

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
SUBDIVISION, SITE PLAN OR VARIANCE**

1. Obtain a letter of denial from the Zoning Officer if necessary (Variances Only).
2. Obtain Planning Board application from the Planning Board Secretary or from the Borough website under FORMS.
3. Obtain list of property owners within 200 feet from Tax Assessor.
4. **Prior to the application being deemed complete and for scheduling on the agenda the items on the attached checklist must be submitted to the Planning Board Secretary.**
5. Once the application is received and deemed complete by the Board Engineer you will be placed on the agenda. **Do not send notice or proceed further without being deemed complete and scheduled for a meeting date by the Secretary of the Planning Board.**
6. **No less than (10) days prior to hearing date the following must be done using the sample notice contained within this package:**
 - a. Publish notice in an official newspaper of the Borough, i.e., The Link News, the Atlanticville, Asbury Park Press, Star Ledger
 - b. Notify, by Certified Mail or personal service, property owners within 200 feet of property. (Please note: return receipt - green cards- are not necessary)
7. Submit the following to the Planning Board Secretary prior to the meeting:
 - a. Affidavit of Publication from the newspaper
 - b. Copy of notice served to those on Certified List of Property Owners.
 - c. Proof of Service to those on Certified List of Property Owners **OR**
 - d. **Postmarked white receipts** as proof of certified mailing to those on Certified List of Property Owners.
8. *If your application is granted*, a **NOTICE OF DECISION** must be published in an official newspaper of the Borough after the hearing at which the Board's decision is adopted by Resolution. (copy of notice form included in application package).
9. Notice to the Monmouth County Planning Board and Two Rivers Water Reclamation Authority and any and all authorities or utilities required are the responsibility of the Applicant.

**IF YOU HAVE ANY QUESTIONS PLEASE CALL THE SECRETARY TO THE
PLANNING BOARD AT (732) 222-8221,
MONDAY THRU FRIDAY, 9:00 A.M. TO 3:00 P.M.**

GENERAL INFORMATION

Corporations and Partnerships require representation by a New Jersey Attorney as well as a corporate disclosure statement pursuant to statute.

REVISED 08-29-2014

Borough of Oceanport

Planning Board Checklist

- () 4 copies of the denial letter from Construction Official (variances only)
- () Certificate from Tax Collector as to taxes paid
- () Copy of Deed or Contract Purchaser, Tenant, Lienholder Agreement
- () 4 copies of the completed application
In the case of a Contract Purchaser as the Applicant, the application must be signed by the Property Owner
- () 14 copies of current property survey - one original signed & sealed by a Licensed Surveyor
- () 14 copies of the Site Plan (when applicable)
- () 14 copies of the architectural / engineering plans, reports, etc. (when applicable)
- () Application fee(s): See attached Fee Schedule
- () Escrow Deposit: See attached Fee Schedule
- () Completed ESCROW AGREEMENT
- () Completed W-9 Form for Creation of Escrow Account

Once agenda date has been assigned by Secretary, Applicant must perform the following:

- () Affidavit of Publication in the Newspaper (10 days prior to hearing)
- () Proof of Service of Notices (postmarked 10 days prior to hearing)
- () Tax List (people to notice within 200' of property)
- () Notification to utility companies