



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 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**

SAMPLE FORM OF PUBLIC NOTICE

PLEASE TAKE NOTICE that on the _____ day of _____, 20____, at 7:00
(Day) (Month) (Year)
P.M. at the Municipal Building, 965 Broadway, West Long Branch, New Jersey, a Public Hearing
will be held before the West Long Branch _____ to consider the application of
(Planning Board or Board of Adjustment)
_____ for premises at _____ and
(Applicant's Name) (Street Location)
designated as Block _____, Lot(s) _____ on the official tax map
(Block) (Lot Numbers)

of the Borough of West Long Branch, Zone District _____, at which time and place all
(Zone Designation)
interested persons will be given an opportunity to be heard.

The applicant seeks the following: *(Insert what the applicant is seeking to include ordinance and measurements)*

The applicant also seeks all other variances or waivers as may be required in connection of this application.

The application and supporting documents are on file at the Office of the West Long Branch Borough Clerk, 965 Broadway, West Long Branch, New Jersey and available for inspection by the public during regular business hours (8:30 a.m. to 4:30 p.m.).

This notice is sent to you as an owner of property in the immediate vicinity of this application, and is also published, as required by law. Any interested parties may appear at said hearing and participate therein in accordance with the rules of the _____.
Planning Board or Board of Adjustment

Respectfully,

Applicant Signature Date: _____



Borough of
West Long Branch
New Jersey

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

AFFIDAVIT OF SERVICE

IN THE MATTER OF THE APPLICATION OF:

Block _____ Lot (s): _____
**OF THE OFFICIAL MAP OF THE BOROUGH OF
WEST LONG BRANCH**

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

IN THE MATTER OF THE APPLICATION OF:
Block ____ Lot (s): ____
OF THE OFFICIAL MAP OF THE BOROUGH OF WEST LONG BRANCH

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 ☐ ZONING BOARD

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

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Property Owner

Name: _____

Address: _____

Email Address: _____

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: _____

FOR OFFICIAL USE ONLY

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: _____

Form **W-9** (Rev. 8-2013)



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



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:
---	--



APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW

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

	<u>Present</u>	<u>Planned</u>
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.



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)

**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
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
(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
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)

**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
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)