



Township of Ocean

Monmouth County

399 Monmouth Road
Oakhurst NJ 07755-1589

Marianne Wilensky
Director of Community
Development

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

Minor Subdivision Application

All Maps or Plans **MUST BE FOLDED**

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 _____

Code Enforcement _____

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 _____

Email Address: _____

Owner's name/address if other than applicant:

Attorney _____
Representing _____
Applicant: _____

Phone _____ FAX _____

Atty Email: _____

Contact Telephone: _____

If other than occupant, PLEASE PRINT NAME OF CONTACT PERSON

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 _____

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 #1

For Zoning Variances

1. Does the applicant own the adjoining property? _____
2. Size of Lot: Depth _____ Width _____
3. Size of proposed structure _____
4. Percentage of lot occupied by building _____
5. Height of building: Number of stories _____
 Amount of feet _____
6. Proposed setback from front property line _____
Existing setback from front property line _____
7. Proposed setback from rear property line _____
Existing setback from rear property line _____
8. Proposed side yard setbacks: Left _____ Right _____

Existing side yard setbacks: Left _____ Right _____

Has a Building Permit been requested: _____

Has there been any previous appeal involving these premises? _____

If so, state character of appeal and the date of disposition:

The proposed building or use thereof is contrary to the Zoning Ordinance in the following particulars:

State Article and Sections: _____

State reasons why this zoning variance should be granted: _____

ADDENDUM #4

A. SKETCH PLAT:

1. Area of the entire tract: _____ (s.f.) Number of proposed lots _____
2. Are all lots conforming? Yes _____ No _____. If not, indicate how many and their sizes:

3. Indicate: Intention to sell the lots only _____ construct houses for sale _____.
Specify other development plans _____
4. Location of nearest sanitary sewer: _____
5. Location of nearest public water supply: _____
6. Type of existing surface of the street: _____
7. Does the subdivision abut or affect any County, State, or Federal highways, properties, or facilities? No _____ If Yes, describe: _____
8. Are new streets, extension of Municipal facilities or utilities involved in this subdivision?
Yes _____ No _____
9. Are any other variances involved in this subdivision: Yes _____ No _____
10. Are easements or special covenants by deed involved: Yes _____ No _____
If yes, attach a copy.
11. Are drainage ditches, streams, or other watercourses involved in this subdivision?
Yes _____ No _____
12. Have all real estate taxes been paid as of this date? Yes _____ No _____
(If classified as a minor, this becomes a minor subdivision application)

B. PRELIMINARY: In addition to the above information, please provide the following:

1. List of proposed improvements and utilities and intentions to install or post performance guarantee prior to final approval:

Improvement: _____	Intention: _____
_____	_____
_____	_____

2. Give any other information you desire to submit to the Board: _____

C. FINAL: In addition to the above information, provide the following:

1. Number of lots granted on preliminary approval
Number of lots requested for final approval
2. Date of preliminary approval:
3. Are variances, easements or special covenants by deed involved in this subdivision? _____
4. Has the fee been submitted to the Municipal Agency? _____
5. Have the new Block and Lot numbers been approved by the Tax Assessor? _____
6. List any changes between the preliminary plat and the final map. (Any change in intention of use should also be indicated.) _____

7. Have all conditions of tentative approval of the preliminary plat been complied with? _____
If not, state conditions and when compliance will be met: _____

8. Have all required improvements been completed and so certified by the Township Engineer?
_____ If not, indicate below:

<u>Improvement</u>	<u>Estimated Completion Date</u>	<u>By Whom</u>	<u>Performance Guarantee</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Estimated cost of installation as approved by Municipal Engineer: _____
10. Amount of bond, check, or other surety: _____
11. Has an agreement for construction of Municipal improvements been signed? _____

Township of Ocean
Planning Board / Board of Adjustment



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

Signature(s) of owner(s) of Property

Notary Seal

Sworn and subscribed before me on this _____ day of _____

Signature of Notary

Board of Adjustment / Planning Board

Township of Ocean

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200' OF:

BLOCK _____ **LOT(s)** _____

BLOCK _____ **LOT(s)** _____

NAME and ADDRESS
OF PROPERTY OWNER(s)

PERSON TO RECEIVE LIST
IF OTHER THAN
PROPERTY OWNER

OFFICE USE ONLY:

Block _____ Lots: _____

Lots: _____

P R	Name						
I N T	Business name, if different from above						
	Check appropriate box	Individual/ Sole proprietor	Corporation	Partnership	Other >	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.																										
Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social Security Number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr> </table> </td> </tr> <tr> <td style="text-align: center;">Or</td> </tr> <tr> <td style="text-align: center;">Employer Identification No.</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr> </table> </td> </tr> </table>	Social Security Number	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr> </table>											Or	Employer Identification No.	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr> </table>										
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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 issue 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. 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.)	

Sign Here	Signature of U.S. person >	Date >
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<p>Purpose of Form</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>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).</p>	<p>Nonresident alien who becomes a resident alien.</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien. 2. The treaty article addressing the income. 3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions. 4. The type and amount of income that qualifies for the exemption from tax. 5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.
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REQUIREMENTS FOR SUBMISSION MINOR SUBDIVISIONS

21-56 Requirements for submission for development applications.

