



BOROUGH OF SPRING LAKE HEIGHTS

555 Brighton Avenue • Spring Lake Heights, New Jersey 07762

www.springlakehts.com

TELEPHONE 732-449-3500

FAX 732-449-3535

Christopher M. Campion, Jr.
MAYOR

Borough of Spring Lake Heights LAND USE APPLICATION INFORMATION

1. GENERAL INSTRUCTIONS

The applicant must submit a formal written application to the Land Use Board Secretary on the attached forms. The applicant must complete and return only the Addendum for this Application Classification. A hearing date will be established by the Land Use Board Secretary after the application and all supporting materials and fees have been received and reviewed by the Land Use Board Professionals and have been deemed COMPLETE.

2. NEED DETERMINATION FOR ENVIRONMENTAL IMPACT REPORT

As per the provisions of Spring Lake Heights Ordinance, Section 22-511 et seq, any Application for Development or Redevelopment which involves one or more acres of land or which increases impervious surface by more than one quarter acre, requires the submission of an Environmental Impact Report.

3. LIST OF ATTACHED FORMS:

- Land Use Application Schedule
- Land Use Application Check list
- Presentation of Exhibits
- Land Use Application
- Land Use Application Property Data
- Land Use Application Classification Data
- Land Use Application Addendum #1
- Land Use Application Addendum #2
- Land Use Application Addendum #3
- Land Use Application Addendum #4
- Sustainability Checklist
- Request for List of Property Owners
- Notice of Hearing to Property Owners
- Affidavit of Service
- Certification of Taxes Paid

Application Number _____ Hearing Date _____

Spring Lake Heights
LAND USE BOARD APPLICATION SCHEDULE

ACTIONS REQUIRED MORE THEN TEN (10) DAYS PRIOR TO SCHEDULED HEARING

- Obtain a certified list of names and addresses of property owners within two hundred (200') feet of the development address from the Tax Assessor - \$10.00 fee
- A Notice of Hearing must be sent via certified mail or hand delivered to all property owners within two hundred (200') feet of the development address and to any other required entities ie: utility companies, cable companies, other municipalities, and county and/or state agencies.
- Arrange for the Notice of Hearing to be published in the publications designated by the Board.
- Determine that all property taxes and direct and indirect assessments are paid to date and obtain a Certification of Taxes Paid from the Tax Collector.
- Submit the Certification of Taxes Paid to the Board Secretary.

ACTIONS REQUIRED TEN (10) BUSINESS DAYS PRIOR TO SCHEDULED HEARING

- Submit the following to the Board Secretary:
 1. The Affidavit of Service and the certified mail receipts for the Notice of Hearing
 2. Payment of all filing fees and Professional's escrow fees according to the attached scheduled
 3. Payment of any additional fees as established by the Board Engineer's review letter

ACTIONS REQUIRED FIVE (5) BUSINESS DAYS PRIOR TO SCHEDULED HEARING

- Submit the following to the Board Secretary:
 1. Affidavit of Publication
 2. Affidavit of Service
 3. Any outstanding escrow fees

Borough of Spring Lake Heights

LAND USE APPLICATION CHECKLIST

DOCUMENTS NEEDED TO DETERMINE AN APPLICATION COMPLETE & SCHEDULE HEARING

The following items must be delivered to the Land Use Board Secretary:

- Certification of Property Taxes Paid – Obtain from Tax Collector
- The Land Use -Application, Property Data & Classification Data
- Required Addendum
- Plot Survey – Dated no earlier than six (6) months prior to the date the application is filed, accurately depicting the size of the property and the dimensions for all the structures located thereon, prepared and certified by a New Jersey licensed land surveyor.
- Site Plan – with no new Proposed Structure(s)
The Site Plan should show:
 1. The location of all monuments.
 2. All of the front, rear and side yard setback dimensions for all existing structures located on the property and the permitted building envelope for the property.
 3. The point of connection with the existing system for:
 - a. the means of sewage disposal
 - b. the existing public water supply
 - c. the disposal of stormwater runoff
- Site Plan – with a addition or expanded Proposed Structure(s)
The Site Plan should show:
 1. The location of all monuments.
 2. All of the front, rear and side yard setback dimensions for all existing and proposed structures located, or to be located, on the property and the permitted building envelop for the property.
 3. The location, size, shape and layout for all proposed structures, buildings, walkways, fences, driveways, driveway aprons, sidewalks, parking areas, loading zones, buffer strips, outdoor lighting fixtures, signs, landscaping and roadways.
 4. The elevations and floor plans of all proposed buildings and structures; including the height of structures measured according to the Borough ordinances, which must be depicted on the plan.
 5. The proposed facilities or point of connection with the existing system for:
 - a. the means of sewage disposal
 - b. the existing public water supply
 - c. the disposal of stormwater runoff
- Site Plan should include the following, where applicable:
 1. Demolition
 2. Grading
 3. Landscaping
 4. Lighting
- Aerial Photo of the existing property
- Renderings of Proposed Structures and proposed structure plans (if applicable)
- Sustainability Check list (if applicable)
- Environmental Impact Report (if required)

