

# Township of Ocean

Monmouth County

399 Monmouth Road  
Oakhurst NJ 07755-1589



Department of  
Community Development

732-531-5000 X 3350  
FAX 732-531-7696

**Marianne Wilensky**  
**Director of Community Development**

Application

## Minor Site Plan Subcommittee Review

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**Application Fee: \$500.00**

**Escrow Fee: \$500.00**

**Ordinance #1716, Section 21-56.9.**

### **Checklist for Minor Site Plan Subcommittee Review**

- a. Original and six (6) copies of the application forms, signed and notarized;
- b. Owners consent for the application to be made if the applicant is not the owner of subject site;
- c. Application and escrow fees, if required, paid;
- d. Certification from the Tax Collector that all taxes are paid to date;
- e. Seven (7) copies of a survey of the property or a previously approved site plan showing the following:
  1. Boundaries of the property;
  2. Lines of all currently existing buildings, streets, roads, drives, parking areas, reservations, easements, right-of-ways, and areas to be dedicated to public use;
  3. Location of all proposed buildings, structures, an/or improvements with spot elevations as necessary;
  4. Architectural elevations for any changes to the building façade, roofline, or extension;
  5. Name, address, professional license number, and seal of the preparer of the plan or survey if, in the opinion of the Planning Administrator, a sealed plan is required.
- f. Written description of the proposed operation of the site.

**All plans must be collated, stapled, and folded  
to a dimension not to exceed 10" X 12"**

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**All plans or maps must be folded.**

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**Planning Board**

**Township of Ocean**

**Board of Adjustment**

\*\*\* Office Use Only \*\*\*

Building Department \_\_\_\_\_  
 Crime Prevention \_\_\_\_\_  
 Board Engineer \_\_\_\_\_  
 Environmental Commission \_\_\_\_\_  
 Traffic Safety \_\_\_\_\_  
 Fire Marshal \_\_\_\_\_  
 Township Planner \_\_\_\_\_  
 Public Works Department \_\_\_\_\_  
 Tax Assessor \_\_\_\_\_  
 Deal Lake Commission \_\_\_\_\_

Please review and return to my office by:

\_\_\_\_\_

Marianne Wilensky

Licensed Professional Engineer and/or Land Surveyor preparing the sketch Plat:

Applicant \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

Owner's name/address if other than applicant:

\_\_\_\_\_

\_\_\_\_\_

Attorney Representing Applicant:

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

**If other than occupant, PLEASE PRINT NAME OF CONTACT PERSON**

Attorney's email: \_\_\_\_\_

**Contact's Telephone:** \_\_\_\_\_

**ZONING VARIANCE Hardship:** Addendum #1 \_\_\_\_\_ **Use:** Addendum #1 \_\_\_\_\_

**CONDITONAL USE** Addendum #2 \_\_\_\_\_

**SITE PLAN**

**SUBDIVISION**

Preliminary Addendum #3 \_\_\_\_\_  
 Final Addendum #3 \_\_\_\_\_  
 Minor Addendum #3 \_\_\_\_\_  
 Amended Addendum #3 \_\_\_\_\_  
 Extension Addendum #3 \_\_\_\_\_

Minor Addendum #4 \_\_\_\_\_  
 Preliminary Addendum #4 \_\_\_\_\_  
 Final Addendum #4 \_\_\_\_\_  
 Amended Addendum #4 \_\_\_\_\_  
 Extension Addendum #4 \_\_\_\_\_

**CERTIFICATION OF USE** \_\_\_\_\_

**CONCEPTUAL REVIEW** Addendum #4 \_\_\_\_\_

**MINOR SITE PLAN SUBCOMMITTEE REVIEW**

Addendum #3 \_\_\_\_\_ Addendum #5 \_\_\_\_\_

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Address of Property \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Is this property: Sewered \_\_\_\_\_ or Septic \_\_\_\_\_

Description of request: \_\_\_\_\_  
 \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ Date \_\_\_\_\_

**OWNERSHIP CERTIFICATION**

I (we) do hereby certify that the undersigned is the owner(s) of the property named in the above application and is aware of the application involving this property.

