

ATLANTIC HIGHLANDS PLANNING BOARD  
APPLICATION FOR VARIANCE

1. I/we Michael Zlata & Kevin Clancy, the applicant(s) herein, whose mailing address is 87 MEMORIAL PKWY

and whose phone number is 732-291-7432 am/are the owner/contractor of property located at 87 MEMORIAL PKWY

also designated as Block 61, Lot(s) 4 on the Tax Map of the Borough of Atlantic Highlands.

2. The Property is in the R-2 Zone, it has street frontage of 50 feet and an average depth of 125.00 feet and an area of 6250 square feet.

3. The proposed percentage of lot coverage by both the existing structure and proposed additions will be \_\_\_\_\_.

4. The following structures, buildings and/or uses are located on the property:  
Single family residence and a one car garage.

5. Application is hereby made for a variance to:  
Build a two car garage where a one car garage exists and width of garage would be 20 feet.

6. The reason for this request and the grounds urged for the relief are as follows:  
No detriment to the public good. The benefit of deviation out weighs detriment.

7. The section(s) of the Borough Zoning Ordinance upon which this application is based is: See 150-72A

8. Property Tax & Water Bills have been paid through the \_\_\_\_\_ quarter of 20\_\_\_\_.

9. Has the property been separated from a larger tract of land? Yes \_\_\_\_\_ No X If yes, when? \_\_\_\_\_  
Has the Planning Board approved the subdivision Yes \_\_\_\_\_ No X If yes, when? \_\_\_\_\_

10. If there has been any previous appeal or application to the Planning Board involving the premises, state:  
Date of Filing: None  
Character of Appeal \_\_\_\_\_  
Disposition: \_\_\_\_\_

I/We the undersigned, certify that of all of the statements contained herein are true and correct to the best of my/our knowledge, information and belief.

Michael Zlata  
Applicant Signature

8-26-2020  
Date

Applicant Signature

Date

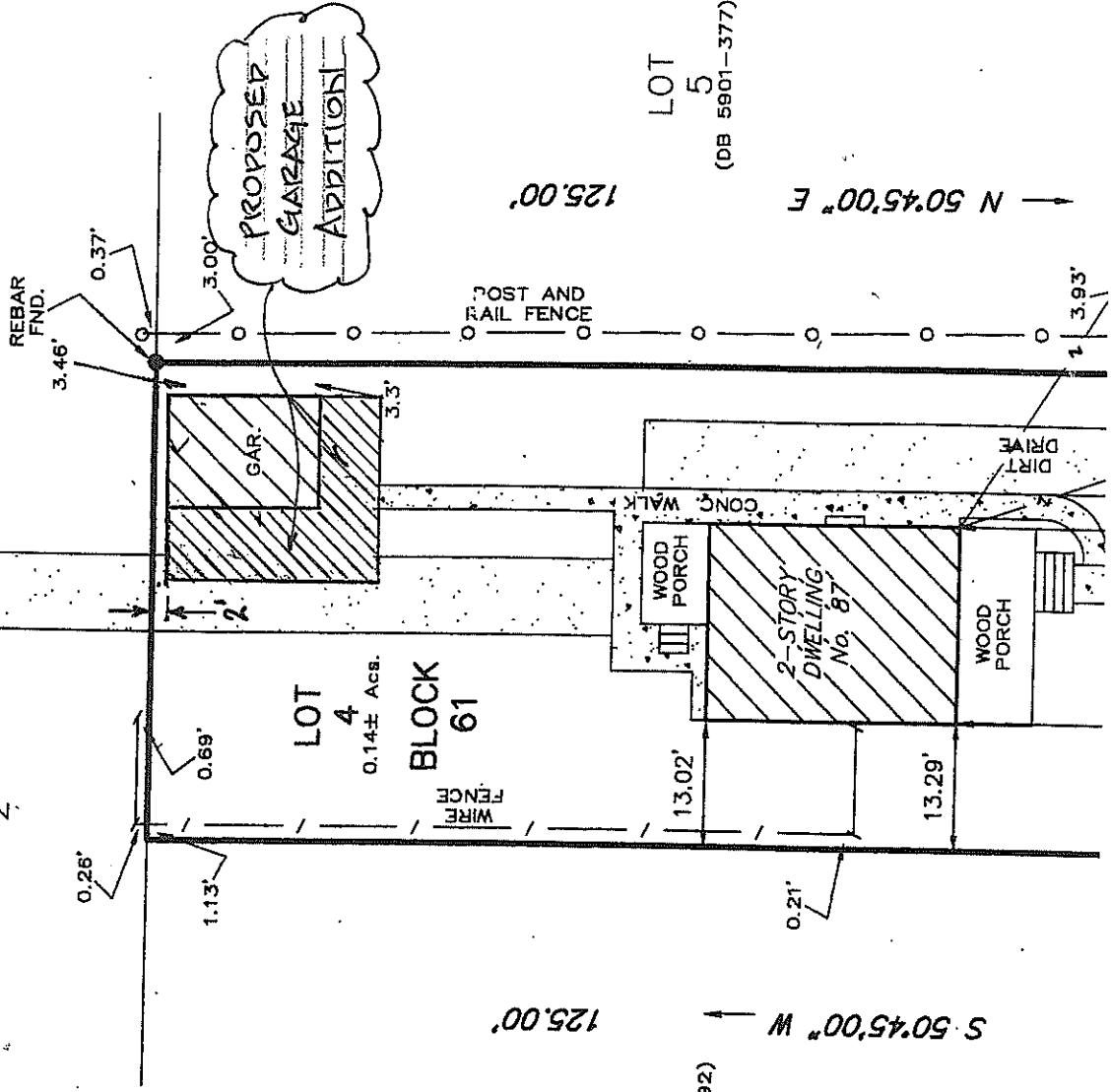
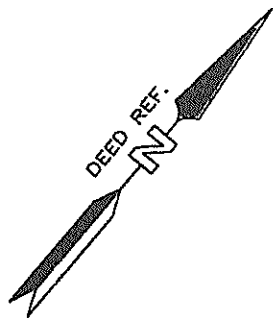
Location sketch shall include the exact location of the property in question, giving the tax map lot and block numbers, the name of the street, the approximate distance to the nearest cross street and the direction of North. For a variance from the required minimum area or setbacks, the sketch should locate the buildings on the property. Show any other particulars that you would consider important for the Board to render its decision.

