

**PLOT PLAN OR VARIANCE PLAN
BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD**

Application No. _____ Date _____
Application Name _____
Application Address _____
Property Address 27 Center Street, Sea Bright, NJ 07760 Block 10 Lot 14

CHECKLIST

Prior to issuance of a Certificate of Completeness and assignment of a hearing date, the Administrative Officer shall determine that the following documents have been submitted:

To be completed by Applicant (C=complete, N=Not complete, NA=not-applicable)

- C 1. 17 copies of Zoning Permit Denial
- C 2. 17 copies of completed application and check list, signed, dated, and notarized, **plus one marked "FOR PUBLIC INSPECTION"**
- NA 3. 17 sets of plot plan or variance plan signed, dated, and notarized, also Show Base Flood Elevation, plus one marked **"FOR PUBLIC INSPECTION"**
- NA 4. 17 copies of Survey (unless Variance Plan states that it is based upon the survey). Must indicate mean high waterline, if pertinent to application)
- C 5. 17 (sets of) Photographs of property/dwelling as it currently exists
- C 6. Description of proposed operation (No. 15 in first part of application)
- C 7. Request for any variances (under No.11 in first part of application)
- NA 8. Certificate of owner authorizing submission (after No. 26 in first part of application)
- _____ 9. Required application fees/check made payable to Borough of Sea Bright **TO BE PROVIDED**
- _____ 10. Required escrow fees/check made payable to Borough of Sea Bright **TO BE PROVIDED**
- C 11. Completed W-9 Form
- C 12. Certification that taxes and sewer utility charges are paid to date **REQUESTED 4 BACKUP PROVIDED**
- C 13. Completed Notice of Hearing
- C 14. Certified list of property owners within 200 feet

The following requirements must also be met before an application may be heard:

- _____ 15. Affidavit of Mailing and Service for Public Notice (Provide 7 days prior to hearing.) **TO BE PROVIDED**
- _____ 16. Affidavit of Publication for Public Notice (Provide 7 days prior to hearing.) **TO BE PROVIDED**

If Applicable:

- NA 17. Proof of Application to Monmouth County
- NA 18. Proof of application to NJDOT
- NA 19. Application for CAFRA
- NA 20. Application for Floodplain Encroachment Permit
- NA 21. Application for Stream Encroachment Permit

After the application is deemed complete the Board Secretary will provide you with a hearing date so that you may notice property owners.

Certified mail receipts are to be provided **at least 7 days prior to hearing date.**

I certify the above information is accurate and complete.

DATED: _____ NAME: _____

LICENSE NO. _____ SIGNATURE _____

SEAL: