



INSTRUCTIONS FOR FILING PETITION  
FOR VARIANCE FROM THE TERMS OF THE ORDINANCE

1. APPLICATION - The applicant must fill out, in detail, the required Petition form, inserting in the appropriate blanks their name, address and a detailed description of the variance required. The original Petition (Form 1) and twenty (20) copies must then be filed with the Borough Clerk's Office, together with the required application and escrow fees at least fourteen (14) days prior to the hearing date. Also required for filing are twenty (20) scale drawings of the property showing the existing structures and any plot plan, map or other information deemed pertinent to the hearing for the Board's file (see attached checklist).
2. NOTICE - At least ten (10) days prior to the date of the hearing the petitioners shall give notice as set forth in N.J.S.A. 40:55D-12 as follows:
  - a) To all property owners within two hundred feet (200') of the property affected. A Certified List of Property Owners within two hundred feet (200') of the subject property may be obtained from the Borough Clerk's Office by making a written request and paying a fee of ten dollars (\$10.00) to the Borough of West Long Branch. Should you need a Certified List of Property Owners in adjoining municipalities, you must contact that municipality.
  - b) To the Clerk of an adjoining municipality within two hundred feet (200') of the property, if any.
  - c) To the Monmouth County Planning Board, Hall of Records Annex, East Main Street, 2nd Floor, Freehold, New Jersey 07728, in the event the property fronts on an existing or proposed county road or adjoins other county land or is situated within two hundred feet (200') of a municipal boundary.
  - d) To the Commissioner of Transportation of the State of New Jersey, 1035 Parkway Avenue, Trenton, New Jersey 08625, if the property is adjacent to a state highway.
  - e) To the State Planning Commission, if the application concerns development of property in excess of one hundred fifty (150) acres or five hundred (500) dwelling units, including plans and documents filed with the Borough.

Notice may be made by personal service or Certified Mail, Return Receipt Requested, as set forth in N.J.S.A. 40:55D-12. A copy of the NOTICE (See Page 6) must be presented to the Board.



PUBLICATION -At least ten (10) days prior to the hearing, the applicant must publish a Notice of Hearing in the Asbury Park Press or Star Ledger. Notice shall include:

- a) Date, time and place of hearing.
- b) Nature of matters to be considered including the ordinance.
- c) Identification of the property by street address as well as block and lot numbers as shown on the current West Long Branch Tax Map
- d) The location and times when maps and documents for which the approval is being sought can be seen

AFFIDAVIT OF SERVICE - The applicant shall prepare an Affidavit of Service Notice ([See Page 7](#))

The Affidavit shall indicate who was served and how they were served and be presented to the Secretary of the Board prior to the hearing. A copy of the Notice which was served (See Page 32), the original list of property owners within two hundred feet (200'), the Affidavit of Publication (See Page 34) and the stamped white certified mail receipts must accompany the Affidavit of Services.

It is expected that the applicant or their attorney will present their case to the Board at the hearing. The zoning laws can be technical. It is suggested that you retain the services of an attorney.

NOTE: These instructions are excerpts from the law. If in doubt, the law must be followed.



Borough of  
**West Long Branch**  
New Jersey

Borough of West Long Branch Planning/Zoning Boards  
965 Broadway  
West Long Branch, New Jersey 0776  
Telephone: (732) 229-1756 Fax: (732) 571-9185

**MEMORANDUM**

**Development Application:**

**Application File #**

**Filing Date:**

**Escrow#** \_\_\_\_\_

---

**Complete all items listed below. Do not write above this line.**

**TO:**           **Applicants, Attorneys and Engineers**  
**FROM:**       **Planning/Zoning Board Secretary/Administrative Officer**  
**DATE:**       \_\_\_\_\_

**RE:**           \_\_\_\_\_

Please be advised that all applications and revisions being submitted to the Planning Board or Zoning Board of Adjustment will be accepted at Borough Hall between the hours of 8:30 AM and 4:30 PM. Please note that notices for public hearings (notice to the property owner and newspapers) should indicate that documentation can be reviewed in the Borough Clerk's Office during regular business hours (8:30 AM to 4:30 PM).

Note: To assist the Board Staff, the Borough recommends thirty (30) sheets plans or less be folded into individual sets. Plans of more than thirty (30) sheets may be rolled in individual sets.

Note: Applying for a variance is a very technical, legal function. It is recommended that you retain an attorney to manage your application or follow the instructions very carefully. The Board cannot hear your case unless all the proper forms and procedures are adhered to. State Law mandates this. The Planning Board/Zoning Board of Adjustment will assist you, but the burden of providing a validly supported application is on the applicant. Please note an attorney must represent corporate applicants.

Click on the link to review the checklist for application submittal: [Variance Application Submission Requirements.pdf](#)

**Thanks in advance for your cooperation.**



Borough of  
**West Long Branch**  
New Jersey

**BOROUGH OF WEST LONG BRANCH, NEW JERSEY ZONING BOARD OF ADJUSTMENT**  
**VARIANCE APPLICATION**

(Page 1 of 3)

**Applicant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Lot Definition**

Lot No. \_\_\_\_\_  
Block No. \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Zone Type: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Person Preparing Plans**

Name: \_\_\_\_\_  
Professional: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Attorney Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Existing USE: \_\_\_\_\_  
Proposed USE: \_\_\_\_\_

Provide a brief narrative explaining the proposed application: (attached additional page if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



Borough of  
**West Long Branch**  
New Jersey

**VARIANCE APPLICATION**

(Page 2 of 3)

Size of Building (Present and Proposed) at street level: \_\_\_\_\_

Frontage: \_\_\_\_\_ Department: \_\_\_\_\_

Have there been any previous variance application or appeal involving these premises?  YES  NO

If so, note the date and resolution number: \_\_\_\_\_

List of Specific Variance Requested

List Specific Requirement of Zone and State  
Specific Section of Ordinance Applicable.

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.

Number of proposed lots: \_\_\_\_\_

Development plats (Check One)

- a. Sell Lot only
- b. Construct houses for Sale
- c. Site Plan
- d. Other (Specify) \_\_\_\_\_

Person Preparing plat, if other than applicant

- A. Name \_\_\_\_\_
- B. Profession: \_\_\_\_\_
- C. Address: \_\_\_\_\_
- D. Email Address: \_\_\_\_\_
- E. Telephone: \_\_\_\_\_

List of all accompanying papers, reports, and plans.

<u>Description</u>	<u>Number Submitted</u>
1.	
2.	
3.	
4.	
5.	
6.	



Borough of  
**West Long Branch**  
New Jersey

**VARIANCE APPLICATION**

(Page 3 of 3)

**CERTIFICATION OF APPLICANT:**

I do hereby certify that all statements made herein and, in any document, submitted herewith are true and exact.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner (s) Concurrence per Board Attorney's Letter:

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Administrative Completeness Review Checklist: (Check if Provided or Not Applicable)

- Application Form  W-9 Form  Owner Letter Authorizing Application
- Application Fee  Escrow Fee  Environmental Commission Review Form
- Zoning Officer's Denial  Submission Checklist  Architectural Floor Plans and Elevation
- Submission Checklist  Property Survey  Plot Plan/Variance Plan
- Brief Narrative  Disclosure Statement of Names of Persons w/10% or More Interest/Stock

Administrative Completeness Determination

Complete  Incomplete Date: \_\_\_\_\_ By: \_\_\_\_\_

Forwarded to Board Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Board Engineer Completeness Review:  Complete  Incomplete

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

Board Decision:  Approved  Denied Date: \_\_\_\_\_

Conditions (Where Applicable):

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Borough of  
**West Long Branch**  
New Jersey

**BOROUGH OF WEST LONG BRANCH**  
 **PLANNING BOARD**  
 **ZONING BOARD**

**IN THE MATTER OF THE APPLICATION OF \_\_\_\_\_ PETITION**  
(Name of Applicant)  
**FOR A VARIANCE.**

The petition/application of \_\_\_\_\_  
(Name of Applicant)