NOTE: NO ATTEMPT WAS MADE OR LIABILITY IS ASSUMED TO DETERMINE IF ANY PORTION OF THIS PROPERTY IS CLAIMED BY THE STATE OF NEW JERSEY AS TIDELANDS. ENVIRONMENTALLY SENSITIVE AREAS ARE NOT LOCATED BY THIS SURVEY.

NOTE: PROPERTY CORNERS HAVE NOT BEEN SET AS PER CONTRACTUAL AGREEMENT WITH THE OWNER  
THIS SURVEY IS SUBJECT TO CONDITIONS WHICH AN ACCURATE TITLE SEARCH MIGHT DISCLOSE.

EDGE DIRT PATH  
DIRT PATH  
(8'± WIDE)

LOT 2  
N 39°15'00" W  
50.00'



GRAND A  
(60' R.C.)

FF

*email*  
*1240 W. N.J. 36*  
*1530 C. W. H. S. Survey*

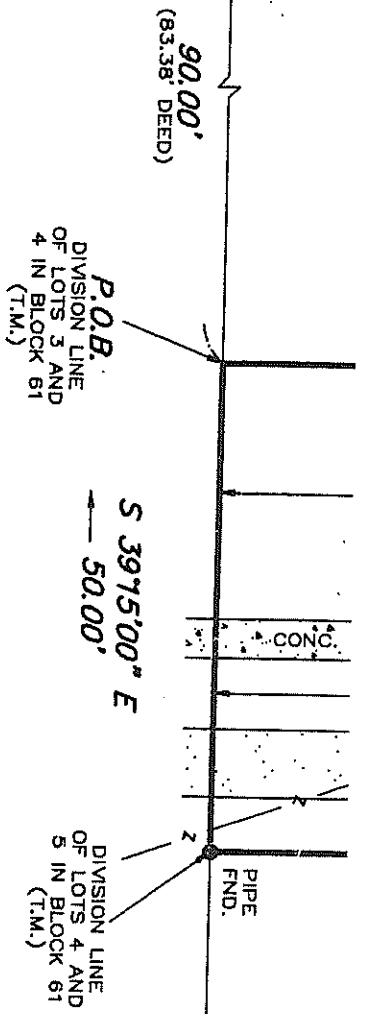
KEVIN GLANCEY AND MICHAEL ZLATA  
WEICHERT TITLE AGENCY (W-24550-N)  
NEW JERSEY TITLE INSURANCE COMPANY  
DAVID A. KRENKEL, ESQUIRE  
WASHINGTON MUTUAL BANK, FA, ITS  
SUCCESSORS AND ASSIGNS, BENEFICIARIES

NOTE:  
TITLE DEED CONTAINS  
ERRONEOUS P.O.B.

(100' R.O.W.)  
(A.K.A. N.J.S.H. ROUTE No. 36)  
(FORMERLY VALLEY DRIVE)

BEING KNOWN AS LOT 4 IN BLOCK 61 AS SHOWN ON THE  
OFFICIAL TAX MAPS OF THE BOROUGH OF ATLANTIC  
HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY.  
DEED REFERENCE: DB 5766-330

# MEMORIAL PARKWAY



"TO ANY INSUROR OF TITLE RELYING HEREON AND ANY OTHER PARTY IN INTEREST," IN CONSIDERATION OF THE FEE PAID FOR MAKING THIS SURVEY, I HEREBY CERTIFY TO ITS ACCURACY (EXCEPT SUCH EASEMENTS, IF ANY, THAT MAY BE LOCATED BELOW THE SURFACE OF THE LANDS OR ON THE SURFACE OF THE LANDS THAT ARE NOT VISIBLE) AS AN INDUCEMENT FOR ANY INSUROR OF TITLE TO INSURE THE TITLE TO THE LANDS AND PREMISES SHOWN HEREON, THIS RESPONSIBILITY LIMITED TO THE CURRENT MATTER AS OF THE DATE OF THIS SURVEY.  
OFFSETS AS SHOWN HEREON ARE NOT TO BE USED AS A BASIS FOR CONSTRUCTION OF FENCES OR OTHER PERMANENT STRUCTURES.

DATE	LENDER	REVISIONS
6/26/2000		

*Frank J. Ernst*  
**FRANK J. ERNST**  
 PROFESSIONAL LAND SURVEYOR N.J. LIC. NO. 28308  
 PROFESSIONAL PLANNER NO. 2864

*STEVE KELLER*

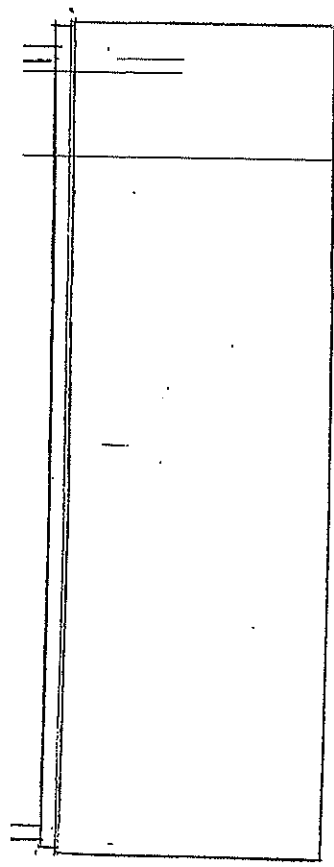
## PLAN OF SURVEY

SITUATE  
 BOROUGH OF  
 ATLANTIC HIGHLANDS  
 MONMOUTH COUNTY, NEW JERSEY  
 BLOCK 61  
 LOT 4  
**SENECA SURVEY CO., INC.**