DOCUMENTS NEEDED TO BE SUBMITTED TO BOARD SECRETARY

- 18 COPIES OF: The above listed items that must be delivered to the Land Use Board Secretary
- A PDF containing the entire Application

**SPRING LAKE HEIGHTS
LAND USE BOARD APPLICATION**

PRESENTATION OF EXHIBITS

**When you submit exhibits to the Land Use Board,
please do not glue them to an exhibit board.**

**The exhibits will need to be removed from any boards for
storage purposes. If the exhibits are glued, there is a possibility they
could be damaged during the removal process.**

**Please use binder clips or some other form of temporary adhesive to
attach the exhibits to the boards.**

Thank you



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MAYOR

Request for List of Property Owners

This request must be submitted to the Borough of Spring Lake Heights Tax Assessor along with the required fee of \$10.00 payable to "Borough of Spring Lake Heights. Please allow 7 days for processing.

Property Address _____ Block # _____ Lot # _____

REQUESTED BY:

Name _____

Address _____

City, State, Zip Code _____

Mail to address above

Hold for pick up

Signature _____

Date _____

The attached list is certified from the tax records of the Borough of Spring Lake Heights.

Scott R. Imbriaco, Tax Assessor _____

Date _____

** Please review the additional address sheet to verify if the subject property is located adjacent to or within 200 feet of those listed.

OFFICE USE ONLY

Date: _____ Cash _____ Check# _____



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MAYOR

CERTIFICATION OF TAXES PAID

PROPERTY OWNER NAME:

PROPERTY LOCATION:

BLOCK: _____ LOT _____

PROPERTY TAXES HAVE BEEN PAID THROUGH THE _____ QUARTER OF _____

MARY ELLEN KARAMUS
TAX COLLECTOR

DATE

SAMPLE

Legal Notice of Hearing

To: _____

In the Matter of:

Applicant: _____

Street Address: _____

Block: _____ Lot: _____

Spring Lake Heights, NJ 07762

PLEASE TAKE NOTICE that the applicant(s), _____, have applied to the Spring Lake Heights Land Use Board for: (Variance, Site Plan, Subdivision, Appeal...)

To: (describe details of proposed application)

The applicant will ask for approval for the following: (Variance, Site Plan, Subdivision, Appeal...) Provide Details

1. _____
2. _____
3. _____
4. _____

The applicant may also ask for any other variances, whether bulk, or use and/or waivers found in the Board Engineer or Planner review prior to the hearing or as deemed necessary by the Board during the hearing.

Any persons affected by this application will have the opportunity to be heard at the Land Use Board meeting. The Board Hearing shall take place on (Date) _____ at 7:00 PM in the Spring Lake Heights Municipal Building, located at 555 Brighton Avenue, Spring Lake Heights, NJ 07762.

A copy of the application with plans and all related documents, have been filed in the Office of the Board Secretary and may be inspected by the public during regular business hours in the Land Use Board Office located in the Municipal Building, located at 555 Brighton Avenue, Spring Lake Heights, New Jersey.

Date: _____ Applicant Signature _____

NOTE: This notice must be personally served or sent by certified or registered mail at least 10 days prior to the date of the hearing, and proof of service given to the Secretary of the Land Use Board at least two days prior to the hearing date.

Spring Lake Heights Land Use Board
LAND USE APPLICATION

Application Number _____	Date Filed _____	Fee _____
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Application Property Location

Street Address _____

Tax Map: Block Number _____ Lot Number _____ Zone _____

Has there been any previous Application involving this property? If yes, state:

Date of Application _____ Disposition: _____

Nature of Application _____

Applicant Name _____

Address _____

Phone _____ Email _____

Signature _____

Interest of applicant in property (if other than Owner): _____ %

Present Owner Name (if other than Applicant) _____

Address _____

Phone _____ Email _____

Signature _____

Attorney representing Applicant (Corporations must be represented by a New Jersey Attorney)

Name _____

Corporation _____

Address _____

Phone _____ Email _____

Person Preparing Site Plan (if Professional, must be licensed in New Jersey)

Name _____

Firm _____

Address _____

Phone _____ Email _____

All information and forms requested must be completed and returned to the Land Use Board Secretary for review by the Secretary and Land Use Board Professionals to make a decision on the status of Application.

OFFICIAL USE ONLY – AFTER BOARD DECISION

Decision on Application:		
Approved _____	Date _____	
Approved with Conditions _____	Date _____	(Attach Resolution)
Denied _____	Date _____	(Attach copy of Notice of Denial)

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION PROPERTY DATA

Property Address: _____ Block _____ Lot _____

Property Description: Area (square feet) _____ Dimensions _____

Nature of Use of property (Residential) (Commercial) If commercial, describe use

Does this property have a separate unit in the principle structure or on the property used as second residential unit? (No) (Yes) If Yes, was there a Use Variance granting a Zoning Determination (Yes) (No) If No, a Zoning Determination must be secured.

Does the property abut or affect any County or State highways, properties or facilities?
No _____ Yes _____
If Yes, describe _____

Are there any easements or special covenants by deed on the property?
(No) _____ (Yes) _____
If Yes, describe _____

Location of nearest point of connection to:
Sanitary sewer _____
Public water supply _____

Are there any drainage ditches, streams or other water courses on the property? (Yes) (No)
Describe the existing structures on the property: List the location and layout of each structure on this site and all adjacent properties.

Describe the proposed project including structures.

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION CLASSIFICATION DATA

Property Address: _____ Block _____ Lot _____

Existing Property Description:
Area (square feet) _____ Dimensions _____

Proposed Property:
Lot(s) Number of Lots _____
Description: _____

Lot 1
Area: (square feet) _____
Dimensions (feet) Width: _____ Depth: _____

Lot 2
Area: (square feet) _____
Dimensions (feet) Width: _____ Depth: _____

Lot 3
Area: (square feet) _____
Dimensions (feet) Width: _____ Depth: _____

More than 3 lots: Attach information for additional lots.
Are all lots conforming? Yes _____ No _____
If No, indicate number and area of non conforming lots _____

This Application is requesting a:(Check all that apply)
Zoning Determination _____
Use Variance _____
Bulk Variance(s) _____
Site Plan Approval (not involving a Subdivision) _____
Subdivision Approval:
Minor – consisting of three (3) lots or less _____
Major – not classified as Minor _____

OFFICIAL USE

Application Classified as:
Zoning Determination _____
Variance Only _____ Use Addendum #1
Site Plan Only _____ Use Addendum #2
Subdivision – Minor _____ Use Addendum #3
Subdivision – Major _____ Use Addendum #4
Meeting Date: _____ Status: _____

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #1
ZONING BULK OR USE VARIANCE APPROVAL

Property Address _____ Block _____ Lot _____

Applicant (does) (does not) own any of the adjoining properties; if does own one or more of the adjoining properties, list address(es) _____

This Application is for (Use) (Bulk) Variance Approval(s)

Existing Use _____ Proposed Use _____

Existing Structure(s) _____ Proposed Structure(s) _____

Existing Size(sq footage) _____ Building Height _____ Number of Stories _____

Proposed Size(sq footage) _____ Building Height _____ Number of Stories _____

Additional Buildings: Attach separate form with information for buildings to ADDENDUM #1

Total Building Coverage: Existing _____% Proposed _____%

Total Impervious Coverage Existing _____% Proposed _____%

Setback from property line: Existing: Front _____ Rear _____ Side Left _____ Side Right _____

Proposed: Front _____ Rear _____ Side Left _____ Side Right _____

Reason for Variance(s) Request:

1. The proposed (building) (use) thereof is contrary to the Zoning Ordinance(s) in the following particulars:
(Article & Sections) _____

2. The Applicant seeks variance(s) from the terms of Article(s) and Section(s) _____
of the Zoning Ordinance(s) so as to permit:
(explain proposed plan) _____

3. State the reason(s) why this Zoning Variance should be granted: _____

Required Information and Data for:

1. Use Variance:

Provide information, in sufficient detail, pertaining to the nature of the proposed operation(s) to be conducted on the site to permit the Land Use Board to determine whether the proposed use will be in compliance with the Borough's Master Plan and Land Use Ordinances.