The following is a list of items and details to be supplied with the various development applications which are submitted for approval to a municipal agency of the Township of Ocean. The following documents shall be provided for development application review. In some circumstances, additional information beyond these requirements may be required of the applicant by the municipal agency. Such additional items shall be provided promptly in order to facilitate prompt action of the part of the Municipal Agency. The municipal agency shall also have the right to waive certain details if a specific request is made by the applicant and agreed to by the agency. Surveys, the general plan, grading and utility plans, landscaping plans, architectural plans and elevations may be indicated on separate drawings and documents. The required items and details are primarily for the use of the municipal agency to establish criteria required to make decisions and recommendations. The following shall be required:

21-56.1 Items required for all development applications:

- a. Title, key map location of development, and the name and address of the owner of record and the applicant.
- b. Certification from the tax collector that all taxes and assessments are paid to date.
- c. The proposed use or uses of the land and buildings.
- d. Scale and graphic scale shall be indicated on every sheet.
- e. North arrow in same direction on all sheets.
- f. A list of all variances and waivers being requested by the applicant.
- g. Payment in full of all required application fees and establishment of any required escrow account.
- h. A list of any required permits or applications required by any other governmental agency.
- i. An Affidavit of Ownership of the subject property.
- j. Proper completion of the appropriate application forms required by the municipal agency.

CHECK LIST

Minor Subdivision

21-56.6 Items and Details required for all preliminary subdivision applications shall include:

- a. Initial submission shall consist of a total of three (3) copies of all plans and application forms. Once an application is deemed complete, in compliance with the Municipal Land Use Law, an additional thirteen (13) copies of all plans and application forms shall be submitted prior to twenty (21) one days before the public hearing on the application. All plans shall be folded to a size not to exceed 10" X 14".
- b. All plans should be presented at a scale no smaller than one (1") inch equals fifty (50') feet. All site plans shall be prepared using a conventional 'engineer's scale'. Architectural plans may be prepared utilizing an 'architect's scale'. The size of sheets should not exceed 36 inches X 24 inches.
- c. The general location of facilities, site improvements, and lot layouts prepared, signed and sealed by a licensed professional engineer, surveyor, planner or architect.
- d. The design and construction details of any public improvements including street pavements, curbs, sidewalks, sanitary sewage and storm drainage facilities. This plan shall be prepared by a licensed professional engineer only.
- e. The location of the proposed site and approximate area of the subdivision in relation to the entire Township.
- f. A Title Block including:
 1. Name and location of project.
 2. Name of firm who prepared the plan.
 3. Full name of the professional engineer, surveyor, architect, or planner.
 4. The title Professional Engineer, Land Surveyor, Architect, or Professional Planner.
 5. License or Certificate number, handwritten signature, seal, and date signed and sealed.
 6. If the project includes the work of any other licensed professional, not under the immediate supervision of the principal engineering firm, a subtitle block of that professional firm or individual must appear on all plans involving that profession.
- g. Name, address, block and lot of all property owners within 200 feet of the extreme limits of the subdivision.
- h. Acreage of tract to be subdivided to the nearest tenth of an acre. For sites less than one acre, the square footage of the tract to be subdivided to the nearest square foot.
- i. Proposed number of lots or dwelling units and type.
- j. Sufficient elevations or contours to determine the general slope and natural drainage of the land to points extending 50 feet beyond the subdivision boundary.
- k. Subdivision boundary line or lines (heavy solid line).
- l. The location of all wooded areas which are to be retained as well as the location of all trees six (6") inches in diameter which are located within areas to be disturbed and within thirty (30') feet of any area proposed to be disturbed. All six (6") inch or greater diameter trees so indicated shall be identified as to diameter and species.

- m. Street rights of way of the subdivision and within 200 feet of its boundaries including:
 - 1. Name of each street.
 - 2. Location, right of way, and pavement widths.
 - 3. Centerline elevation at intersections and other critical points.
 - 4. Typical cross-sections and centerline profiles for all proposed new streets.
- n. All other rights of way, easements, covenants, and deed restrictions in the subdivision and directly adjacent to its boundaries including:
 - 1. Identification and description of the right of way, easement, covenant, or deed restriction.
 - 2. Location and width.
 - 3. Restrictions of use, if any.
- o. Drainage structures in the subdivision and within 200 feet of its boundaries.
 - 1. Type of structure.
 - 2. Location of invert, elevations, gradients, and sizes of all pipe and of all other structures where applicable.
- p. The location of all other utility structures including but not limited to, water lines and sanitary sewers on the subdivision and within 200 feet of its boundaries.
- q. Marshes, ponds, streams, wetlands, and land subject to periodic flooding in the subdivision and within 50 feet of its boundaries, showing the location and area covered and indicating apparent high water level.
- r. The location of existing exceptional natural features such as, but not limited to, rock formations, and slopes exceeding 12% to the proper scales both within and adjacent to the proposed site.
- s. Lot layout, including:
 - 1. Lot lines and dimensions of each lot to the nearest foot.
 - 2. Front building setback lines (dashed) and their dimensions from the street.
 - 3. Existing zoning and boundaries thereof. If the entire subdivision and lands within 200 feet of its boundaries are totally contained within one zone, this information may be shown on the key map.
 - 4. Identification of lots or parcels of land to be reserved or dedicated to public use, if any.
 - 5. Easements and restricted areas with notation as to purpose of restrictions.
- t. Buildings and other structures located on or within the parcel to be subdivided and fifty feet of its boundaries. Setbacks of all principal and accessory buildings and structures shall be dimensioned on the plat.
- u. Soil boring information which shall contain the following data and be certified by a professional engineer.
 - 1. Date, location, and soil profile of all soil borings, including ground water elevation. One boring shall be required for each acre to be subdivided.

