: _____

Return To:

Tax Assessor's Office
6805 Long Beach Boulevard
Brant Beach, NJ 08008
Phone: 609-361-6658
Fax: 609-361-8501

Long Beach Township Land Use Board Supplemental Submission Checklist

TAKE NOTICE:

This form **MUST** be used with ALL supplemental submissions.
Submissions will **NOT** be accepted if not accompanied by this signed form.
Supplemental submissions will **NOT** be accepted less than ten (10) days before the hearing date.

The following supplemental documents are being submitted at least ten (10) days prior to the hearing date and being distributed as follows:

Distribution:

It is the responsibility of the Applicant to distribute supplemental materials to the following individuals and entities:

Land Use Board Clerk:

_____ 1 Original and 13 Copies of: _____ (Describe Submission)

_____ 1 Original and 13 Copies of: _____ (Describe Submission)

_____ 1 Original and 13 Copies of: _____ (Describe Submission)

Robin La Bue, Esq.

98 East Water Street
Toms River, New Jersey 08753

_____ I have mailed copies of the materials identified to the Board Attorney.

Frank Little, P.E., P.P., Owen, Little & Associates, Inc.

443 Atlantic City Boulevard
Beachwood, New Jersey 08722

_____ I have mailed copies of the materials identified to the Board Engineer.

(Signature)

(Date)

(Print Name)

Long Beach Township Land Use Board Final Submission Checklist

TAKE NOTICE:

A signed, completed Final Checklist and all required documents 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 available meeting date.

Applicant Name(s): _____

Block: _____ Lot: _____ Qualifer: _____
(For Condominiums & Boat Slips)

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 Township newspaper.

_____ Affidavit of Service with Original Certified Mail Receipt with a post date no less than ten (10) days prior to the hearing date, NOT including the date of mailing and hearing date. (Do not submit the Return Receipt Green Cards).

_____ Original Proof of Payment of Taxes Form from the Tax Collector's Office.

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

Robin La Bue, Esq.

98 East Water Street

Toms River, New Jersey 08753

rlabue@rmshc.law

_____ Affidavit of Service

_____ Proof of Publication

_____ List of Exhibits

_____ List of all lay witnesses anticipated to be called at the hearing

_____ List of all expert witnesses (for those who have not appeared before this board and a copy of their qualifications).

(Signature)

(Date)

(Print Name)

**SAMPLE
NOTICE OF HEARING**

PLEASE TAKE NOTICE that _____ have made application to the Long Beach Township Land Use Board for approval to: _____

for property located at _____, Long Beach Township, NJ also known as Lot(s) _____, Block _____ on the Long Beach Township Tax Map.

Applicants are requesting the following variances and design waivers: _____

Applicants will seek any other variances and/or waivers that may be required by the Long Beach Township Land Use Board at the time that this matter is being heard at time of the Public Hearing.

This matter is on the Clerk's Docket and a hearing has been ordered for Wednesday, _____, 2024 at 6:30 PM in the Administration Building, First Floor Court Room, 6805 Long Beach Boulevard, Brant Beach, NJ, at which time persons interested may appear personally or by agent or attorney with a properly authorized power of attorney. Please note that this is an in-person meeting only. There will be no virtual component.

Should the meeting format change, the Township website will be updated with necessary information up to and including the date of the meeting. You will not receive notice of a meeting format change. It is up to you to check the Township website or call the Township (609.361.6637) during normal business hours on the day of the hearing for any change from in person to virtual meeting.

Documents are available for inspection at the Land Use Board Office (609)361-6637, 6805 Long Beach Boulevard, Brant Beach, New Jersey during normal business hours Monday through Thursday 9:00 a.m. to 3:00p.m. and are typically available on the Land Use Board section of the Long Beach Township website <https://www.longbeachtownship.com/land-use/> five (5) days prior to the meeting date.

Long Beach Township Land Use Board Application Fee Schedule

TYPE	FEE	ESCROW
SUBDIVISIONS:		(INITIAL DEPOSIT)
Minor	\$625.00	\$1,000.00 Engineer \$500.00 Attorney
Major (Preliminary)	\$1,200.00, plus \$50.00 per lot	\$1,500.00 Engineer \$500.00 Attorney
Major (Final)	\$700.00	\$1,000.00 Engineer \$500.00 Attorney
Over 4 lots	\$100.00 for each lot in excess of 4 lots	
SITEPLANS:		
Minor	\$700.00	\$1,000.00 Engineer \$500.00 Attorney
Major (Preliminary)	\$1,700.00	\$1,500.00 Engineer \$500.00 Attorney
Major (Final)	\$950.00	\$1,000.00 Engineer \$500.00 Attorney
VARIANCES: *		
Bulk	\$500.00 per application	\$500.00 Engineer \$500.00 Attorney
Special Reasons	\$500.00 per application	\$500.00 Engineer \$500.00 Attorney
Use	\$500.00 per application	\$500.00 Engineer \$500.00 Attorney
NOTE: All Variance fees are in addition to subdivision and site plan fees		
HOTEL/MOTEL SITE PLAN:		
Development of Hotel/Motel	\$1,700.00	
Additional fee for development of hotel/motel, exclusive of original fee	\$25.00 per unit	
INSPECTION FEE:		
The greater of \$500.00 or 5% of the cost of the improvements estimated and determined by the Municipal Engineer		
OTHER FEES:		
Holdover Fees	\$500.00	
Flood elevation standard	\$500.00	
Applications brought before the Board for all other matters not specifically listed	\$500.00	\$425.00