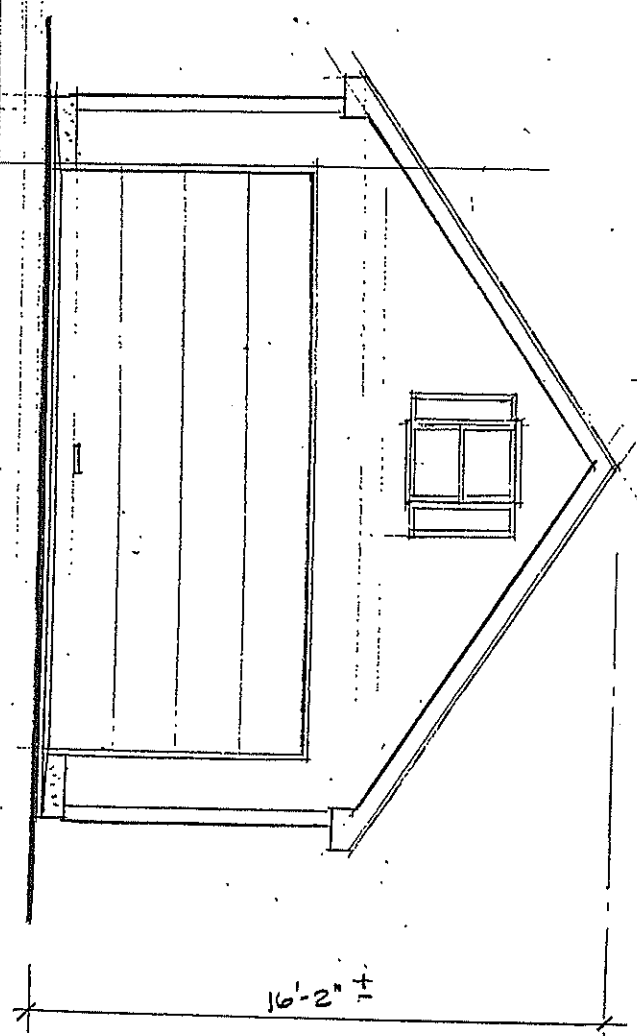
SURVEYORS & PLANNERS  
 1314 HOOPER AVENUE  
 SUITE No. 3  
 TOMS RIVER, NEW JERSEY 08753  
 (732)341-7744 FAX (732)341-7708.

Date: 6-26-00  
 Drawn by: S.L.M.  
 Scale: 1"=20'  
 Proj. No.: 00-19224

01656



FRONT ELEVATION  
1/4" = 1'-0"



16'-2" ±

RIGHT SIDE ELEVATION

LEFT SIDE SIMILAR (OPPOSITE HAND)