Residing at: \_\_\_\_\_  
(Home Mailing Address)

Respectfully shows:

1. They are the owners of the premises situated at \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_ in the Borough of West Long Branch and have  
owned said property since \_\_\_\_\_  
(Date Property Was Acquired)

2. Said premises are known as Block \_\_\_\_\_ Lot (s): \_\_\_\_\_  
and are in the \_\_\_\_\_ Zone.

3. Property is presently used as (list all uses) \_\_\_\_\_  
\_\_\_\_\_

4. Petitioners/ Applicants desire a variance from the terms of the Board Ordinance to permit them to:  
\_\_\_\_\_  
\_\_\_\_\_

5. Your Petitioner/Applicant prays that a day be fixed for a hearing on this application and states that the proper notice will be sent or served on all people required by statutes.

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

Petitioner: \_\_\_\_\_





Borough of  
**West Long Branch**  
New Jersey

**BOROUGH OF WEST LONG BRANCH**  
 **PLANNING BOARD**       **ZONING BOARD**

**AFFIDAVIT OF SERVICE**

<b>IN THE MATTER OF THE APPLICATION OF:</b>    <b>Block _____ Lot (s): _____</b> <b>OF THE OFFICIAL MAP OF THE BOROUGH OF</b> <b>WEST LONG BRANCH</b>
---

**STATE OF NEW JERSEY**

**:SS**

**COUNTY OF MONMOUTH**

I, \_\_\_\_\_ of full age, being duly sworn according to law, upon his/her oath, deposes and says:  
I am the applicant/applicant's representative in the captioned matter.

**1) FOR THOSE INDIVIDUALS SERVED BY CERTIFIED MAIL:**

On \_\_\_\_\_, 20\_\_, I mailed by Certified Mail, Return Receipt Requested, a copy of the Notice attached hereto as Exhibit "A", to each of the persons, municipal agencies and utilities at the addresses listed upon the Certified List of Property Owners within two-hundred feet (200') of the premises in question provided by the Borough of West Long Branch, which said list is attached hereto as Exhibit "B". Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter.

**2) FOR THOSE INDIVIDUALS SERVED PERSONALLY (IF ANY):**

On \_\_\_\_\_, 20\_\_, I mailed by Certified Mail, Return Receipt Requested, a copy of the Notice attached hereto as Exhibit "A", to each of the persons, municipal agencies and utilities at the addresses listed upon the Certified List of Property Owners within two-hundred feet (200') of the premises in question provided by the Borough of West Long Branch, which said list is attached hereto as Exhibit "B". Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter.

***If no one was served personally, please check None***

I state that all the referenced persons are the owners of the property within a radius of two hundred feet (200') of the property in question, as set forth in Exhibit "B".

Sworn to and subscribed  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Notary



Borough of  
**West Long Branch**  
New Jersey

**BOROUGH OF WEST LONG BRANCH**  
 **PLANNING BOARD**       **ZONING BOARD**

**AFFIDAVIT OF PUBLICATION**

<p><b>IN THE MATTER OF THE APPLICATION OF:</b></p> <hr/> <hr/> <p>Block ____ Lot (s): _____ <b>OF THE OFFICIAL MAP OF THE BOROUGH OF WEST LONG BRANCH</b></p>
--

**STATE OF NEW JERSEY**  
:SS  
**COUNTY OF MONMOUTH**

I, \_\_\_\_, the applicant in the captioned matter, who being duly sworn upon his/her oath, disposes and says that the Notice of Hearing in the matter, of which the annexed is a true copy, has been published in the *Asbury Park Press* on the date of \_\_\_\_\_ 2022\_\_\_\_\_.