2. Bulk Variance(s):

Provide a Site Plan for the proposals in the Application in accordance with the Application Checklist including all applicable requirements. Borough Land Use Ordinance 22-406.1 a. & c. contains the detailed requirements for preparing a preliminary Site Plan.

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #2
SITE PLAN ONLY INFORMATION

Property Address: _____ Block _____ Lot _____

Existing Use of this Property: _____ Proposed Use: _____

Existing Property Description:
Area (square feet) _____ Dimensions: Width _____ Depth _____

Conforming lot? (Yes) (No) If No, indicate non-conformities _____

Are there any other variances involving the lot? (No) (Yes) If yes, list variance(s) required:

Indicate the change(s) to use and/or structures on the property:

Do these changes involve a variance? (No) (Yes) if Yes, List the variance(s) required _____

Will there be a structure(s) constructed as part of this application? (Yes) (No)

If No:

1. Indicate Building envelope (Setback lines) on Site Plan

If Yes:

1. Indicate Building envelope (Setback lines) on Site Plan
2. Provide location and dimensions of structure(s) on Site Plan
3. Provide Elevations for structure(s)
4. Provide Renderings of proposed structure(s)
5. Provide interior floor plan for structure(s)

Does the proposed structure(s) require any variances? (No) (Yes)

If Yes: List variance(s) needed _____

Are all applicable requirements in Borough Ordinance 22-406.1 a. & c. completed and included with the Application (Yes) (No) If No, What requirements are not included and state reason(s) why you cannot comply:

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #3
MINOR SUBDIVISION INFORMATION

Property Address: _____ Block _____ Lot _____

Are there any new streets or extension of municipal facilities or utilities involved in this subdivision? (No) (Yes)

Existing Property Description:

Area: (square feet) _____ Dimensions: _____

Proposed Property Description:

Lot(s) Number of Lots _____

Description:	Lot 1	Block _____	Lot _____	Area:(sq ft) _____	Width: _____	Depth: _____
	Lot 2	Block _____	Lot _____	Area:(sq ft) _____	Width: _____	Depth: _____
	Lot 3	Block _____	Lot _____	Area:(sq ft) _____	Width: _____	Depth: _____

Are all lots conforming? (Yes) (No) If No, indicate number and area of non-conforming lots:

Are there any other variances involving the lots in this subdivision? (Yes) (No) If Yes, list variance(s) required:

Will there be structures constructed as part of this application? (Yes) (No)

If No:

1. Indicate Building envelope (Setback lines) on Site Plan

If Yes:

1. Indicate Building envelope (Setback lines) on Site Plan
2. Provide location and dimensions of structure(s) on Site Plan
3. Provide Elevations on structure(s)
4. Provide Renderings of proposed structure(s)
5. Provide interior floor plan for structure(s)

Do the proposed structure(s) require any variances? (Yes) (No)

If Yes: List variance(s) needed _____

Are all applicable requirements in Borough Ordinance 22-406.1 a. & c. completed and included with the Application (Yes) (No) If No, What requirements are not included and state reason(s) why you cannot comply:

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #4
MAJOR SUBDIVISION INFORMATION

Property Address: _____ Block _____ Lot _____

Are there any new streets or extension of municipal facilities or utilities involved in this subdivision?
(No) (Yes)

Existing Property Description: Area (square feet) _____ Dimensions _____

Proposed Property Description:

Lot(s) Number of Lots _____

Description:

Lot 1 Block _____ Lot _____

Area: (square feet) _____ Dimensions: Width: _____ Depth: _____

Attach an additional sheet with the above information for any other different size lots in the subdivision.

Are all lots conforming? Yes _____ No _____

If No, indicate number and area of non-conforming lots _____

Are there any other variances involving the lots in this subdivision? (No) (Yes) If Yes, list variance(s) required:

Will there be a structure(s) constructed as part of this application? (Yes) (No)

If No:

1. Indicate Building envelope (Setback lines) for each lot on the Site Plan

If Yes:

1. Indicate Building envelope (Setback lines) for each lot on the Site Plan

2. Provide location and dimensions for each style of proposed house(s) on the Site Plan

3. Provide elevations for each style of proposed structure(s)

4. Provide typical renderings for each style of proposed structure(s)

5. Provide typical interior floor plan for each style of proposed structure(s)

Do the proposed structure(s) require any variance(s)? (No) (Yes)

If Yes, List variance(s) needed: _____

Are all applicable requirements in Borough Ordinance 22-406.2 a. & c. completed and included with the Application (Yes) (No) If No, What requirements are not included and state reason(s) why you cannot comply: