

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

Telephone: (732) 229-1756  
Fax: (732) 571-9185

**MEMORANDUM**

To: Applicants, Attorneys and Engineers  
From: Planning/Zoning Board Secretary/Administrative Officer  
Date: Nov 20 / 2020  
Re: \_\_\_\_\_

**RECEIVED**  
Planning Board

**NOV 20 2020**

Zoning Board  
Borough of West Long Branch

Please be advised that 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 property owners and to newspapers) should indicate that documentation can be reviewed in the Borough Clerk's Office during normal business hours (8:30 AM to 4:30 PM).

**NOTE:** To assist the Board Staff, the Borough recommends that plans of thirty (30) sheets 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 either you retain an attorney to handle your application, or follow the instructions very carefully. The Board cannot hear your case unless all of the proper forms and procedures are adhered to. This is mandated by State Law. 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 corporate applicants must be represented by an attorney.

Thank you in advance for your untremored cooperation.

BOROUGH OF WEST LONG BRANCH, NEW JERSEY

ZONING BOARD OF ADJUSTMENT

VARIANCE APPLICATION (Page 1 of 3)

Applicant Lot Definition  
Name: Charlie Dadoun Lot No.: 05  
Address: 4 Robin ct Block No: 52  
WLB NJ 07764 Street Address: 4 Robin ct  
Telephone: 732 822 9129 Zone Type: R-22.

Property Owner Person Preparing Plans  
Name: Charlie Dadoun Name: Self  
Address: 4 Robin ct Profession: \_\_\_\_\_  
WLB NJ 07764 Address: \_\_\_\_\_  
Telephone: 732 822 9129 Telephone: \_\_\_\_\_

Representative (Attorney)  
Name: N/A  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Existing use: Dog Shed (removed)  
Proposed use: Storage Shed

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

Install Pre-fabricated Shed from  
"Kutz Shed Builders"  
30 feet ~~wide~~ Long  
9' 10" wide  
12' 10" High.

VARIANCE APPLICATION (Page 2 of 3)

Size of building(s) (present and/or proposed) at street level. \_\_\_\_\_

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

Have there been any previous variance applications or appeal involving these premises? None

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

List Specific Variance Requested	List Specific Requirement of Zone and State Specific Section of Ordinance Applicable
1. <u>†</u> <u>18-6.3.f.2.b</u>	1. _____
2. <u>b</u>	2. _____
3. <u>18-6.3.f.3-</u>	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____

Number of proposed lots. \_\_\_\_\_

Development plats (Check One)

- (a.) Sell lots 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.) Telephone: \_\_\_\_\_

List of all accompanying papers, reports and plans

Description	Number Submitted
1. <u>Petition Form</u> <u>1</u>	<u>20</u>
2. <u>Scale drawings existing structures</u>	<u>20</u>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

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: *Chad [Signature]*

Date: *Nov 26/2020*

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

Signature of Owner: *Chad [Signature]*

Date: *Nov 26/2020*

Signature of Owner: *Chad [Signature]*

Date: *Nov 26/2020*

Signature of Owner: *Chad [Signature]*

Date: *Nov 26/2020*

For Official Use Only:

Received By:

Date:

Fee:

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

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Application Form        | <input type="checkbox"/> W-9 Form  | <input type="checkbox"/> Owner Letter Authorizing Application    |
| <input type="checkbox"/> Application Fee         | <input type="checkbox"/> Escrow Fee  | <input type="checkbox"/> Environmental Commission Review Form    |
| <input type="checkbox"/> Zoning Officer's Denial | <input type="checkbox"/> Submission Checklist  | <input type="checkbox"/> Architectural Floor Plans and Elevation |
| <input type="checkbox"/> Submission Checklist    | <input type="checkbox"/> Property Survey   | <input type="checkbox"/> Plot Plan Variance Plan                 |
| <input type="checkbox"/> Brief Narrative         | <input type="checkbox"/> 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: \_\_\_\_\_

IN THE MATTER OF THE APPLICATION OF

BOROUGH OF WEST LONG BRANCH

PLANNING BOARD

ZONING BOARD

BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
OF THE OFFICIAL MAP OF THE  
BOROUGH OF WEST LONG BRANCH

OWNERS CONCURRENCE

STATE OF NEW JERSEY

:SS

COUNTY OF MONMOUTH

I, Charles Dacoun  
name of property owner

, hereby certify that I am

the owner of record of Lot(s) 05 in Block 52 in the Borough of West Long Branch, Monmouth County New Jersey, commonly known

as 4 Robin Ct  
Address of subject property and I hereby acknowledge that the application for development of said Lot(s) is being made with my complete understanding and permission in accordance with an agreement entered into between me and the applicant noted below and that I concur with the plans as shown.