\_\_\_\_\_  
Applicant

Sworn to and subscribed  
Before me this \_\_\_\_\_  
Day of 20 \_\_\_\_\_

\_\_\_\_\_  
Notary



Borough of  
**West Long Branch**  
New Jersey

**IN THE MATTER OF THE APPLICATION OF:**  
\_\_\_\_\_  
\_\_\_\_\_  
**Block \_\_\_\_ Lot (s): \_\_\_\_\_**  
**OF THE OFFICAL MAP OF THE BOROUGH OF**  
**WEST LONG BRANCH**

**BOROUGH OF WEST LONG BRANCH**  
 **PLANNING BOARD**     **ZONINGBOARD**

**OWNERS CONCURENCE**

**STATE OF NEW JERSEY**  
:SS  
**COUNTY OF MONMOUTH**

I, \_\_\_\_\_ hereby certify that I am the owner of record of Lot(s) \_\_\_\_\_ in  
*(Name of Property Owner)*  
Block \_\_\_\_\_

in the Borough of West Long Branch, Monmouth County New Jersey, commonly known as  
\_\_\_\_\_ and I hereby acknowledge that the application for  
*(Address of Property)*

development of said Lot(s) is being made with my complete understanding and permission in accordance with an agreement entered between me and the applicant noted below and that I concur with the plans as shown.

**Applicant**

**Property Owner**

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

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

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

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

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Sworn to and subscribed Before me this

Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary



Borough of  
**West Long Branch**  
New Jersey

Certified List Request

Borough of West Long Branch  
Planning/Zoning Boards  
965 Broadway  
West Long Branch, New Jersey 07764  
ATTN: Borough Clerk

Please supply me with a Certified List of Property Owners within two hundred feet (200') of the below listed property. Attached is my fee of \$10.00 for same.

Block: \_\_\_\_\_

Lot(s): \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

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

Telephone: \_\_\_\_\_



Borough of  
**West Long Branch**  
New Jersey

**TAX CERTIFICATION**

**BOROUGH OF WEST LONG BRANCH**  
 **PLANNING BOARD**       **ZONINGBOARD**

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

<b>FOR OFFICIAL USE ONLY</b>

THIS WILL CERTIFY THAT TAXES ON THE ABOVE PROPERTY:

**Are Paid**       **Are not paid**

\_\_\_\_\_ Quarter      \_\_\_\_\_ Year

THIS PROPERTY MAY BE SUBJECT TO ROLLBACK TAXES NOT YET ESTABLISHED.

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

Title: \_\_\_\_\_

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

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) * _____  <input type="checkbox"/> Other (see instructions) * _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>																					
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> </tr> </table>											<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> </tr> </table>										
<b>Employer identification number</b>																					
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> </tr> </table>											<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> </tr> </table>										

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

Signature of U.S. person \*

Date \*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



Borough of  
**West Long Branch**  
 New Jersey

**ZONING OFFICER'S REVIEW FORM**

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_

Your application will be reviewed for conformance with the Zoning Ordinance. Please complete this form and submit with your application.

Zone:  R-22  R-15  R-10  RP  I  N/C  H/C  Other: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Proposed Use: \_\_\_\_\_

To be completed by Applicant

Zoning Requirements	Permitted/ Required	Existing Proposed	Proposed	Variance Required	For Official Use: Comments/Codes
Lot Area					
Lot Width					
Front Yard Setback					
Side Yard Setback: • One Side • Both Sides					
Rear Yard Setback					
Building Coverage					
Impervious Coverage					
Maximum Building Height					
Density					
Buffer					
Parking					
Accessory Building Height					
Accessory Building Setback					
Other:					

NOTE: It should be clearly understood that the variances that may be required are not limited to those noted above.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY
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Borough of  
**West Long Branch**  
New Jersey

**THE BOROUGH OF WEST LONG BRANCH MONMOUTH COUNTY, NEW JERSEY**

**APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW**

**Purpose:** This application provides the Environmental Commission of the Borough of West Long Branch with information needed to help determine, in an orderly manner, whether a proposed project or action may be significant. The applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information contained herein. A review of this application by the Environmental Commission and a resolution of all questions arising therefrom are required before the start of any site work.

**Instructions:** Answer each item in the space provided. The completed application must accompany project drawings submitted to the Planning Board and the Zoning Board of Adjustment, together with a copy for the Environmental Commission.

Applicant Company/Individual: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant Company/Individual Address: \_\_\_\_\_

Present Property Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Present Property Owner's Address: \_\_\_\_\_  
Responsible Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Responsible Person's Title: \_\_\_\_\_  
Responsible Person's Address: \_\_\_\_\_

Site Location Street Address: \_\_\_\_\_  
Nearest Existing Street Intersection: \_\_\_\_\_  
Zone: \_\_\_\_ Block: \_\_\_\_ Lot(s): \_\_\_\_\_

A) Present Use:	B) Proposed Use:
-----------------	------------------



Borough of  
**West Long Branch**  
New Jersey

**APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW**

C) Break down total acreage of project site as follows:

	<b><u>Present</u></b>	<b><u>Planned</u></b>
Wetland		
Wooded		
Water Surface Area		
Unvegetated (Rock, Earth, Fill)		
Buildings, Paved Surfaces		
Areas to be Left in Their Natural State		
Other (Give Detail)		

D) Describe predominant floral and fauna:

E) Total number of trees on-site with a trunk diameter of six inches (6") or greater.

F) List the number of trees, by species, with a trunk diameter of six inches (6") or greater, as measured one foot (1') from grade, which are to be destroyed:

G) Will project cause or increase water pollution, air pollution or noise pollution? J Yes No  
If yes, please explain.

H) Will the project affect the water table in the area?  Yes  No If yes, please explain:



Borough of  
**West Long Branch**  
New Jersey

**APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW**

I) Will the project result in an increase or decrease in the surface area of any body of water?  Yes  No  
if yes, please explain:

J) Is the project located in the 100-year flood plan?  Yes  No  
If yes, please explain.

K) Are there wetlands within one hundred feet (150') of the project?  Yes  No  
If yes, please explain.

L) Will the project produce odors?  Yes  No  
If yes, please explain

M) Will the project alter drainage flow patterns or surface water runoff?  Yes  No  
If yes, please:

N) Will the project increase traffic?  Yes  No  
If yes, please explain.

O) Identify problems or objections raised by any individual(s), or local, state, and federal agencies.



Borough of  
**West Long Branch**  
New Jersey

**APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW**

P) List any New Jersey Department of Environmental & Energy (NJDEPE) or U.S. Army Corps of Engineers permits that you have or for which you have applied.

Q) Do you have any of the following on or within fifty feet (50') of your property boundaries?  
Ponds, streams, brooks, marshes, bays, rivers, lakes, bogs, ditches, creeks, swamps, or other low areas which regularly contain water for a length of time?

Yes  No

If you answered yes, you must contact the New Jersey Department of Environmental & Energy (NJDEPE), Division of Coastal Resources, Bureau of Freshwater Wetlands, to obtain their clearance, prior to obtaining a Building Permit from the Borough. If you are unsure, you should contact the NJDEPE. Violation of the Freshwater Wetlands Act could result in fines imposed by the State of New Jersey.

Bureau of Freshwater Wetlands  
Division of Coastal Resources  
New Jersey Department of Environmental Protection & Energy CN401  
Trenton, New Jersey 08625  
Telephone: (609) 633-6754

**APPENDIX A**

**CHECKLIST**

**(Application Submission Requirements)**

**BOROUGH OF WEST LONG BRANCH  
DEVELOPMENT REGULATIONS - CHECKLIST  
(Documents Required To Be Submitted)**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Attorney: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**THIS CHECKLIST MUST BE COMPLETED AND RETURNED TO THE BOARD AS PART OF ANY APPLICATION. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN ON THE SUBMITTED PLANS OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.**

Waivers may be requested from some of the following items. The items should be checked where provided and an explanation of the reasons for the waiver or non-applicable items explained in a *separate letter* to be attached to this checklist. Twenty (20) copies of all reports and filing data are to be submitted, unless otherwise specified.

**NOTE:** Plans consisting of up to thirty (30) sheets should be folded. Plans of over thirty (30) sheets should be rolled in separate sets for processing.

**KEY: X= Required P = Provided W=Waiver Requested N/R =Not Required or Applicable**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
A.	Application Form	X		X	X	X	X	X	X	(P) (W) (N/R)
B.	Project Plat Information									
1.	Name and address of owner and applicant	X	X	X	X	X	X	X	X	(P) (W) (N/R)
2.	Notarized signature (final plat prior to filing)			X			X			(P) (W) (N/R)
3.	Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat (any plans drawn by the applicant must include a notarized statement that the applicant prepared the plan)	X	X	X	X	X	X	X	X	(P) (W) (N/R)
4.	Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location	X	X	X	X	X	X	X	X	(P) (W) (N/R)
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, zone districts, etc., within 500 feet of property	X		X	X	X	X	X	X	(P) (W) (N/R)

**BOROUGH OF WEST LONG BRANCH  
DEVELOPMENT REGULATIONS - CHECKLIST  
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
6.	North arrow and scale	X	X	X	X	X	X	X	X	(P) (W) (N/R)
7.	Schedule of required zone district requirements, including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
8.	Signature blocks for chairman, secretary, and municipal engineer			X	X	X	X	X	X	(P) (W) (N/R)
9.	Proof that taxes are current	X		X	X	X	X	X	X	(P) (W) (N/R)
10.	Certification blocks required by Map Filing Law			X			X			(P) (W) (N/R)
11.	Monumentation as specified by Map Filing Law			X			X			(P) (W) (N/R)
12.	Date of current property survey			X	X	X	X	X	X	(P) (W) (N/R)
13.	Plans to a scale of not less than 1"=100' on one of four of the following standard sheet sizes:  8½" x 13" 15" x 21" 24" x 36" 30" x 42"			X	X	X	X	X	X	(P) (W) (N/R)
14.	Metes and bounds description showing dimension, bearings of original and proposed lots			X			X			(P) (W) (N/R)
15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on street			X		X	X		X	(P) (W) (N/R)
16.	Acreage of tract to the nearest tenth of an acre			X	X	X	X	X	X	(P) (W) (N/R)
17.	Date of original preparation and of each subsequent revision, including a brief narrative of each revision	X		X	X	X	X	X	X	(P) (W) (N/R)
18.	Size and location of any existing and proposed structures with all setbacks dimensioned	X	X	X	X	X	X	X	X	(P) (W) (N/R)
19.	Size and location of all existing structure within 200 feet of the site boundaries			X	X	X	X	X	X	(P) (W) (N/R)
20.	Tax lot and block numbers of existing and proposed lots			X		X	X			(P) (W) (N/R)
21.	Area of proposed lots in square feet		X	X		X	X			(P) (W) (N/R)

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				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
22.	Any existing or proposed easement or land reserved for or dedicated to public use	X	X	X	X	X	X	X	X	(P) (W) (N/R)
23.	Name and address and lot and block numbers of property owners within 200 feet of subject property			X	X	X	X	X	X	(P) (W) (N/R)
24.	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site (Note: variance applications need only show these features on-site)	X		X	X	X	X	X	X	(P) (W) (N/R)
25.	List of variances required or requested	X		X	X	X	X	X	X	(P) (W) (N/R)
26.	List of requested design waivers or exceptions			X	X	X	X	X	X	(P) (W) (N/R)
27.	Phasing plan as applicable to include:  i.) Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site.  ii.) Timetable and phasing sequence					X	X	X	X	(P) (W) (N/R)
28.	Preliminary architectural plans and elevations	X	X		X			X	X	(P) (W) (N/R)
29.	Site identification signs, traffic control signs, and identification signs				X	X	X	X	X	(P) (W) (N/R)
30.	Sight triangles			X	X		X	X	X	(P) (W) (N/R)
31.	Proposed street names when new road is proposed					X	X	X	X	(P) (W) (N/R)
32.	Parking plan showing spaces, sizes, and types, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided				X			X	X	(P) (W) (N/R)
33.	Soil Waste Management and Recycling Plan showing holding location and provisions for waste and recyclables				X	X	X	X	X	(P) (W) (N/R)
34.	Traffic Study					X		X		(P) (W) (N/R)