GARAGE RENOVATION & ADDITION

for

MICHAEL

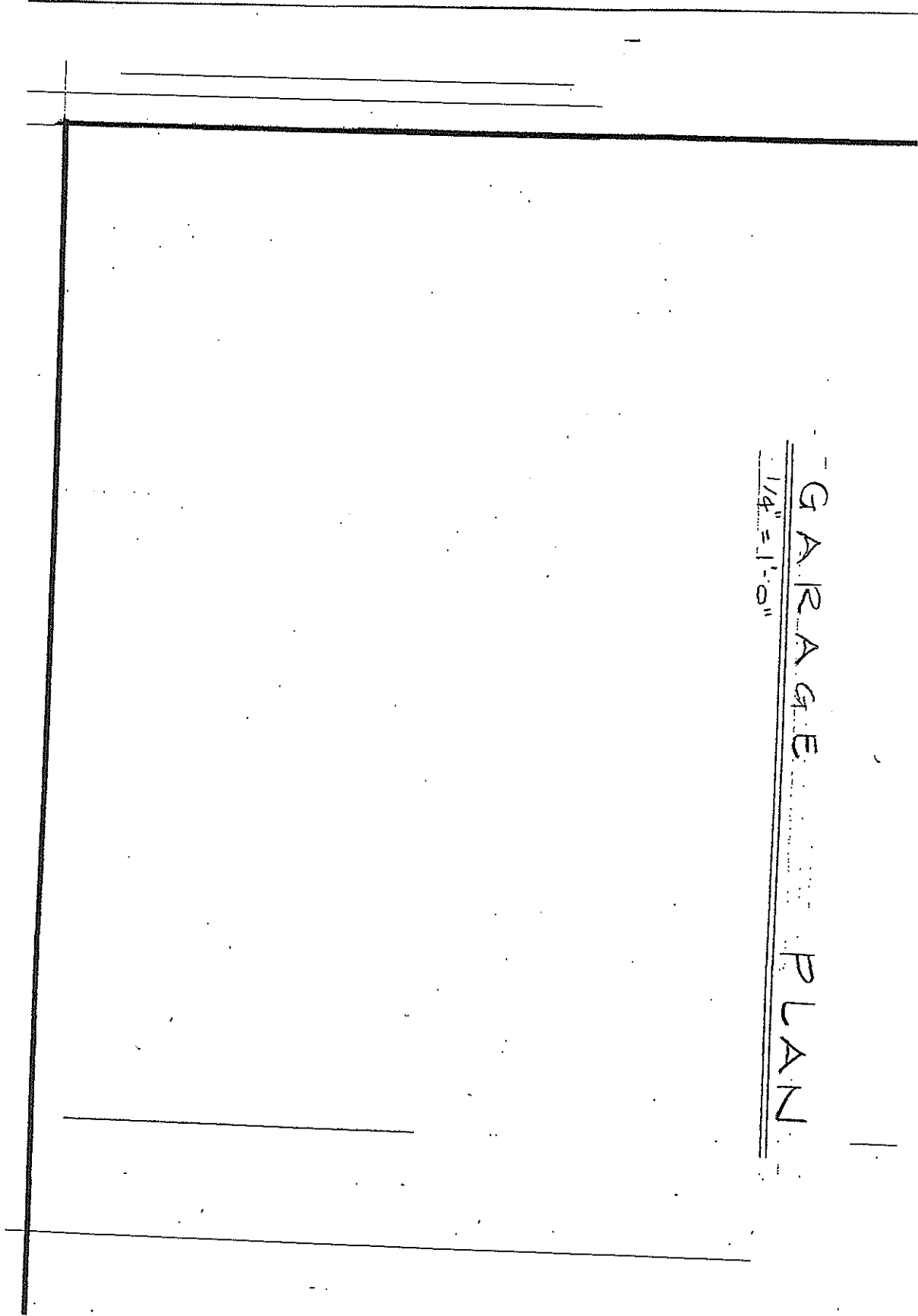
ZLATA

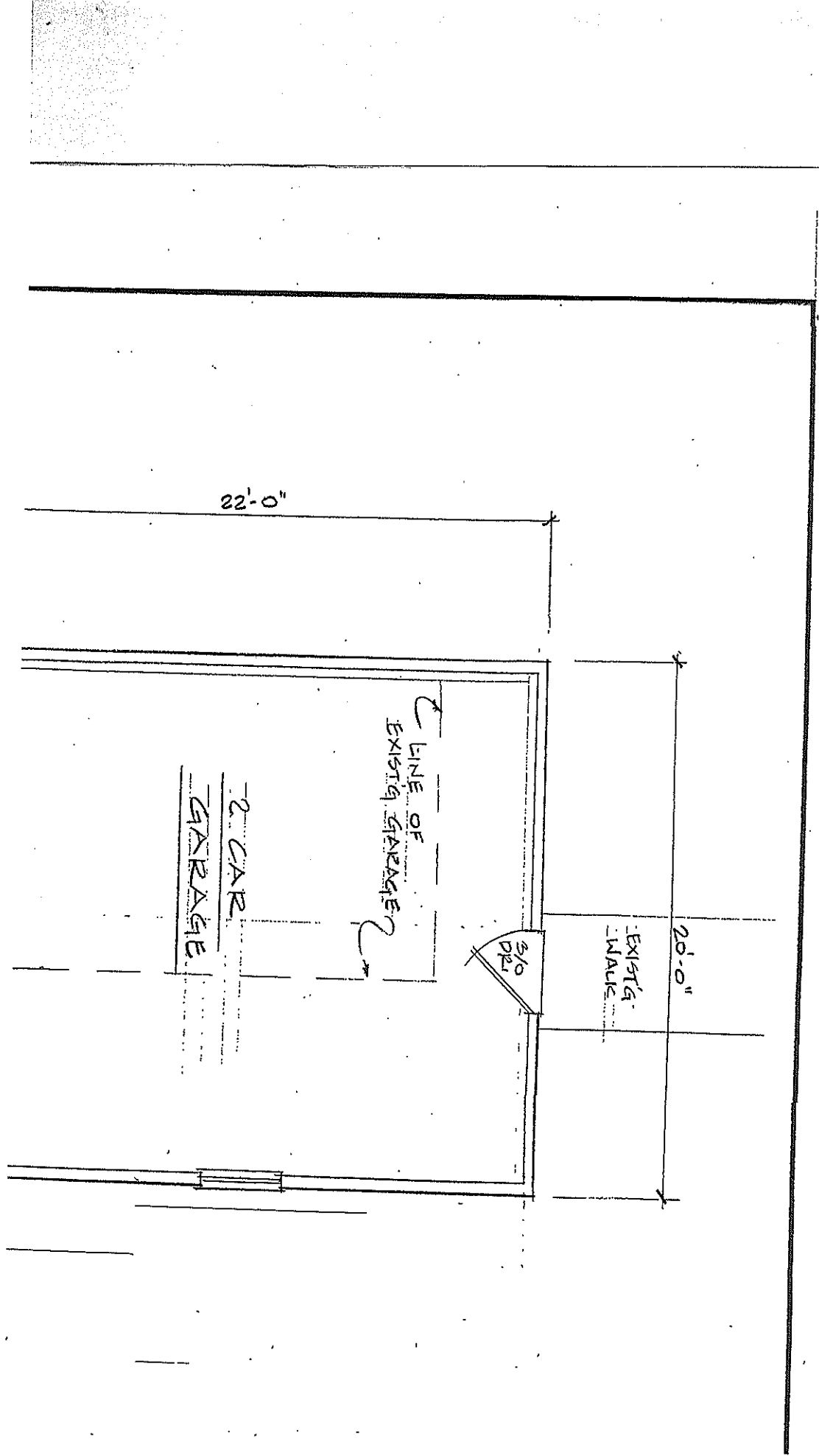
87 MEMORIAL PKWY

ATLANTIC HIGHLANDS, NJ

GARAGE  
PLAN

1/4" = 1'-0"





22'-0"

20'-0"

LINE OF EXIST'G. GARAGE

2 CAR GARAGE

3/0 DR

EXIST'G. MALE

Mr Clancy - Mr Zlata

I could not approve  
your zoning permit  
Your lot size is not  
large enough for a  
2 car garage

You can, however,  
apply to the Planning  
Board for Variance  
approval. If you  
want to do so, please  
call me & I'll get you  
an application

Nichelle

732 291 1444 X3103





**BOROUGH OF ATLANTIC HIGHLANDS**  
**APPLICATION FOR DEVELOPMENT PERMIT**

Instructions: Submit this completed application, copy of property survey, (2) copies of related plans. Property survey cannot be reduced or enlarged or be taken by facsimile transmission. **\$30.00 NON REFUNDABLE FEE**

PROPERTY INFORMATION: BLOCK 61 LOT(S) 4 ZONE 2

PROPERTY ADDRESS: 87 MEMORIAL PKWY ATL HILDS 07716

Describe in detail the proposed development; include square footage, height, location, proposed use). If the application is for an addition, describe the purpose (ex: bedroom). If the application involves a change of use of the property, a separate narrative is suggested. **If the property contains slopes, a steep slope permit must be obtained prior to any development.**

Current use of property: Residential

Is the property located on a corner lot or abut more than one street? Yes \_\_\_\_\_ No X  
If yes, name of street(s) \_\_\_\_\_

Does the property contain any easements or other restrictions? Yes \_\_\_\_\_ No ~~Yes~~ ME

Is the property situated within 50' of the following: ponds, streams, brooks, marshes, rivers, creeks, etc, or other low lying areas; or is the property located within 500' of the mean high water line or any area regulated by the Department of Environmental Protection? Yes \_\_\_\_\_ No ~~Yes~~ ME  
(If you answered yes, you must contact the NJDEP at 609-292-0060 to obtain clearance, prior to submitting this permit. Violations of the Wetlands could result in fines imposed by the State of New Jersey.)

PROPERTY OWNER MICHAEL SZATA - KEVIN J CLANCY  
Mailing Address SAME AS ABOVE Phone # H-732-291-7432  
APPLICANT (If different than owner) \_\_\_\_\_ C-732-737-5634  
Mailing Address SAME AS ABOVE C-732-737-5634

PLEASE READ THE FOLLOWING: I hereby certify the (check one)  I am the owner of the subject property; or  I have permission from the property owner to submit this Application for Development. I certify, to the best of my knowledge all the information contained on this application is correct; and the survey provided is accurate and shows all structures located on the site. In addition, I grant permission to the Borough of Atlantic Highlands and their agents to come onto the subject property, for the purpose of conducting inspections, relating to this application.

DATE 5-26-2020 SIGNATURE Michael Szata Kevin J Clancy  
\*\*\*\*\*This permit is issued for the purpose of property zoning only. Permit expires one year from the date of approval\*\*\*\*\*

DEVELOPMENT PERMIT APPROVED - CONDITIONS \_\_\_\_\_

DEVELOPMENT PERMIT DENIED As per Borough Code private garage space  
DATE 5-27-2020 ZONING OFFICER Michelle Clark May be provided for 1 motor vehicle for each  
zoning officer 5000 sf of lot area - your lot is 6,250  
so you are only permitted a 1 car garage.

You may follow up with an application to the Planning Board

NK# 317

**AFFIDAVIT OF OWNERSHIP**

STATE OF NEW JERSEY :

: SS

COUNTY OF Monmouth:

Michael Zlata, being of full age, and being duly sworn according to law on oath deposes and says that the deponent resides at 87 Memorial Pkwy. in the Borough of Atlantic Highlands, in the County of Monmouth and the State of New Jersey that Michael Zlata is the owner in fee of all that certain lot, piece of parcel of land situated, lying and being in the municipality aforesaid, and known and designated as Block 61, Lot(s) 4.

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

\_\_\_\_\_  
Notary Seal

**AUTHORIZATION**

*(If anyone other than the above owner is making this application, the following authorization must be executed)*

I hereby authorize Henry F. Wolff, III to make the within application.

Henry F. Wolff III  
Signature

8/27/2020  
Date

**CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT PROVIDED PURSUANT TO  
SECTION 9-3.2k, OF THE REVISED GENERAL ORDINANCES OF  
THE BOROUGH OF ATLANTIC HIGHLANDS**

COUNTY OF MONMOUTH :

: SS

STATE OF NEW JERSEY :

I, Michael Zlata, of \_\_\_\_\_,

whose address is 87 Memorial 9 PKWY Atl. Highlands

being of full age certify as follows:

1. I have not knowingly made any campaign contribution to or on behalf of any candidate, candidate committee, joint candidate's committee, political committee, continuing political committee or political party committee of, or pertaining to, the Borough of Atlantic Highlands, within one year prior to filing the variance application and/or during the pendency of the application process for a variance, and that I have not otherwise violated Chapter 9-3 of the General Ordinances of the Borough of Atlantic Highlands hereof.
2. I understand that I have a continuing duty to report immediately to the Borough of Atlantic Highlands any campaign contributions made in violation of Section 9-3 of the General Ordinances of the Borough of Atlantic Highlands.

I certify that the foregoing statements made by me are true. I understand that if any of the statements made by me are willfully false, I am subject to punishment.

Dated: 8-26-2020 Signed: Michael Zlata

I certify that on this <u>26<sup>th</sup></u> day of <u>August</u> , 20 <u>20</u> , the subscriber, <u>Michael Zlata</u> , personally appeared who I am satisfied is the person named herein and who executed the within instrument and thereupon she/he acknowledges that she/he signed, sealed and delivered as her/his act and deed, for the uses and purposes therein expressed.		
<u>Cheryle A. Cacace</u> Notary Seal My Commission expires on _____	<table border="1"><tr><td>CHERYLE A. CACACE COMMISSION # 86595 NOTARY PUBLIC-STATE OF NEW JERSEY MY COMMISSION EXPIRES MAY 02, 2021</td></tr></table>	CHERYLE A. CACACE COMMISSION # 86595 NOTARY PUBLIC-STATE OF NEW JERSEY MY COMMISSION EXPIRES MAY 02, 2021
CHERYLE A. CACACE COMMISSION # 86595 NOTARY PUBLIC-STATE OF NEW JERSEY MY COMMISSION EXPIRES MAY 02, 2021		

*All developers, associates of developers and development professionals who apply for or provide testimony, plans or reports in support of a variance as listed below, and who have an enforceable proprietary interest in the property or development which is the subject of an application or whose fee in whole or in part, is contingent upon the outcome of the application, are required to provide this Contribution Disclosure Statement which shall be included as an element of the "Applicant Checklist" submitted with an application for variance pursuant to N.J.S.A. 40:55D-70(d) as well as for relief pursuant to N.J.S.A. 40:55-D-70(c) or N.J.S.A. 40:55D-51 in applications for site plan and subdivision approval not considered to be minor site plans or minor subdivisions pursuant to the Ordinances of the Borough of Atlantic Highlands. This requirement is pursuant to Section 9-3.2k, of the Revised General Ordinances of the Borough of Atlantic Highlands.*



**BOROUGH OF  
ATLANTIC HIGHLANDS**

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NEW JERSEY 07716  
732-291-1444 FAX 732-291-9725  
WWW.AHNJ.COM

**VERIFICATION THAT PROPERTY TAXES AND  
WATER AND SEWER BILLS HAVE BEEN PAID**  
(Must Accompany All Planning Board Applications)

BLOCK: 61 LOT(S): 4

NAME: Michael Zlata

ADDRESS: 87 Memorial Pkwy.

Atlantic Highlands, NJ 07716

Property taxes on the above property are paid to date.

\_\_\_\_\_  
Debra Marchetti, Tax Collector Date

Water and Sewer Charges on the above property are paid to date.

\_\_\_\_\_  
Debra Marchetti, Tax Collector Date



**BOROUGH OF  
ATLANTIC HIGHLANDS**

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NEW JERSEY 07716  
732-291-1444 FAX 732-291-9725  
WWW.AHNJ.COM

TO: Michelle Clark  
Borough Clerk

**REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS  
WITHIN 200 FOOT TAX LIST**

BLOCK: 61 LOT(S): 4

NAME: Michael Zlata

ADDRESS: 87 Memorial Pkwy  
Atlantic Highlands, NJ 07716

**A fee in the amount of \$10.00 is required at time of request.**

**BOROUGH OF ATLANTIC HIGHLANDS**  
**DEVELOPMENT PLAN CHECKLIST**

DATE: 8-26-2020  
PROJECT NAME: Garage Renovation  
OWNER: Michael Zlata + Kevin Clancy  
ENGINEER/DESIGNER: \_\_\_\_\_  
PERSON COMPLETING THIS FORM: Henry F. Wolff, III  
RELATIONSHIP TO OWNER: Attorney for Owners  
LOCATION OF SITE: BLOCK 61 LOT 4  
STREET ADDRESS 87 Memorial Pkwy.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOARD SECRETARY WITH THE SITE PLAN, SUBDIVISION OR VARIANCE APPLICATION WHEN FILED. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN ON THE SUBMITTED PLANS OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.

If a waiver is requested from any of the following items, the items should be checked where provided and an explanation of the reasons for the waiver explained under Section U

**A. FILING DATA**

**MINOR, PRELIMINARY & FINAL PLAN APPLICATION**

TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

- |       |  |       |       |       |
|-------|--|-------|-------|-------|
| _____ | 1. 18 Paper copies of plans and specifications | _____ | _____ | _____ |
| _____ | 2. 18 Copies of completed application          | _____ | _____ | _____ |
| _____ | 3. Zoning Officer's written review             | _____ | _____ | _____ |

TO BE CHECKED  
 BY APPLICANT

DO NOT USE  
 OFFICE USE ONLY

<u>WAIVER</u>			<u>WAIVER</u>	<u>YES</u>	<u>NO</u>
_____	_____	4. Soil removal permit signed by Borough Engineer	_____	_____	_____
_____	_____	5. Certification by Tax Collector that all taxes and water/sewer bills are paid – including current taxes and assessments for local improvements	_____	_____	_____
_____	_____	6. Applicable filing fees	_____	_____	_____
_____	_____	7. Three copies of performance guarantee Approved by the Borough Attorney and Borough Engineer, and cash portion of performance guarantee	_____	_____	_____
_____	_____	8. Staging Plan, if applicable	_____	_____	_____
_____	_____	9. Letters from each utility stating that they will provide service to the proposed facility	_____	_____	_____
_____	_____	10. Any resubmission must conform to items 1 & 2 inclusive, and item 8	_____	_____	_____
_____	_____	11. Current letter from Borough Engineer certifying that he has assigned block and lot numbers	_____	_____	_____
_____	_____	12. Deeds of easement, right of way, drainage, sewer, sight, open space, etc., approved by Borough Attorney and Borough Engineer	_____	_____	_____
_____	_____	13. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership	_____	_____	_____
_____	_____	14. Prior to final submission, a list of proposed Street names must be submitted to the Board Secretary	_____	_____	_____
_____	_____	15. Corporate Resolution authorizing officers to act, if applicant is corporation	_____	_____	_____

**TO BE CHECKED  
 BY APPLICANT**

**DO NOT USE  
 OFFICE USE ONLY**

**WAIVER**

WAIVER YES NO

- |       |       |   |       |       |       |
|-------|-------|---|-------|-------|-------|
| _____ | _____ | 16. Fees and application for Monmouth County Planning Board, if applicable  | _____ | _____ | _____ |
|       | _____ | 17. All plats must have the correct and only the correct signature blocks. Applicant and owner shall sign appropriate signature blocks in black ink   | _____ | _____ | _____ |
|       | _____ | 18. For all applications having a public hearing, an Affidavit of notice must be filed prior to placing on the agenda for the public hearing together with a copy of the certified mail receipts obtained when the notices were mailed, the certified mail return receipts, and an affidavit of publication from an official newspaper of the borough. Notices must be as provided by law | _____ | _____ | _____ |

**VARIANCE APPLICATIONS (See Addendum on last page)**

- |       |   |   |       |       |       |
|-------|---|---|-------|-------|-------|
| _____ | ✓ | 1. 18 copies of request for variance, outlining the proposed variance from zoning requirement   | _____ | _____ | _____ |
| _____ |   | 2. 18 copies of drawings unless variance is part of site plan or subdivision application, in which case site plan or subdivision plans suffice  | _____ | _____ | _____ |
| _____ |   | 3. Certified list of property owners, certified mail return receipts of notices, affidavit of publication in official newspaper filed prior to placing on the agenda for the public hearing | _____ | _____ | _____ |



TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

**B. ADMINISTRATIVE DATA**

- |         |  |  |       |       |       |
|---------|--|--|-------|-------|-------|
| _____ ✓ |  | 1. Title of project set forth on application   | _____ | _____ | _____ |
| _____ ✓ |  | 2. Names, address of owner and name, address and phone number of applicant and relationship to owner   | _____ | _____ | _____ |
| _____ ✓ |  | 3. Owner's signed certificate of concurrence with Plan: "I hereby certify that I am the owner of record of the plan herein depicted and that I concur with the plan" | _____ | _____ | _____ |
| _____ ✓ |  | 4. Name and license number of site planner or professional engineer with documents sealed with raised seal   | _____ | _____ | _____ |
| _____ ✓ |  | 5. Date and revision dates of drawings   | _____ | _____ | _____ |
| _____ ✓ |  | 6. Scale and graphic scale, not smaller than 1"=50' and not larger than 1"=10' except where authorized by Borough Engineer   | _____ | _____ | _____ |
| _____   |  | 7. North arrow   | _____ | _____ | _____ |
| _____ ✓ |  | 8. Key map, not smaller than 1" = 2,000' showing location in the Borough   | _____ | _____ | _____ |
| _____ ✓ |  | 9. <u>Schedule</u>   | _____ | _____ | _____ |
| _____ ✓ |  | a. Total area of site in acres and square feet   | _____ | _____ | _____ |
| _____ ✓ |  | b. Total building area in square feet and % lot coverage   | _____ | _____ | _____ |
| _____ ✓ |  | c. Total landscape area in square feet and % lot coverage  | _____ | _____ | _____ |
| _____ ✓ |  | d. Total area of driveways, access roads, walkways, in square feet and % of lot  | _____ | _____ | _____ |