2. Locations shall include critical conditions and areas where drainage structures requiring seepage are to be constructed.
3. Soil borings are to be taken to a minimum of then (10') feet below existing or proposed grade, whichever is deeper. A minimum of one additional soil boring shall be taken for each stormwater retention or detention basin proposed within the subdivision, said boring being taken to a minimum depth of ten feet below the proposed bottom elevation of the basin.

21-56.7. Items and details required for the submission of final subdivision applications shall include all requirements for applications for preliminary approval as well as the following:

- a. A final subdivision map, showing metes and bounds of the subdivision and all lots and parcels within the subdivision, prepared, signed, and sealed by a licensed land surveyor. The final plat shall be drawn in ink or mylar at a scale not smaller than one inch equals 50 feet and in compliance with all the requirements of the New Jersey Map Filing Law and for filing a map compliance with the provisions of this chapter. The final plat shall be accompanied by the same information required for preliminary approval in addition to the following:
 1. Each block and lot shall be numbered in conformity to existing tax map procedures.
 2. The building address number for each proposed building lot of the subdivision in accordance with existing Township building address numbering requirements and regulations based on the width of lots of the subdivision as required by the Zoning Ordinance of the Township.
 3. Bearings and distances of all lot lines, and radii, are distances and central angles of all curves. All distances shall be calculated and shown to the nearest one hundredth of a foot.
 4. Proposed final contours at two-foot intervals extending to 25 feet beyond the boundary of the subdivision. Existing contours at five-foot intervals must be shown extending 25 feet beyond the boundary of the subdivision.
 5. Certification that the applicant, its agent or owner of the land, or that the owner has given consent under an option agreement for the dedication of streets, alleys, easements, and other rights of way and any lands for public use.
 6. At least one corner shall be tied into USGS benchmark. The reference meridian (north arrow) shall be identified as true or magnetic. Monuments, lot corners, and other survey points shall be located and described.
 7. When approval of plat is required by an officer of body of the County or State, approval shall be certified on the plat.
- b. Final engineering plans and utility plans, prepared by a licensed professional engineer, at the same scale and as required on the preliminary plat.
- c. **Initial submission shall consist of a total of three (3) copies of all plans and application forms. Once an application is deemed complete, in compliance with the Municipal Land Use Law, an additional thirteen (13) copies of all plans and application forms shall be submitted prior to twenty-one (21) days before the public hearing on the application. All plans shall be folded to a size not to exceed 10" X 14"**

**TOWNSHIP OF OCEAN
NOTICE REQUIREMENTS**

1. Corporations require representation by a New Jersey Attorney.
2. Notice is required on all development applications with the exception of minor subdivisions, final major subdivisions, and conventional site plans if no variances are required.
3. The applicant must submit a written request for a Certified List of Property Owners within 200' in all directions of the subject property accompanied by a fee of \$10.00. This form is included in the application packet and should be submitted with the application.
4. **CONTENTS OF NOTICE**
 - A. Date, time and place of hearings.
 - B. Nature of matters considered.
 - C. Identification of the property proposed for development by street address, block and lot numbers as shown on the current tax records.
 - D. Location and times at which maps and documents for which approval is sought are available for public inspection.
5. **At least ten (10) days prior to the scheduled hearing date:**
 - A. **Publish** a Public Notice in the Asbury Park Press and **request an Affidavit of Publication.** Please be aware that the Press must receive your notice at least fourteen (14) days before the date of the meeting in order to publish timely.
 - B. Notify by personal service or certified mail with return receipts:
 1. All property owners within 200 feet;
 2. The Clerk of the adjoining Municipality if located within 200 feet;
 3. If your property is adjacent to an existing or proposed County Road, adjoining other County land, or situated within 200 feet of a Municipal boundary, the Monmouth County Planning Board must be noticed at:

Monmouth County Planning Board
Hall of Records Annex
P.O. Box 1255
Freehold NJ 07728-1255
 4. The Commissioner of Transportation must be notified if the property is adjacent to a State Highway at:

Commissioner of Transportation
Construction and Maintenance
1035 Parkway Avenue
Trenton NJ 08625
 5. The State Planning Commission must be notified if the development exceeds 150 acres or 500 dwellings. Include a copy of the maps and documents required to be on file with the secretary. Their telephone number is 609-292-7165.
 6. For personal service, all property owners must sign and date the certified list next to their name.
6. Affidavits for both publication and notice to property owner, certified mail receipts, and/or list of dated signatures are required to be submitted to the Office of Planning Administration at least three (3) days prior to the scheduled hearing accompanied by a copy of the notice sent and a list of the property owners.

NOTICE OF DECISION AFTER APPROVAL:

1. Required on all development applications.
2. After approval, the applicant must publish a Public Notice in the Asbury Park Press.
3. A copy of the Affidavit of Publication from the Asbury Park Press is to be submitted to the Planning Administrator.