Applicant

Property Owner

Name: Charlie Dacoun

Name: Charlie Dacoun

Address: 4 Robin Ct

Address: same

WLB NJ 07764

Telephone: 732 822 9129

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

[Signature]

Signature of Property Owner

Sworn to and subscribed  
Before me this 19<sup>TH</sup>  
Day of November, 2020

[Signature]  
Notary

**MARTIN C KENNEDY**  
Notary Public  
State of New Jersey  
My Commission Expires Sept. 11, 2024  
I.D.# 50112221

## ZONING OFFICER'S REVIEW FORM

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 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    II/C    Other: \_\_\_\_\_

Block: \_\_\_\_\_ Lots: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Zoning Requirements	<i>To be completed by Applicant</i>			<i>For Official Use Only</i>		
	Permitted	Required	Existing	Proposed	Variances Required	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.

**OFFICE USE ONLY**

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Borough of West Long Branch  
965 Broadway  
West Long Branch, New Jersey 07764

Telephone: (732) 229-1756  
Fax: (732) 571-9185

To: Administrative Officer  
From: Applicant  
Date:  
Re: **REVISION/RE-SUBMISSION APPLICATION**

The Revision/Re-submission Application submitted on \_\_\_\_\_ to the  
Planning Board  
Zoning Board of Adjustment

reflects a change in lot lines and/or road alignment\*  
does not reflect a change in lot lines and/or road alignment

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address of Firm: \_\_\_\_\_

\*Changes in lot lines and/or road alignment must be sent to the Zoning Officer and Fire Official for additional review

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 \_\_\_\_\_

2 Said premises are known as Block \_\_\_\_\_  
*(Date Property Was Acquired)* Lot(s) \_\_\_\_\_ and are located 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**  
 **PLANNING BOARD**       **ZONING BOARD**

**SAMPLE FORM OF PUBLIC NOTICE**

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:30  
*(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 do)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The applicant also seeks any and 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,

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

\_\_\_\_\_  
Applicant

IN THE MATTER OF THE APPLICATION  
OF

BOROUGH OF WEST LONG BRANCH  
 PLANNING BOARD  
 ZONING BOARD

BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
OF THE OFFICIAL MAP OF THE  
BOROUGH OF WEST LONG BRANCH

AFFIDAVIT  
OF  
SERVICE

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:

1 I am the applicant/applicant's representative in the captioned matter

2 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.

3 FOR THOSE INDIVIDUALS SERVED PERSONALLY (IF ANY):

On \_\_\_\_\_, 20\_\_\_\_, I personally served a copy of the Notice attached hereto as Exhibit "A", to the following persons on the attached list Exhibit "C", at the address set forth upon the original List of Property Owners. Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter. Everyone not served personally was served by Certified Mail, Return Receipt Requested.

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

4. 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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Applicant

Notary

IN THE MATTER OF THE APPLICATION  
OF

BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
OF THE OFFICIAL MAP OF THE  
BOROUGH OF WEST LONG BRANCH

BOROUGH OF WEST LONG BRANCH

PLANNING BOARD

ZONING BOARD

AFFIDAVIT  
OF  
PUBLICATION

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 *Ashbury Park Press* on the date of \_\_\_\_\_, 20\_\_\_\_.

Sworn to and subscribed

Before me this

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Notary

← 30' →  
Height = 12' 10"  
9' 10"



DESCRIPTION:

Being all of lot 5, Block 41-H as shown on Map entitled "Subdivision Map for Farmland Estates, Situate Palmer Avenue, West Long Branch, Monmouth County, New Jersey". Filed in the Monmouth County Clerks Office on March 21, 1967 as Case 87-20. Also known as lot 5, Block 52 as shown on the West Long Branch Borough Tax Map.