**TO BE CHECKED  
BY APPLICANT**

**DO NOT USE  
OFFICE USE ONLY**

**WAIVER**

**WAIVER YES NO**

<u>  ✓  </u> _____	coverage			
<u>  ✓  </u> _____	e. Total parking area (including drive aisles) in square feet and % of lot coverage	_____	_____	_____
<u>  ✓  </u> _____	f. Number of parking stalls, and stall dimensions	_____	_____	_____
<u>  ✓  </u> _____	g. Number of employees, total and maximum in one shift	_____	_____	_____
<u>  ✓  </u> _____	h. Ratio of parking to building size of occupancy or both depending on use	_____	_____	_____
<u>  ✓  </u> _____	i. Total impervious coverage	_____	_____	_____
<u>  ✓  </u> _____	10. Existing and proposed streets, with dimensions and typical section	_____	_____	_____
<u>  ✓  </u> _____	11. All property line dimensions, directions, calculated areas, setback lines and lot numbers	_____	_____	_____
<u>  ✓  </u> _____	12. Existing zoning and zone boundaries and contiguous land zoning within 200'	_____	_____	_____
_____ <u>  ✓  </u>	13. Names of all adjacent property owners within 200' radius with lot and block numbers	_____	_____	_____
_____ <u>  ✓  </u>	14. Tax map sheet, block and lot numbers	_____	_____	_____

**C. SURVEY**

<u>  ✓  </u> _____	1. Prepared by a New Jersey Licensed surveyor survey not more than five (5) years old, showing existing and proposed monuments			
_____ _____	2. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, trees with a diameter of four (4) inches or more as measured three (3) feet above the base of the trunk, and other significant existing features including previous flood elevations or water-	_____	_____	_____

TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

courses, ponds and marsh areas, as determined by survey

- \_\_\_\_\_ 3. All existing and proposed lot lines. All setback lines with dimensions. Existing and proposed lot and block numbers as assigned by the Borough Engineer \_\_\_\_\_

**D. TOPOGRAPHY:**

- \_\_\_\_\_ 1. Present and proposed grades based on NJ Geodetic Control Survey Datum, as required by ordinance. \_\_\_\_\_
- \_\_\_\_\_ 2. Bench mark indicated on plan \_\_\_\_\_
- \_\_\_\_\_ 3. Significant existing features: ponds, views, wooded areas, floodplains, etc \_\_\_\_\_
- \_\_\_\_\_ 4. First floor elevations of all proposed buildings \_\_\_\_\_
- \_\_\_\_\_ 5. Existing contours with intervals of one (1) foot where slopes are three percent (3%) or less, two (2) feet where slopes are more than three percent (3%) but less than fifteen percent (15%) and five (5) feet when fifteen percent (15%) or more, referred to a datum as provided by the Borough Engineer to be indicated by a dashed line. Where any changes in contours are proposed, finished grades should be shown as solid lines \_\_\_\_\_
- \_\_\_\_\_ 6. Limits of cut and fill areas \_\_\_\_\_

**E. BUILDINGS AND STRUCTURES**

- \_\_\_\_\_ 1. Location of all existing and proposed structures and buildings and any other physical \_\_\_\_\_

TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

elements on and within 200' of site to remain or be removed

- |   |       |     |   |       |       |       |
|---|-------|-----|---|-------|-------|-------|
| ✓ | _____ | 2.  | Provision for refuse and garbage with details   | _____ | _____ | _____ |
| ✓ | _____ | 3.  | Proposed use of all buildings and sections thereof  | _____ | _____ | _____ |
| ✓ | _____ | 4.  | Location and description of all existing and Proposed signs   | _____ | _____ | _____ |
| ✓ | _____ | 5.  | Loading areas, dimensioned  | _____ | _____ | _____ |
| ✓ | _____ | 6.  | Elevations of the buildings and structures to ensure an architectural harmonious relationship to the community and community standards, and to ensure appropriateness of exterior material and trim | _____ | _____ | _____ |
| ✓ | _____ | 7.  | Soil Boring information and recommendation  | _____ | _____ | _____ |
| ✓ | _____ | 8.  | Historic structures   | _____ | _____ | _____ |
| ✓ | _____ | 9.  | For buildings of more than two (2) stories in height, a floor plan of each story, indicating all fire exits and accessways, as well as the proposed use of said stories                             | _____ | _____ | _____ |
| ✓ | _____ | 10. | For garden apartments, a "typical" floor layout of each apartment type in the proposed buildings  | _____ | _____ | _____ |
| ✓ | _____ | 11. | For all apartments and for any building exceeding two (2) stores in height, proposed architectural elevations   | _____ | _____ | _____ |
| ✓ | _____ | 12. | For any building exceeding forty (40) feet in height, a sketch indicating graphically the locations of all existing buildings within two  | _____ | _____ | _____ |

TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

hundred (200) feet and their height relative to the proposed buildings, as well as their highest elevation above the datum provided in compliance with D.5 above