**ONCE YOU ARE SCHEDULED FOR A HEARING DATE,
YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

1. REVISED PLANS (if necessary) MUST be submitted to the Office of Planning TEN (10) DAYS PRIOR to your scheduled hearing date. You cannot bring revised plans to the meeting with you. If you do not comply, YOUR APPLICATION WILL NOT BE HEARD.
 2. The Affidavit of Publication (the original will be mailed to you by the Press), the green cards from the notification of your neighbors on the Certified List, and the white mailing slips that were your receipts from mailing the certified letters, must be in our office three (3) days prior to your hearing date.
-

SITE PLAN

<u>Preliminary</u>			<u>Final</u>		
<u>Acres</u>		<u>Per Acre</u>	<u>Acres</u>		<u>Per Acre</u>
0-2	\$ 850.00		0-2	\$ 350.00	
2-10	\$1,700 plus	\$400.00	2-10	\$ 600 plus	\$125.00
10-25	4,900 plus	200.00	10-25	1,600 plus	75.00
25-100	7,900 plus	100.00	25-100	2,725 plus	50.00
100 & up	\$15,400 plus	50.00	100 & up	\$6,475 plus	25.00

<u>AMENDED SITE PLAN</u>	\$ 850.00	<u>MINOR SITE PLAN SUBCOMMITTEE</u>	\$350.00
<u>MINOR SITE PLAN</u>	\$850.00	<u>EXTENSION OF SITE PLAN APPROVAL</u> (NJS 40:55D-52)	\$350.00

TRASH AND RECYCLABLE MATERIALS STORAGE AREA: \$125.00

FLAG LOCATION PLAN: \$125.00

WAIVER: The site plan fee may be waived by the Township Council by resolution upon application by non-profit corporations devoted to recreational purposes under Title 15 of the Revised General Statutes of New Jersey and applications by the Fire Districts and Sewerage Authority within the Township of Ocean.

SUBDIVISIONS

<u>CLASSIFICATION</u>	(Required on all Subdivisions)	\$100.00
<u>MINOR</u>	(2 to 4 lots)	\$400 plus \$100 per lot
<u>MAJOR</u>	Preliminary	\$300 plus \$100 per lot
	Final	\$100 plus \$50.00 per lot
<u>AMENDED SUBDIVISION</u>		\$800.00

c. Variances and Appeals

40:55D-68	Certification of Use	\$275.00
40:55D-70a	Appeals	275.00
40:55D-70b	Interpretations	275.00
40:55D-20c	Hardship: Single Family Residential	200.00
	All others	500.00
40:55D-70d	Use Single family residential, per unit	275.00
	Multi-family residential / Townhouse	525.00
	Commercial and Industrial	1,500.00
	All others	1,500.00
d.	Conditional Uses	350.00
e.	Official Map Appeals	275.00
f.	Appeals to Governing Body	275.00
g.	<u>CERTIFIED LIST OF PROPERTY OWNERS</u>	\$10.00

h. Whenever an application for development shall include more than one request or action, the total accumulated fees of each separate action shall be charged.

i. **Professional Review Fees:** The Municipal Agency may require the payment of fees into an escrow account for the purpose of reimbursing the Township for direct fees, costs, charges, and expenses of professional consultants retained by or on behalf of the Township, its Boards, or agencies and employees and staff of the Township, its boards ore agencies in reviewing and testifying and/or assisting the Township in the processing of applications pursuant to the ordinances of the Township and/or assisting the Township in the evaluation, planning, and proper design of municipal services and facilities in order to meet the needs of the proposed project. Such escrow account will be based upon the following schedules:

<u>SITE PLAN</u>		<u>ESCROW FEES</u>	<u>SUBDIVISION</u>	
<u>ACRE</u>		<u>Initial Escrow Fee</u>		<u>Initial Escrow Fee</u>
0-2		\$ 2,000.00	Minor (2 to 4 lots)	\$2,000.00
2-10		3,500.00	Major (5 to 12 lots)	3,000.00
10-25		5,000.00	(13 to 24 lots)	4,000.00
25-100		10,000.00	(25 to 50 lots)	5,000.00
100 & up		\$15,000.00	(51 and up)	10,000.00
			<u>AMENDED SUBDIVISION</u>	\$1,500.00
	MINOR SITE PLAN			\$1,500.00
	AMENDED SITE PLAN			1,500.00
	MINOR SITE PLAN SUBCOMMITTEE REVIEW			500.00
	EXTENSION OF SITE PLAN APPROVAL			500.00
	BILL BOARD RELOCATION			2,000.00
	USE VARIANCE			2,000.00
	CERTIFICATION OF USE			1,000.00
	BULK VARIANCES / NON-RESIDENTIAL			500.00
	APPEALS			1,000.00
	INTERPRETATIONS			1,000.00

No professional reviews will be undertaken until the escrow has been established. If, in the judgement of the Planning Board or Board of Adjustment, additional funds are required after 75% of the original escrow account has been exhausted, these monies shall be paid to the appropriate account or accounts.

j. Inspection fees (Refer to ordinance)

k. **Special Meetings for the Planning Board or Board of Adjustment** If the Board of Adjustment or Planning Board is requested to, and decided to hear an application at one or more special meetings, the applicant(s) shall pay an additional two thousand (**\$2,500.00**) five hundred dollars for each special meeting at which the matter is heard.

l. **Conceptual Review** At the request of a developer, the Planning Board shall grant an informal review of a concept plan for development for which the developer intends to prepare and submit an application for development. The fees for such an informal review are:

Application Fee - \$150.00

Escrow for Professional Review - \$250.00

The amount of any fees for such an informal review shall be a credit toward fees for review of the application for development if applied for within 180 days of such an informal review.

