

LONGPORT ZONING PLANNING BOARD  
APPLICATION PACKAGE

PROCEDURES FOR THE FILING OF AN APPLICATION  
TO THE  
ZONING/PLANNING BOARD

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1. Complete Application Form in total. Failure to complete the application may result in a determination of an incomplete application.
2. Obtain from the Municipal Tax Collector a Certified List of Property Owner's within two hundred (200) feet of the subject property. The New Jersey Municipal Land Use Law requires that this list be prepared by the Municipal Tax Collector. No other list is considered acceptable.
3. Submit with one copy of the completed application, the required fee, and sixteen (16) copies of the plan documents to the Board Secretary. All plan documents shall comply with Chapter 150-Subdivision and Site Plan Review of the Longport Borough Code.
4. A complete application shall be forwarded to the Board Review Committee upon receipt. The Review Committee consisting of the Zoning Officer, Board Solicitor, and Borough Engineer has forty-five (45) days, in accordance with law; to determine weather your application is complete.
5. Upon notification by the Board Secretary that your application has been deemed complete, you will also be notified of the date of the Zoning/Planning Board Meeting that your application will be heard.
6. Upon receiving said letter, the Applicant or his/her professional shall provide the **Proper Notification at Least Ten (10) days in advance of the meeting by certified mail to all owners and utility companies indicated on the Certified List of Property Owners.** A sample copy of a notice is provided in this package. **The applicant must indicate the date and time of the meeting; the type of application being applied for and any variances being requested; the Applicant's name and address; the block, lot, and address of the application property; and the location of the Board Meeting.** The Borough of Longport accepts no responsibility for the applicant's failure to provide proper notice as required by law.

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7. **The Applicant shall also publish a Notice in the Newspaper at least ten (10) days in advance of the scheduled meeting.** A standard form of notice is provided in the Application Package. The Borough of Longport accepts no responsibility of the Applicant's failure to provide the proper form of notice as required by law.
8. Three (3) days prior to the scheduled meeting date the Applicant shall submit to the Board Secretary a Proof of Publication from the newspaper and all return receipt (Green Cards) from the Property Owner Notification. The Applicant shall also submit to the Board Secretary a Certification of Mailing, a copy of the Certified List of Property Owners, and copies of the certified mailings (White Slips).
9. On the scheduled meeting date, the Applicant must be in attendance to present the application to the Board. Use of legal and/or design professional representation is encouraged, Corporations are required to have legal representation.
10. A certification of paid taxes and Utilities from the Borough of Longport Tax Office must be part of this application.

**FEE'S**

APPLICATION DESCRIPTION                      APPLICATION FEE

1.	Minor Site Plan	\$ 800.00
2.	Major Site Plan-Preliminary	\$1500.00
3.	Major Site Plan-Final	\$1000.00
4.	Minor Subdivision Plan	\$ 800.00
5.	Major Subdivision-Preliminary	\$1500.00
6.	Major Subdivision-Final	\$1000.00
7.	Use Variance/Interpretation	\$ 800.00

NOTE:            The Use Variance and /or Interpretation fee is in addition to the scheduled application fees for other applications should the other applications request a Use Variance and/or Interpretation. For example, a Minor Site Plan (Fee of \$800.00) with Use Variance/Interpretation Fee of (\$800.00) will have a total application fee of \$1600.00

- 8.     Appeals from Building                      \$800.00  
       /Zoning Officer
- 9.     Submission of revised plans shall require the applicant to pay an additional ½ of the established application fee.
- 10.    Publication of Notice of an Application scheduled for a Board Hearing as required by law shall be published by the Applicant at solely the Applicant's cost.
- 11.    Publication of decision by the Board on any applications shall be the responsibility of the Board Solicitor at the Applicant's sole cost.
- 12.    All costs associated with ordering transcripts of hearings shall be paid in advance by the applicant or other requester in accordance with applicable Borough Ordinance
- 13.    A professional escrow fee of \$1,000 shall be paid in addition to the required fee for all non-residential and multi-family applications.

Zoning Dept, Only:  
 Fee Payment \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Other \_\_\_\_\_  
 Date Received \_\_\_\_\_

# ZONING/PLANNING APPLICATION FORM

Applicants Name: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
New Application \_\_\_\_\_ Revision or Re-submission \_\_\_\_\_

Description of the Application:

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Description of Variance (please reference those sections, chapters of Longport code by number (s):

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List justifications for granting this variance.

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**PLEASE NOTE:**

This application must be received no later than the last day of the month, preceding the meeting date. Provide 16 copies of this application, a current up to date survey and a plot plan showing proposed usage.

## APPLICATION FOR ZONING/PLANNING BOARD

DATE.....	Block.....	Lot.....	Fee Pd.....	Ck.....
#.....				
Location.....				
Applicate.....			Phone Number.....	
Applicate Address.....				
Owner of Property.....			Phone Number.....	
Owners Address.....				
Variance Type Request - ( C ) .....( D )..... Interpretation.....				
Sub Division Type - ( Major ) ..... Minor.....				
Site Plan Type - ( Major ) ..... Minor.....				
Applicant's Signature.....				
Zoning District .....				
Type of Building.....				
Lot Size.....				
Lot-Square Footage.....				
Yard Setbacks ( 167-17).....				
Front.....				
Left Side.....				
Right Side.....				
Back Yard.....				
Building Coverage - max. 45% (167-17).....				
Lot Coverage - max 70% (167-17).....				
Open Space Front Yard 35% ( 167-27).....				
Number of Stories.....				
First Floor Elevation based on M.S.L.....				
Eave Height Elevation ( 167-7.B).....				
Building Height Overall M.S.L.( 167-7.A).....				
Total Square Footage less Garage.....				
Parking (167-17) Number of Spots Available.....				
Garage Number of Spots( 167-12) .....				
Driveway Number of Spots .....				
Driveways ( 167-22B)( 167-36).....				
Accessory Uses (167-18).....				
Accessory Uses set backs (167-17-E.).....)				
Curb Cuts ( 167-17) max 22' .....				
Sidewalks/Handicap ramps (147-16) ( 167-39).....				
Decks ( 167-11)steps,decks,patios,planters.....				
Building Projections ( 167-11)eaves,fireplaces....				
Fences/Walls ( 167-20).....				
Swimming Pools ( 167-26).....				
Major Recreational Equipment ( 167-30).....				
HVAC/Pool Equipment ( 167-11.B.).....				
Misc.....				

## SAMPLE LEGAL NOTICE FOR NEWSPAPER

On *(Insert day and date of meeting)* at 7:00 PM in the Commission Chambers of the Longport Borough Hall located at 2305 Atlantic Avenue in Longport, New Jersey the following application is scheduled to be heard.

I *(Insert name of applicant)* am submitting an application to the Longport Zoning/Planning Board for the purposes of obtaining approval to *(Insert type of construction; IE, Addition, Deck, etc.)*. This will require a *(Insert type of application such as "Site Plan", "Subdivision", etc.)* with a Variance for *(Insert type of Variance such as "Parking Variance", "Side Yard setback Variance")* and any other Variances the Board deems necessary. My property is located at *(Insert street address of property)* also known as Block \_\_\_\_; Lot \_\_\_\_.

A copy of the application documents are on file for public inspection at the office of the Longport Municipal Clerk.

\_\_\_\_\_  
Name of Applicant

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

## SAMPLE NOTICE TO PROPERTY OWNERS

You are hereby noticed that (*Insert Name of Applicant*) has applied to the Longport Zoning/Planning Board for a (*Insert Type of application: "Subdivision", "Site Plan", "Bulk Variance"*) (*List any Variances that are being requested*) (*Insert type of construction; IE, Addition, Deck, etc.*) And any other variances which the Board may deem necessary at my property located at, (*Insert Street address of property*), also known as Block      Lot      .

A public hearing on my application will be held by the Longport Zoning/Planning Board at (*"7: PM on Day and Date of Meeting"*) In the Commissioners Chambers at Longport Borough Hall, 2305 Atlantic Avenue Longport, NJ 08403.

If you have comment on this application, you may attend this meeting and you will head.

All papers in connection with this application are on file in the office of the Borough Clerk where they are available for public inspection during normal Business Hours.

\_\_\_\_\_  
(*Applicant's Name*)

\_\_\_\_\_  
(*Applicant's Address*)

\_\_\_\_\_  
(*Date*)