County of Monmouth  
State of New Jersey

Notary Seal

\_\_\_\_\_  
**Signature(s) of owner(s) of Property**

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**TOWNSHIP OF OCEAN**

**ADDENDUM #3**

**For Site Plan Approvals**

**PRELIMINARY SITE PLAN**

(Complete items 1 through 4 only)

1. Have you read all the site plan requirements? \_\_\_\_\_
2. Have you been given a checklist: \_\_\_\_\_
3. Have you complied with all the requirements? \_\_\_\_\_
4. If not, where does it differ?  
State the reasons why you cannot comply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL SITE PLAN:**

5. Does this differ in any way from Preliminary approval? \_\_\_\_\_
6. If it does differ, please indicate where it differs and the reasons therefore:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Anticipated starting and completion dates:  
Start: \_\_\_\_\_ Complete: \_\_\_\_\_
8. Estimated cost of construction: \_\_\_\_\_



## Township of Ocean

### Planning Board/Board of Adjustment

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## Permission for Inspection of Premises

I \_\_\_\_\_ hereby grant permission to Members of the Planning Board or Board of Adjustment, the Board's professionals, or other employees of the Township of Ocean the right to enter in and upon the property located at:

\_\_\_\_\_  
\_\_\_\_\_

otherwise known as block \_\_\_\_\_ lot \_\_\_\_\_ for the purpose of inspection in regard to the pending application which has been filed with the Board for consideration of approval.

Owner's address if other than the above stated:

\_\_\_\_\_  
\_\_\_\_\_

County of Monmouth  
State of New Jersey

Notary Seal

\_\_\_\_\_  
Signature(s) of owner(s) of Property

\_\_\_\_\_

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Notary

**Township of Ocean**  
Planning Board / Board of Adjustment

**ADDENDUM #5**  
For  
Site Plan or Subdivision Approval

APPLICATION BY CORPORATION OR PARTNERSHIP

**OWNERSHIP DISCLOSURE**

A corporation or partnership applying to a Planning Board or Board of Adjustment or the Governing Body or a Municipality for permission to subdivide a parcel of land into six (6) or more lots or applying for a variance to construct a multiple dwelling of 25 or more family units, or for approval of a site to be used for commercial purposes, shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, or at least 10% of the interest in the partnership, as the case may be.

Both Boards respectfully request that all applicants submit a complete list of ownership for purposes of determining conflicts of interest between the applicant and the Board Members or their professionals.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
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18. \_\_\_\_\_
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20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_

**Request for Taxpayer  
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

|                                             |                                                |                                         |
|---------------------------------------------|------------------------------------------------|-----------------------------------------|
| <b>P<br/>R<br/>I<br/>N<br/>T</b>            | Name                                           |                                         |
|                                             | Business name, if different from above         |                                         |
|                                             | Check appropriate box <input type="checkbox"/> | Individual/<br>Sole proprietor          |
|                                             | <input type="checkbox"/>                       | Corporation                             |
|                                             | <input type="checkbox"/>                       | Partnership                             |
|                                             | <input type="checkbox"/>                       | Other > .....                           |
| <input type="checkbox"/>                    |                                                | Exempt from backup withholding          |
| Address (number, street, apt. or suite no.) |                                                | Requester's name and address (optional) |
| City, state, ZIP code                       |                                                |                                         |
| List account number(s) here (optional)      |                                                |                                         |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, or 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.

|                             |  |
|-----------------------------|--|
| Social Security Number      |  |
|                             |  |
|                             |  |
|                             |  |
| Or                          |  |
| Employer Identification No. |  |
|                             |  |
|                             |  |
|                             |  |
|                             |  |

**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:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issue to me), and
- 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
- I am a U.S. person (including a US resident alien).

**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 current TIN (See the instructions on page 4.)

|                  |                                      |                  |
|------------------|--------------------------------------|------------------|
| <b>Sign Here</b> | <b>Signature of U.S. person &gt;</b> | <b>Date &gt;</b> |
|------------------|--------------------------------------|------------------|

**Purpose of Form**

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

**U.S. Person.** 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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you should use the requester's form. However, this form must meet the acceptable specifications described in **Pub. 1167**, General Rules and Specifications for Substitute Tax Forms and Schedules.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.