**F. PARKING AREAS, TRAFFIC CONTROL, LIGHTING**

- |                                     |       |     |   |       |       |       |
|-------------------------------------|-------|-----|---|-------|-------|-------|
| <input checked="" type="checkbox"/> | _____ | 1.  | Parking areas showings spaces and sizes   | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 2.  | Driveways showing sizes, circulation, and traffic control signs. Fire lanes   | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 3.  | Existing and proposed streets abutting the site showing rights of way and paved widths  | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 4.  | Location and size of fire zones, loading zones  | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 5.  | Sidewalks and other pedestrian ways. Handicapped ramps  | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 6.  | Surface of parking area, slopes, and barriers   | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 7.  | Curbing at ingress and egress and parking lot, showing radii and site triangle  | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 8.  | Lighting standards and utility poles indicating size, height, type, construction, light fixtures and locations                            | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 9.  | Lighting plan indicating specific height, foot candles, and provisions for elimination of sky glow and glare, and angle of light spread   | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 10. | Analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> | _____ | 11. | Handicapped parking   | _____ | _____ | _____ |

TO BE CHECKED  
 BY APPLICANT

DO NOT USE  
 OFFICE USE ONLY

WAIVER

WAIVER YES NO

\_\_\_\_\_ 12. Street light locations \_\_\_\_\_

**G. ROADS, DRIVEWAYS, WALKS, CURBS, WALKWAYS & FENCING:**

- \_\_\_\_\_ 1. Location and dimensions of all items, this category on the site and with 100 feet \_\_\_\_\_
- \_\_\_\_\_ 2. Cross sections and profiles of all existing and proposed streets abutting the lots and within 250 feet \_\_\_\_\_
- \_\_\_\_\_ 3. Location, type and size of waste disposal system and sanitary sewer lines \_\_\_\_\_
- \_\_\_\_\_ 4. Location and type of utilities: electric, cable TV, gas, telephone, water. Underground lines, present and proposed connections or extensions \_\_\_\_\_
- \_\_\_\_\_ 5. Show by means of contours and/or spot grades that lot drains adequately into existing waterways and storm drains with pipe sizes, grades and direction of flow \_\_\_\_\_
- \_\_\_\_\_ 6. Location of all easements related to drainage, conservation and flood hazard areas \_\_\_\_\_
- \_\_\_\_\_ 7. Storm drainage calculations 100 year storm certified by a professional engineer \_\_\_\_\_
- \_\_\_\_\_ 8. Signed contract for water and letters of of service from other utilities \_\_\_\_\_
- \_\_\_\_\_ 9. Location profiles and cross-sections of all water courses and drainage facilities within 300' of limits of development. Flood hazard Boundaries \_\_\_\_\_

TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

- |   |       |     |   |       |       |       |
|---|-------|-----|---|-------|-------|-------|
| ✓ | _____ | 10. | Provision for storm water detention basins where required, including details of detention basins calculations in proper form for review | _____ | _____ | _____ |
| ✓ | _____ | 11. | Stream cross-sections   | _____ | _____ | _____ |

**H. SIGNS:**

- |   |       |    |  |       |       |       |
|---|-------|----|--|-------|-------|-------|
| ✓ | _____ | 1. | Location, size, color, wording, letter size, illumination, materials of construction | _____ | _____ | _____ |
|---|-------|----|--|-------|-------|-------|

**I. LANDSCAPING:**

- |   |       |    |   |       |       |       |
|---|-------|----|---|-------|-------|-------|
| ✓ | _____ | 1. | Total square feet of landscaping  | _____ | _____ | _____ |
| ✓ | _____ | 2. | Landscaping within the parking areas  | _____ | _____ | _____ |
| ✓ | _____ | 3. | Buffer areas including location of landscape screen and fencing                               | _____ | _____ | _____ |
| ✓ | _____ | 4. | All areas landscaped: planting plan with size, species and spacing of proposed plant material | _____ | _____ | _____ |
| ✓ | _____ | 5. | Existing trees over 6" in diameter  | _____ | _____ | _____ |
| ✓ | _____ | 6. | Proposed location, proposed species, quantity, and spacing of trees to be planted             | _____ | _____ | _____ |

**J. FIRE PREVENTION:**

- |   |       |    |                                 |       |       |       |
|---|-------|----|---------------------------------|-------|-------|-------|
| ✓ | _____ | 1. | Fire protection systems         | _____ | _____ | _____ |
| ✓ | _____ | 2. | Hydrants, existing and proposed | _____ | _____ | _____ |

TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

	K. Copy of any covenants or deed restrictions	_____	_____	_____
	L. Soil Erosion and Sediment Control Plan and Soil Conservation District Approval (if project involves the disturbance of more than 5,000 square feet of land area)	_____	_____	_____
	M. Location of any construction access roads	_____	_____	_____
	N. Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90 Day Construction Permit Act"	_____	_____	_____
	O. County Planning Board Review and Approval	_____	_____	_____
	P. State Ingress and Egress Approval	_____	_____	_____
	Q. State DEPE-CAFRA Approval	_____	_____	_____
	R. Army Corps of Engineer Permit Approval	_____	_____	_____
	S. Letter from Atlantic Highlands Regional Sewerage Authority indicating receipt of application	_____	_____	_____
✓	T. NJDEPE Freshwater Wetlands Letter of Interpretation or Letter of Exemption. Please indicate type of letter submitted	_____	_____	_____
_____	a. Presence or absence determination (Type I)			
_____	b. Footprint of disturbance presence or absence determination (Type II)			
_____	c. Delineation of freshwater wetlands, State open waters and transition areas for property under on acre (Type III)			
_____	d. Regulatory line verification by NJDEPE (Type IV, required if wetlands are present on the site)			
_____	e. Letter of Exemption related to USACOE Nationwide Permit			



TO BE CHECKED  
BY APPLICANT

DO NOT USE  
OFFICE USE ONLY

WAIVER

WAIVER YES NO

U. Waiver Required From:

Reason:

Waiver Required From:

Reason:

**ADDENDUM TO DEVELOPMENT PLAN CHECKLIST – SEPTEMBER 1998  
RE: VARIANCE APPLICATION IN STEEP SLOPE ZONE**

Any application for a Variance in the Steep Slope Zone, as defined by the Steep Slope Ordinance, is required to have Borough Engineer's review prior to being deemed complete by the Board for action.

If the application is incomplete in any of the above requirements, the documents will be returned to the developer and will not be accepted as a complete application.