**Submit this portion of the application to:
Freehold Soil Conservation District**

211 Freehold Road
Manalapan NJ 07726
732-446-2300
732-446-9140 FAX

For District Use Only

Application Number: _____

Disposition: _____

APPLICATION FOR SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

The enclosed soil erosion and sediment control plan and supporting information are submitted for certification pursuant to the Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 amended (NJSA 4:24-39 et. seq.) An application for certification of a soil erosion and control plan shall include the items listed on the second page of this form.

Name of Project		Project Location/municipality	
Project Street Address		Block	Lot
Project Owners Name		Telephone: FAX:	
Project Owner's Street Address NO PO BOX NUMBERS		City	State/Zip
Total Area of Project in Acres	Total Area or Land to be Disturbed in Acres	Number Dwelling or other Units	Fee \$
Plans Prepared by *		Telephone: FAX:	
Street Address		City	State/Zip

(Engineering related items of the Soil Erosion and Sediment Plan MUST be prepared by or under the direction of and be sealed by a Professional Engineer or Architect licensed in the State of New Jersey in accordance with NJAC 13:27-6.1 et. seq.)

Agent Responsible during construction:

Street Address	City State/Zip	Telephone FAX
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The applicant hereby certifies that all soil erosion and sediment control methods are designed in accordance with current Standards for Soil Erosion and Sediment Control in New Jersey and will be installed in accordance with those Standards and the plan as approved by the Soil Conservation District and agrees as follows:

1.	To notify the District in writing at least 48 hours in advance of any land disturbance activity. Failure to provide such notification may result in additional inspection fees.	4.	To allow District agents to go upon project lands for inspection.
2.	To notify the District upon completion of the Project (Note: No Certificate of Occupancy can be granted until a report of compliance is issued by the District.)	5.	That any conveyance of this project or portion thereof prior to its completion will transfer full responsibility for compliance with the certified plan to any subsequent owners.
3.	To maintain a copy of the certified plan on the project during construction.	6.	To comply with all terms and conditions of this application and certified plan including payment of all fees prescribed by the District Fee Schedule hereby incorporated by reference.

The applicant hereby acknowledges that structural measures contained in the Soil Erosion and Sediment Control Plan are reviewed for adequacy to reduce offsite soil erosion and sedimentation and not for adequacy of structural design. The applicant shall retain full responsibility for any damages which may result from any construction activity notwithstanding district certification of the subject soil erosion and sediment control plan. It is understood that approval of the plan submitted with this application shall be valid only for the duration of the initial project approval granted by the municipality. All municipal renewals of this project will require submission and approval by the district. In no case shall the approval extend beyond three and one half years at which time submission and certification will be required. Soil Erosion and Sediment Control Plan certification is limited to the controls specified in the plan. It is not authorization to engage in the proposed land use unless such use has been previously approved by the municipality or other controlling agency.

1. Applicant's Certification*		3. Plan determined complete:	
Signature	Date	Signature of District Official	Date
Print Applicant's Name			
2. Receipt of fee, plan, and supporting documents in hereby acknowledged:		4. Plan Certified, denied, or other actions noted. Special Remarks:	
Signature of District Official	Date	Signature of District Official	Date

* If other than project owner, written authorization of owner must be attached.

Freehold Soil Conservation District
Page 2 of Application

An application for certification of a soil erosion and sediment control plan shall include the following items:

1. One copy of the complete subdivision, site plan, or construction permit application, including key map as submitted to the municipality (Architectural drawings and building plans and specifications not required.) which includes the following:
 - a. Location of present and proposed drains and culverts with their discharge capacities and velocities and support computations and identification of conditions below outlets.
 - b. Delineation of any area subject to flooding from the 100-year storm in compliance with the Flood Plains Act (NJSA 58:16A) or applicable municipal zoning.
 - c. Delineating of streams, wetlands, pursuant to NJSA 13:9B and other significant natural features within the project area.
 - d. Soils and other natural resource information used. (Delineation of the project site on soil map is desirable.)
 - e. Land cover and use of area adjacent to the land disturbance.
 - f. All hydraulic and hydrologic data, describing existing and proposed watershed conditions and HEC1, HEC2, WSP2, and TR20 and other electronic inputs files, if used, of existing and proposed conditions and a completed copy of the Hydraulic and Hydrologic Data Base Summary form SSCC251 HDF1.
2. Four copies of the soil erosion and sediment control plan at the same scale* as the site plan submitted to the municipality or other land use approval agency to include the following: (This information shall be detailed on the plat.)
 - a. Proposed sequence of development including duration of each phase in the sequence.
 - b. Site grading plan showing delineation of land areas to be disturbed including proposed cut and fill areas together with existing and proposed profiles of these areas.
 - c. Contours at a two* foot interval, showing present and proposed ground elevation.
 - d. Locations of all streams and existing and proposed drains and culverts.
 - e. Stability analysis of areas below all points of stormwater discharge which demonstrates a stable condition will exist or there will be no degradation of the existing condition.
 - f. Location and detail of all proposed erosion and sediment control structures including profiles, cross sections, appropriate notes, and supporting computations.
 - g. Location and detail of all proposed nonstructural methods of soil stabilization including types and rates of lime, fertilizer, seed, and mulch to be applied.
 - h. Control measures for non-growing season stabilization of exposed areas where the establishment of vegetation is planned as the final control measure.
 - i. For residential development, control measures to apply to dwelling construction on individual lots and notation that such control measures shall apply to subsequent owners if title is conveyed. This notation shall be shown on the final plat.
 - j. Plans with a notation for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, also indicating who shall have responsibility for such maintenance.
3. Appropriate fees. (As adopted by the individual district.)
4. Additional items as may be required.

*Individual districts may require modifications in the above list.

**Submit this portion of the application to:
Freehold Soil Conservation District**

**FREEHOLD SOIL CONSERVATION DISTRICT
ADDENDUM TO APPLICATION**

APPLICATION BY CORPORATE OR PARTNERSHIP

OWNERSHIP DISCLOSURE AFFIDAVIT

Freehold Soil Conservation District respectfully requests that all applicants submit a complete list of ownership for purposes of determining conflicts of interest between the applicant and the board of members of their professionals. Attach Rider if necessary.

A Corporation must also indicate its Registered Agency and Officers.

A Corporation or Partnership applying to the Freehold Soil Conservation District for Soil Erosion and Sediment Control Plan Certification, or applying for any other permits or review, shall list the names and addresses of all stockholders or individuals in the partnership as the case may be.

This disclosure requirement in continuing during the Certification period and transfer of ownership more than 10% must be disclosed.

Name and Address of Applicant: _____

If Corporation,
Name and address
Of Registered Agent and Officer: _____

Stockholders or Partners _____

1. _____

2. _____

3. _____

4. _____

5. _____

FREEHOLD SOIL CONSERVATION FEE SCHEDULE

RESIDENTIAL

Single family, Detached – Townhouses – Detached Apartments – Condominiums
Excluding High-rise Apartments

Number of Buildings	Base Fee	Inspection & Enforcement Fee per Building
2 - 5	\$200	\$35
6 - 15	250	40
16 - 25	350	40
26 - 50	450	40
51 - 100	550	35
101 - Over	650	35

COMMERCIAL

Industrial – Commercial – Demolition – Parking Lots – Public Facilities
Cleaning and Grading Projects – High-rise Apartments

Area	Base Fee	Inspection & Enforcement Fee
5000 sf - .33 acres	\$100	\$35
Greater than .33 to .66	150	35
Greater than .66 to 1 acre	200	35
Greater than 1 acre - 10 acres	300	35
Greater than 10 acres - 25 acres	400	40
Greater than 25 acres - 50 acres	500	40
Greater than 50 acres - 100 acres	600	40
Greater than 100 acres	700	35

MINING, QUARRYING, LANDFILL & STORAGE

Initial Application Fee

Area	Certification Fee	Enforcement Fee	Total
5000 sf – 25 acres	\$150	350	\$500
Greater than 25 acres – 50 acres	175	400	575
Greater than 50 acres – 100 acres	200	400	600
Greater than 100 acres	250	450	700

BI-ANNUAL RENEWAL FEE FOR INSPECTION & ENFORCEMENT

5000 sf – 25 acres	\$350
Greater than 25 acres – 50 acres	400
Greater than 50 acres – 100 acres	400
Greater than 100 acres	450

NOTES: For projects greater than one (1) acre, partial acres are to be rounded to the nearest whole acre.

Re-submission fee for plans originally denied – ½ the original base fee.

Recertification for minor revisions to previously certified plan - \$25.00.

Re-certification for major revisions to previously certified plans – ½ the original base fee.

Non-compliance fee - \$30.00 per day.

FREEHOLD SOIL CONSERVATION DISTRICT

ADDITIONAL FEES:

1. Reinspection / Non-Compliance Fees: A fee of \$100.00 may be charged when a requested inspection for the issuance of a Report of Compliance is performed and the site is not stabilized in accordance with the NJ Standards for Soil Erosion and Sediment Control. Projects which have not provided the District with written advance notice (72 hours) of their intent to start construction may be considered to be in non-compliance and charged a \$100.00 fee. Also, general non-compliance with the certified plan requiring additional inspection may result in the issuance of non-compliance fees. No Report of Compliance will be issued until all fees are paid in full.
2. Recertification: A fee of \$150.00 will be charged to review / certify minor revisions to previously certified Soil Erosion and Sediment Control plans. A major revision to the plan will require the submittal of one-half the original review and certification fee, not to exceed \$700.00
 - * Minor Revisions are defined as simple changes to the certified plans requiring minimal examination of the submittal. Minor revisions do not challenge the integrity of the previously certified erosion controls, but reflect a change in the appearance of the site work. (For example, minor revisions might include changes to parking lot spacing, slight modifications to the limit of disturbance, or grading changes without disruption of drainage patterns.)
 - * Major Revisions are defined as modification to certified plans which require that the District reevaluate the adequacy of erosion controls previously established for the site. Major revisions necessitate a comparison of the plan to the State Standards for Soil Erosion and Sediment Control in New Jersey and often the submittal of new drainage calculations. (Some examples of major revisions might include the addition or deletion of stormwater piping, significant changes to the limit of disturbance, or the creation or removal of grassed waterways, detention basing, sediment basins, conduit outlet protection, etc.)
3. Resubmittal of Denied Plans: A fee equal to the original review and certification fee will be charged for the submittal of Soil Erosion and Sediment Control Plans previously denied by the District.
4. Stop Construction Order Cost Reimbursement: In the event a Stop Construction Order is issued by the District in order to obtain compliance with the provisions of a sediment control plan and/or NJ Soil Erosion and Sediment Control Act Chapter 251, P.L. 1975, the applicant shall bear all District costs (including legal counsel) incurred as a result of the enforcement action. All such costs shall be documented and formally presented to the applicant.
5. Soil Erosion and Sediment Control Plan Withdrawal: Upon written request by the applicant, a portion of the certification and the entire inspection and enforcement fees may be refunded if the applicant withdraws the plan prior to certification. If the request is made after the certification has been completed, the unused portion of the inspection and enforcement fee will be returned by computing the hours expended times \$75.00 per hour until the project is complete.
6. Fees for Extraordinary Expenses: These fees include excessive revisions, meetings, enforcement actions, or slow construction due to scheduling. In accordance with policy established by the State Soil Conservation Committee and the current District fee schedule, audits of projects may be conducted by the District periodically to determine if the original fee was adequate to cover the District's cost for review and inspection. If the original fee has been expended, the applicant will be assessed in the amount of \$75.00 per hour until the project is complete.
7. Returned Check Charges: A \$25.00 charge will be assessed for any check which fails to properly clear through the bank. The application will immediately be placed on hold and work will not resume until the application fee and charges are properly settled.
8. Expired Plan Resubmission: All applicants desiring to maintain their certification on an active site after three and one half years will be required to resubmit the Soil Erosion and Sediment Control plan for the project. The District will review the submittal and conduct an audit of the original application. Fees for the resubmitted plan will be calculated based on the per-acre or other unit fees for the incomplete portion of the project minus any credit remaining from the first certification period. Incomplete shall mean number of units left without a Report of Compliance for residential projects and work of remaining unstabilized areas for commercial disturbances.

FREEHOLD SOIL CONSERVATION DISTRICT

SOIL EROSION AND SEDIMENT CONTROL NOTES

1. All Soil Erosion and Sediment Control practices are to be installed prior to any major soil disturbance, or in their proper sequence, and maintained until permanent protection is established.
2. Any disturbed areas that will be left exposed more than thirty (30) days, and not subject to construction traffic, will immediately receive a temporary seeding. If the season prevents the establishment of temporary cover, the disturbed areas will be mulched with straw or equivalent material at a rate of two (2) tons per acre according to State standards.
3. Permanent vegetation to be seeded or sodded on all exposed areas within ten (10) days after final grading. Mulching is required on all seeding. When hydro-seeding, mulch shall not be included in the tank with the seed.
4. All work to be done in accordance with the Standards for Soil Erosion and Sediment Control of New Jersey.
5. A sub base course will be applied immediately following rough grading and installation of improvements to stabilize streets, roads, driveways, and parking areas. In areas where no utilities are present, the sub base shall be installed within fifteen (15) days of the preliminary grading.
6. Immediately following initial disturbance or rough grading, all critical areas subject to erosion (i.e. steep slopes and roadway embankments) will receive a temporary seeding in combination with straw mulch or a suitable equivalent, at a rate of two (2) tons per acre, according to State Standards.
7. Any steep slopes receiving pipeline installation will be backfilled and stabilized daily as the installation continues (i.e. slopes greater than 3:1).
8. The Standard for Stabilized Construction Access requires the installation of a stone pad of 1 ½" to 2" stone at all construction driveways immediately after the initial site disturbance.
9. In accordance with the Standard for Management of High Acid Producing Soils, any soil having a pH of 4 or less or containing iron sulfides shall be covered with a minimum of twelve (12) inches of soil having a pH of 5 or more prior to seedbed preparation. Areas where trees or shrubs are to be planted shall be covered with a minimum of twenty-four (24) inches of soil having a pH of 5 or more.
10. The Freehold Soil Conservation District shall be notified seventy-two (72) hours in advance of any land disturbing activity.
11. At the time the site preparation for permanent vegetative stabilization is going to be accomplished, any soil that will not provide a suitable environment to support adequate vegetative ground cover, shall be removed or treated in such a way that it will permanently adjust the soil conditions and render it suitable for vegetative ground cover. If the removal or treatment of the soil will not provide suitable conditions, non-vegetative means of permanent ground stabilization will have to be employed.
12. In that N.J.S.A. 4:24-39 et. Seq. requires that no Certificates of Occupancy be issued before the provisions of the Certified Plan for Erosion Control have been compiled with for permanent measures, all site work for site plans and all work around individual lots in subdivisions will have to be completed prior to the District issuing a Report of Compliance for the issuance of a Certificate of Occupancy by the municipality.
13. Conduit Outlet Protection must be installed at all required outfalls prior to the drainage system becoming operational.
14. Any changes to the certified Soil Erosion and Sediment Control Plans will require the submission of revised Soil Erosion and Sediment Control Plans to the District for recertification. The revised plans must meet all current State and Soil Erosion and Sediment Control Standards.
15. Unfiltered dewatering is not permitted. Take all necessary precautions during all dewatering operations to minimize sediment transfer. Any dewatering methods used must be in accordance with State Standards.
16. Should the control of dust at the site be necessary, the site will be sprinkled until the surface is wet, temporary vegetative cover shall be established or mulch shall be applied in accordance with the State Standards for Erosion control.
17. All soil washed, dropped, spilled, or tracked outside the limit of disturbance or onto public rights of way will be removed immediately.
18. The property owner shall be responsible for any erosion or sedimentation that may occur below stormwater outfalls or offsite as a result of construction of the project.
19. Stockpile and staging locations determined in the field shall be placed within the limit of disturbance according to the certified plan. Staging and stockpiles not located within the limit of disturbance will require certification of a revised Soil Erosion and Sediment Control Plan. The District reserves the right to determine when certification of a new and separate Soil Erosion and Sediment Plan will be required for these activities.
20. All soil stockpiles are to be temporarily stabilized in accordance with Soil Erosion and Sediment Control note #2.

SUBDIVISION APPLICATION FORM

Municipality _____ Project Name _____
Applicant _____ Name of Person and _____
Address _____ Firm Preparing Plan _____
_____ Address _____
Telephone _____
Owner _____ Telephone _____
(if other than Applicant) _____ Attorney _____
Address _____ Address _____
_____ Telephone _____

Indicate which Municipal Agency that plans have been filed with: Planning Board Board of Adjustment

Tax Map: Block _____ Lot(s) _____

Location: (Road, intersecting roads, between what roads?) _____

Site Street Address: _____

Zone _____ Proposed Use _____

Number of Proposed Lots _____ Gross Density _____

Number of Proposed Dwelling Units _____ Sell Vacant Lots

Average Lot Size _____ Linear Feet of New Roads _____

Area of Entire Tract _____ Area Being Subdivided _____

Impervious Area: Existing _____ Proposed _____ Total _____

Signature of Applicant or Agent _____ Date _____

A review period will not commence until the proper fee, three (3) sets of sealed plans (two if not on a County road) and a completed Monmouth County Development Review Checklist for applications on County roads, are received.

Checks or Money Orders shall be made payable to the County of Monmouth. Cash will not be accepted.

State, County, and municipal governments, Churches, hospitals and secular non-profit institutions are not required to submit fees.

Do Not Write Below This Line

REVIEW FEE PAID Amount _____ Date Received _____
Received by _____

Retain copy for Applicant's records

02/2004

MONMOUTH COUNTY PLANNING BOARD
MONMOUTH COUNTY DEVELOPMENT REGULATIONS
SCHEDULE A: FEES
Effective March 15, 2004

SUBDIVISIONS

A subdivision that contains three (3) lots or less which, does not abut a County road or County drainage facility	\$75.00
A subdivision which contains more than three (3) lots and or new streets, which does not abut a County road or affect a County drainage facility.	\$300.00
A subdivision which contains three (3) lots or less, which abuts a County road or County drainage facility.	\$300.00
A subdivision which contains more than three (3) lots and/or new streets, which abuts a County road or a County drainage facility.	\$500.00 + \$25.00 per new lot

SITE PLANS

A site plan which does not abut a County road or drainage facility, which contains less than one (1) acre of impervious surface.	\$75.00
A site plan which does not abut a County road or County drainage facility, which contains one (1) or more acres of impervious surface.	
	Non-residential: \$500 + \$6 per new parking space
Multi-family residential (excluding 2-family homes)	\$5.00 + \$6.00 per new dwelling unit
A site plan which abuts a County road or County drainage facility, non-residential.	\$500.00 + \$6.00 per new parking space
Multi-family residential (excluding 2-family homes)	\$500.00 + \$6.00 per new dwelling unit
A site plan for industrial use or warehousing, which contains one (1) or more acres of impervious surface.	\$500.00 + \$6.00 per 1,000 square feet of gross floor area or \$6 per parking space, whichever is greater

PLAN REVISIONS

Revised plans for major subdivision or site plan which involves County requirements.	\$300.00
A revised plan for minor subdivision which requires County requirements.	\$150.00
Revised plans for a minor subdivision, major subdivision or site plan which does not involve County requirements.	\$75.00

FINAL MAJOR SUBDIVISION PLATS

Final major subdivision plat which involves County requirements.	\$300.00
Final major subdivision plat which does not involve County requirements	\$75.00

INSPECTIONS OF COUNTY IMPROVEMENTS FOR RELEASE OF PERFORMANCE GUARANTEE 2% of amount of guarantee

Check or money orders (**no cash will be accepted**) should be made payable to: Treasurer, County of Monmouth.

State, County, and municipal governments, religious institutions, hospitals, and secular non-profit institutions are exempt from the payment of application fees and inspections fees.

The review period will not commence until the proper fee, three (3) sets of sealed plans, (two (2) sets if not a County road), and a completed Monmouth County Development Review Checklist for applications on County roads are received.

Fees will not be refunded if the application is withdrawn or the scope of the project is reduced.

Application fees for the subdivision or site plan submittals shall not exceed \$7,500.00.

Monmouth County Planning Board

Hall of Records Annex * 1 East Main Street * Freehold, New Jersey 07728-1255
732-431-7460 * 732-409-4540 FAX * monmouthplanning.com