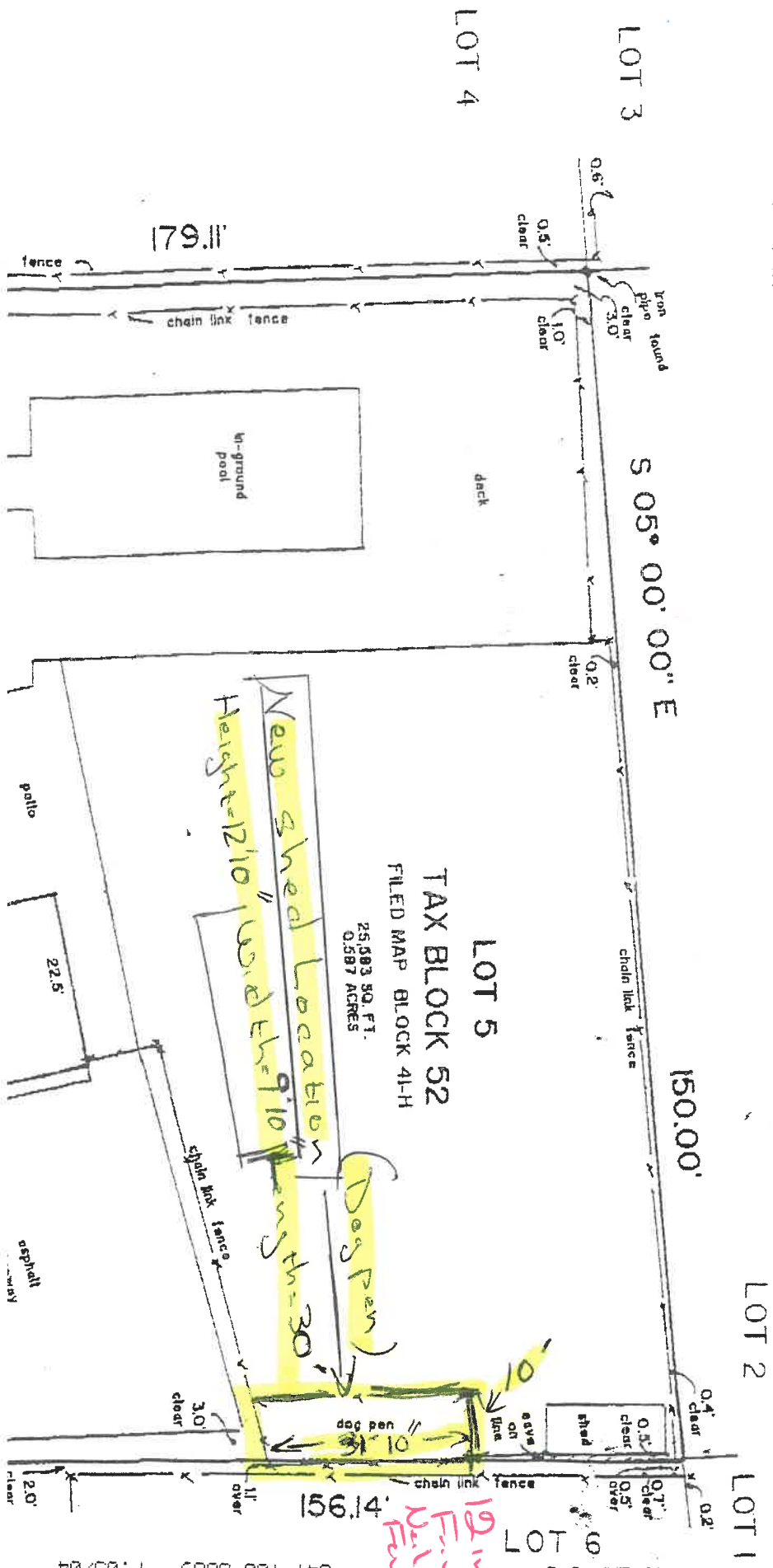
CERTIFIED TO THE FOLLOWING:

CHARLES S. DADDUM AND LAURENCE DADDUM,  
 HUSBAND AND WIFE  
 DALE MORTGAGE BANKERS CORP., d/b/a/  
 DALE MORTGAGE CORP. ITS SUCCESSORS AND/OR ASSIGNS  
 TRANSAMERICA TITLE INSURANCE CO.  
 PETER B. GRIMM, ESQUIRE

BUILDING LOCATION DIMENSIONS SHOWN HERE ARE NOT TO BE USED AS A BASIS FOR THE ERECTION OF FENCES OR OTHER PERMANENT STRUCTURES.

THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD AND OTHER PERTINENT FACTS WHICH MAY BE DISCLOSED BY A TITLE SEARCH. UNDERGROUND STRUCTURES AND/OR UTILITIES NOT LOCATED.

CONTRACTUAL ARRANGEMENTS WITH THE CLIENT PROVIDE THAT PROPERTY CORNER MARKERS ARE NOT TO BE SET FOR THIS SURVEY.



LOT 5  
 TAX BLOCK 52  
 FILED MAP BLOCK 41-H  
 25,583 SQ. FT.  
 0.587 ACRES

*New Shed Location*  
 Height=12'10"  
 Width=9'10"  
 (Dog Pen)

*Dimensions  
 Different  
 Fence*