**BOROUGH OF WEST LONG BRANCH  
DEVELOPMENT REGULATIONS - CHECKLIST  
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Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
C.	<u>Construction Plans</u>									
1.	Site layout showing all roadways, circulation patterns, curbs, sidewalk, buffers, structures, open space, recreation, etc., as applicable				X	X	X	X	X	(P) (W) (N/R)
2.	Grading and Utility Plan to include as applicable:  i.) Existing and proposed contours at 1 foot intervals for grades 3% or less and at 2 foot intervals for grades more than 3 inches ii.) Elevations of existing and proposed structures iii.) Location and invert elevation of existing and proposed drainage structures iv.) Locations of all streams, ponds, lakes, wetlands areas v.) Locations of existing and proposed and existing utilities including depth of structures, locations of manholes, valves, services, etc.				X	X	X	X	X	(P) (W) (N/R)
3.	Profiles of existing and proposed roadways, including all utilities and stormwater facilities. Roadway cross-sections at 50 foot intervals. Horizontal and vertical scales to be the same.					X	X	X	X	(P) (W) (N/R)
4.	Landscaping Plan to include:  i.) Locations of existing vegetation and clearing limits. Tree Save Plan for major applications must show the locations, sizes and species of all existing trees 4 inches in caliper or greater. ii.) Proposed buffer areas and method of protection during construction iii.) Proposed landscaped areas iv.) Number, types & locations of proposed plantings including street trees v.) Details for method of planting, including optimum planting season				X	X	X	X	X	(P) (W) (N/R)

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DEVELOPMENT REGULATIONS - CHECKLIST  
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Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
5.	Soil Erosion and Sediment Control Plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey				X	X	X	X	X	(P) (W) (N/R)
6.	Lighting Plan to include: i.) Locations and height of proposed fixtures ii.) Proposed lighting levels iii.) Detail for construction of fixture				X	X	X	X	X	(P) (W) (N/R)
7.	Construction details for all improvements: i.) Roadways ii.) Curb iii.) Sidewalk iv.) Driveway Aprons v.) Drainage Inlets vi.) Pipe Bedding vii.) Outfalls viii.) Manholes ix.) Gutters x.) Plantings xi.) Parking Lots xii.) Soil Erosion and Sediment Control Structures				X	X	X	X	X	(P) (W) (N/R)
D.	Supplementary Documents									
1.	List of all federal, state, regional and/or municipal approvals or permits required			X	X	X	X	X	X	(P) (W) (N/R)
2.	Copies of any existing or proposed deed restrictions or covenants			X	X	X	X	X	X	(P) (W) (N/R)
3.	Freshwater wetlands Letter of Interpretation for the project area			X	X	X	X	X	X	(P) (W) (N/R)
4.	Performance guarantees			X	X		X		X	(P) (W) (N/R)
5.	Executed developer's agreement						X		X	(P) (W) (N/R)
6.	Signed Affidavit of Owners Consent	X	X	X	X	X	X	X	X	(P) (W) (N/R)
7.	Disclosure statement (see NJSA 40:55D-48. let seq.)				X	X	X	X	X	(P) (W) (N/R)
8.	Statement from utility companies as to serviceability of site			X	X	X	X	X	X	(P) (W) (N/R)
9.	Stormwater management calculations					X	X	X	X	(P) (W) (N/R)
10.	Payment of all applicable fees		X	X	X	X	X	X	X	(P) (W) (N/R)
11.	Environmental Impact Report					X		X		(P) (W) (N/R)
12.	Application for Environmental Commission Site Plan Review	X	X	X	X	X	X	X	X	(P) (W) (N/R)
13.	Building Elevation and floor plans of any proposed structure(s)	X			X			X		(P) (W) (N/R)