



**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

Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

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

Owner's name/address if other than applicant:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

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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)					

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>																									
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). <b>However, or a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.</b> For other entities, it is your employer identification number (EIN). If you do not have a number, see <b>How to Get a TIN</b> on page 3.																										
<b>Note:</b> 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;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </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;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </td> </tr> </table>	Social Security Number	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											Or	Employer Identification No.	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>										
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<b>Part II</b>	<b>Certification</b>
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).
<b>Certification instructions.</b> 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>
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<p><b>Purpose of Form</b></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><b>U.S. Person.</b> 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"> <li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li> <li>2. Certify that you are not subject to backup withholding, or</li> <li>3. Claim exemption from backup withholding if you are a U.S. exempt payee.</li> </ol> <p><b>Note:</b> 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 <b>Pub. 1167</b>, General Rules and Specifications for Substitute Tax Forms and Schedules.</p> <p><b>Foreign person.</b> If you are a foreign person, use the appropriate Form W-8 (see <b>Pub. 515</b>, Withholding of Tax on Nonresident Aliens and Foreign Entities).</p>	<p><b>Nonresident alien who becomes a resident alien.</b></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"> <li>1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.</li> <li>2. The treaty article addressing the income.</li> <li>3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.</li> <li>4. The type and amount of income that qualifies for the exemption from tax.</li> <li>5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.</li> </ol>
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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 PLANPreliminaryFinal

<u>Acres</u>		<u>Per Acre</u>	<u>Acres</u>		<u>Per Acre</u>
0-2	\$ 1,000.00		0-2	\$ 500.00	
2-10	\$1,800 plus	\$500.00	2-10	\$ 700 plus	\$200.00
10-25	5,000 plus	300.00	10-25	1,700 plus	100.00
25-100	8,000 plus	200.00	25-100	2,800 plus	75.00
100 & up	\$15,500 plus	100.00	100 & up	\$6,600 plus	50.00

**AMENDED SITE PLAN** \$ 850.00      **MINOR SITE PLAN SUBCOMMITTEE** \$500.00

**MINOR SITE PLAN** \$1,000.00      **EXTENSION OF SITE PLAN APPROVAL** \$500.00

(NJS 40:55D-52)

**TRASH AND RECYCLABLE MATERIALS STORAGE AREA:** \$150.00

**FLAG LOCATION PLAN:** \$150.00

**ADMINISTRATIVE APPROVALS FOR FAÇADE CHANGES AND ROOF:** \$150.00

**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

**CLASSIFICATION** (Required on all Subdivisions) \$100.00

**MINOR** (2 to 4 lots) \$500 plus \$100 per lot

**MAJOR** Preliminary \$350 plus \$100 per lot

Final \$150 plus \$50.00 per lot

**AMENDED SUBDIVISION** \$850.00

c. **Variances and Appeals**

40:55D-68 Certification of Use \$500.00

40:55D-70a Appeals 500.00

40:55D-70b Interpretations 500.00

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 200.00

Commercial and Industrial 1,500.00

All others 1,500.00

d. Conditional Uses 500.00

e. Official Map Appeals 300.00

f. Appeals to Governing Body 300.00

g. **CERTIFIED LIST OF PROPERTY OWNERS** \$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 or 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		\$ 2,500.00	Minor (2 to 4 lots)	\$2,500.00
2-10		4,000.00	Major (5 to 12 lots)	3,000.00
10-25		6,000.00	(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
	<b>MINOR SITE PLAN</b>			\$2,000.00
	<b>AMENDED SITE PLAN</b>			1,500.00
	<b>MINOR SITE PLAN SUBCOMMITTEE REVIEW</b>			500.00
	<b>EXTENSION OF SITE PLAN APPROVAL</b>			1,000.00
	<b>USE VARIANCE</b>			2,000.00
	<b>CERTIFICATION OF USE</b>			1,000.00
	<b>BULK VARIANCES / NON-RESIDENTIAL</b>			1,000.00
	<b>APPEALS</b>			1,000.00
	<b>INTERPRETATIONS</b>			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.

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## Township of Ocean

Monmouth County  
399 Monmouth Road  
Oakhurst NJ 07755-1589

Marianne Wilensky  
Director of  
Community Development



Department of  
Community Development

732-531-5000  
732-531-7696 FAX

MEMO TO: Site Plan and Subdivision Applicants

MEMO FROM: Rachel Goncharko, Board Secretary

SUBJECT: **Ordinance #2178**

DATE: March 13, 2012

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Pursuant to Ordinance #2178, which can be found on our website at [www.oceantwp.org](http://www.oceantwp.org), a fee of \$100.00 is due to the Bureau of Fire Prevention with the initial filing of an application for subdivision or site plan approval. Please make your check payable to the Bureau of Fire Prevention, District 1 or District 2, whichever applies. If you are unsure as to which District the property falls in, please contact us.

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**Submit this portion of the application to:**  
**Freehold Soil Conservation District**  
 4000 Kozloski Road / PO Box 5033  
 Freehold, NJ 07728-5033  
 732-683-8500  
 732-683-9140 FAX

For District Use Only

Application Number: \_\_\_\_\_

Disposition: \_\_\_\_\_

**APPLICATION FOR SOIL EROSION AND SEDIMENT CONTYROL 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

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:

- 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.
- 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.)
- To maintain a copy of the certified plan on the project during construction.
- To allow District agents to go upon project lands for inspection.
- 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.
- 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.

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**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 completed copy of the Hydraulic and Hydrologic Data Base Summary form SSCC251 HDF1.
2. Three 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.

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**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 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, LLC, 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, members or individuals in the partnership, as the case may be.

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

Name and Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Corporation,  
Name and address  
Of Registered Agent and Officer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stockholders/ Members/ or  
Partners  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name of Authorized Signatory & Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me  
This \_\_\_ day of \_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public of New Jersey

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## **FREEHOLD SOIL CONSERVATION FEE SCHEDULE**

### **RESIDENTIAL**

Number of Buildings	Review and Certification	Inspection & Enforcement Fee per Building
Single Lot	\$425	\$330
2-3	865	300
4-10	1125	190
11-25	1965	120
26-50	2925	90
51-100	4040	70
101 + Over	7300	40

### **Multi Unit Residential**

Number of Buildings	Review and Certification	Inspection & Enforcement Fee per Building
One Unit	\$425	\$350
2-3	1070	315
4-10	1440	210
11-25	1900	150
26-50	3210	100
51-100	5600	60
101 + Over	6900	50

### **COMMERCIAL**

Industrial, Commercial, Demolition, Parking Lots, Public Facilities  
Cleaning and Grading, Apartments, Utilities, Roadways\*

Area	Review and Certification	Inspection & Enforcement Fee
5000 sf - .5 acres	\$470	\$420
.51 - 1 acres	525	450
1.01 - 10 acres	2100	265
11 - 25 acres	3750	100
26 - 50 acres	4100	85
50 acres +	5200	60

### **MINING, QUARRYING, LANDFILL & STORAGE**

Initial Application Fee

Area	Certification Fee	Enforcement Fee	Total
5000 sf - 25 acres	\$335	450	\$785
26 - 50 acres	375	450	825
51 - 100 acres	675	750	1425
101 acres +	700	900	1600

### **BI-ANNUAL RENEWAL FEE**

5000 sf - 25 acres	\$600
26 - 50 acres	750
51 - 100 acres	900
101 acres+	1050

- Biannual renewal fee includes review, clerical, inspection and enforcement time.

NOTE: For projects greater than one (1) acre, partial acres are to be rounded to the nearest whole acre. For new golf course construction, halve the per acre inspection and enforcement fees.

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1. Reinspection / Non-Compliance Fees: A fee of \$150.00 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 \$150.00 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 \$300.00 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 \$800.00
    - \* 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 current 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.
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## FREEHOLD SOIL CONSERVATION DISTRICT

### SOIL EROSION AND SEDIMENT CONTROL NOTES

1. The Freehold Soil Conservation District shall be notified seventy-two (72) hours in advance of any land disturbing activity.
  2. All work it to be done in accordance with the State Standards for Soil Erosion and Sediment Control of New Jersey.
  3. 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
  4. 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 re-certification. The revised plans must meet all current State Soil Erosion and Sediment Control Standards
  5. 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 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.
  6. 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 2 to 2 ½ tons per acre, according to State Standard for Stabilization with Mulch Only.
  7. 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 1 ½ to 2 tons per acre, according to State Standards.
  8. 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.
  9. Any steep slopes receiving pipeline installation will be backfilled and stabilized daily as the installation continues (i.e. slopes greater than 3:1).
  10. The Standard for Stabilized Construction Access requires the installation of a pad of clean crushed stone at points where traffic will be accessing the construction site. After interior roadways are paved, individual lots require a stabilized construction entrance consisting of one inch to two inch (1" – 2") stone for a minimum length of ten feet (10') equal to the lot entrance width. All other access points shall be blocked off.
  11. All soil washed, dropped, spilled, or tracked outside the limit of disturbance or onto public rights of way will be removed immediately.
  12. Permanent vegetation to be seeded or sodded on all exposed areas within ten (10) days after final grading.
  13. 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.
  14. 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.
  15. Conduit Outlet Protection must be installed at all required outfalls prior to the drainage system becoming operational.
  16. Unfiltered dewatering is not permitted. Necessary precautions must be taken during all dewatering operations to minimize sediment transfer. Any dewatering methods used must be in accordance with the Standard for Dewatering.
  17. 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 as required by the Standard for Dust Control.
  18. 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.
  19. All soil stockpiles are to be temporarily stabilized in accordance with Soil Erosion and Sediment Control note #6.
  20. 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.
-

## 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 28, 2011

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**SUBDIVISIONS**

A subdivision that contains three (3) lots or less which does not abut a county road or a 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 a county drainage facility.	\$300.00
A subdivision which contains three (3) lots or less which abuts a county road or a county drainage facility.	\$300.00
A subdivision which contains more than (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 county drainage facility which contains less than one (1) acre of impervious surfaces.	\$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 surfaces.	
	Nonresidential: \$500.00 + \$6.00 per new parking space
	Multi-family Residential: \$500.00 + \$6.00 per new dwelling unit (excluding 2-family homes)
A site plan which abuts a county road or county drainage facility.	
	Nonresidential: \$500.00 + \$6.00 per new parking space
	Multi-family Residential: \$500.00 + \$6.00 per new dwelling unit (excluding 2-family homes)
A site plan for industrial use or warehousing which contains one (1) or more acres of impervious surfaces.	\$500.00 + \$6.00 per 1,000 square feet of gross floor area or \$6.00 per parking space, whichever is greater

**PLAN REVISIONS**

Revised plans for a major subdivision or site plan which involves county requirements.	\$300.00
A revised plan for a 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**

A final major subdivision plat which involves county requirements.	\$300.00
A major subdivision plat which does not involve county requirements	\$75.00

**INSPECTIONS OF COUNTY IMPROVEMENTS FOR RELEASE OF PERFORMANCE GUARANTEE**

\$50.00 for guarantees up to \$2,500.00;  
2% of guarantee amount for guarantees exceeding \$2,500.00;  
Also, \$50.00 per visit if more than 2 inspections requires, regardless of initial fee.

**PREPARATION OF DEVELOPER AGREEMENTS**

\$500.00

**PREPARATION OF HOLD HARMLESS/INDEMNIFICATION AGREEMENTS**

\$500.00

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- Check or money orders (**no cash will be accepted**) should be made out to: Treasurer, Monmouth County.
- State, county and municipal governments, religious institutions, hospitals and secular non-profit institutions are exempt from the payment of application fees and inspection fees.
- The review period will not commence until the proper fee, three (3) sets of sealed plans (two (2) sets if not on 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 subdivision or site plan submittals shall not exceed \$7,500.00.