ZONING BOARD OF ADJUSTMENT
TOWNSHIP OF LAKEWOOD
COUNTY OF OCEAN

INSTRUCTIONS FOR OBTAINING A HEARING BEFORE THE BOARD OF ADJUSTMENT FOR A VARIANCE, APPEAL, INTERPRETATION, ETC.

ATTENTION: YOU MUST COMPLY WITH THESE INSTRUCTIONS AND ANY ADDITIONAL INSTRUCTIONS FURNISHED TO YOU. IF YOU DO NOT COMPLY, YOU WILL BE DENIED A HEARING.

PROCEDURE

1. Fill out the application completely. Use a typewriter or print.

2. The application must be notarized.

3. Submit the application along with the fee, plot plans and tax maps. The Board Secretary will review the application and then submit to Birdsall Engineering for completeness review. You must find out the hearing date in order to serve and publish the necessary notices.

4. The application must be accompanied by the following:

   a. thirteen copies of the application along with 13 copies of all supporting documents including a survey, plot plan or site plan certified by a licensed surveyor or engineer, drawn to scale showing:

      1. dimensions of plot plan;
      2. dimensions and location of all existing buildings and structures thereon;
      3. dimensions and location of all proposed structures;
      4. dimensions of front, side, and rear yard setbacks;
      5. notations of any unusual topography;
      6. certified list of adjacent property owners if applicable.

   b. percolation test (or soil boring, as determined by Zoning Officer) must be submitted for all sites which do not have public sanitary sewer;

   c. thirteen copies of tax map sheet showing premises involved in application;

   d. one 200 foot radius map and one copy of list of property owners within 200 feet of site;

   e. one copy of the sample of notice completely filled in.

5. An affidavit of service of Notice and Proof of Publication of Notice must be submitted before the date of the hearing. Where the notices have been served by certified mail, copies of the return receipt must be submitted.

8. Ten (10) days prior to hearing date, you must have notified all property owners within a 200 foot radius of the property of the proposed application and must have published notice of this application once in a newspaper of general circulation in Lakewood Township. The notices must be in writing. The notices must be served personally on the property owners or by certified mail. The notices should state as precisely as possible the location of the premises and should include the street name and street number wherever that is available and the block and lot with reference to the Lakewood Township Tax Map. If no street number is available you should indicate the side of the street where the property is located and its location with reference to intersecting streets. The notice must state clearly and in detail the relief you are seeking from the Board and not merely refer to a provision of the Zoning Ordinance.

9. If the applicant is a corporation or partnership and is applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes, you must submit a list of all names and addresses of all stockholders or individual partners owning at least 10% of the stock of any class or at least 10% of the interest in the partnership. If a corporation or partnership owns 10% or more of the stock of a corporation or 10 % or greater interest in a partnership subject to this disclosure shall be followed by every corporate stockholder or partner in a partnership until the names and addresses of the non-corporate stockholders and the individual partners exceeding the 10% ownership limit have been listed. If you do not comply with this requirement, the Board of Adjustment cannot approve your application.

10. The Board of Adjustment meets on the first Monday of each month at 7: 30 P.M. in the Municipal Building Auditorium, 231 Third Street, Lakewood, New Jersey.

11. All applications for site plan approval must be accompanied by an architectural rendering showing the proposed project, and 3 or 4 photos to be retained in file for use by Construction Official when issuing Building Permits / Certificates of Occupancy.

LAKEWOOD TOWNSHIP

ZONING BOARD OF ADJUSTMENT APPLICATION

TO BE COMPLETED BY STAFF ONLY:

DATE FILED_____ APPLICATION NUMBER_____

TO BE COMPLETED BY APPLICANT:

1. APPLICANT'S NAME: _____
   ADDRESS: _____
   PHONE # ( ) _____ CELL# ( ) _____ FAX # ( ) _____
   TAX IDENTIFICATION NUMBER_____
   FEDERAL TAX EXEMPTION NUMBER_____

2. OWNER'S NAME_____
   ADDRESS_____
   PHONE # ( ) _____ CELL # ( ) _____ FAX # ( ) _____

3. APPLICANT'S ATTORNEY_____
   ADDRESS_____
   PHONE # ( ) _____ CELL # ( ) _____ FAX # ( ) _____

4. APPLICANT'S ENGINEER_____
   ADDRESS_____
   PHONE # ( ) _____ CELL # ( ) _____ FAX # ( ) _____

5. **PREMISES AFFECTED ARE:**
   BLOCK_____ **LOT**_____ **ZONE**_____

SUBDIVISION NUMBER OF LOTS REQUESTED_____

SITE PLAN REQUESTED YES_____ **NO**_____

HAS A PREVIOUS APPLICATION BEEN FILED_____ **APPEAL#**_____

VARIANCE FROM THE PROVISION OF CHAPTER 18 SECTION_____ OF THE LAKEWOOD TOWNSHIP UNIFIED DEVELOPMENT ORDINANCE.

SETBACK VARIANCES:
FRONT SETBACK PROPOSED: _____ REQUIRED: _____
SIDEYARD SETBACK PROPOSED: _____ REQUIRED: _____
REARYARD SETBACK PROPSED: _____ REQUIRED: _____
LOT AREA: _____ LOT FRONTAGE: _____

PARKING VARIANCES:
AMOUNT OF SPACES PROPOSED: _____ REQUIRED: _____

BRIEF NARRATIVE OF PROPOSED:

_____
_____
_____

6. NAME & LOCATION OF DEVELOPMENT: _____

7. PRESENT USE: _____

8. PROPOSED USE:

TOWNSHIP OF LAKEWOOD

ZONING BOARD OF ADJUSTMENT

Please take notice that on the _____day of_____2008, at the Lakewood Municipal building, 231 Third Street, the Zoning Board of Adjustment will hold a hearing on the application of the undersigned, at which time and place all interested person will be given an opportunity to be heard. Said meeting will take place at 7:00 P.M.

Applicant_____hereby proposes to

_____

_____

_____

_____

_____

_____

_____

Location_____
Block_____Lot_____by reason of its
Being in violation of Chapter 18 Section_____ of the Unified Development Ordinance of the Township of Lakewood and having been denied by the Zoning Officer. All maps, plot plans, etc. are on file in the office of the secretary of the Zoning Board of Adjustment at 212 Fourth Street, Lakewood, New Jersey and may be inspected between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

_____
Signature of Applicant

_____
Address

Date: _____

APPENDIX A

Chapter XVII - Land Subdivision and site Plan Review

CHECK LIST

PLAT SPECIFICATIONS	Minor Subdiv	Prelim MajSub	Final MajSub	Site Plan
1. Plat clearly and legibly drawn or produced at a scale not smaller than one inch equals 100 feet.	X	X	X	X
2. Sheet size either 15 by 21, 24 by 36, or 30 by 42.	X	X	X	X
3. Plans shall be prepared by an architect or Engineer if application involves only the Location of proposed buildings and their Relationship to the site and the immediate Environs.				X
4. Plans shall be prepared by an architect, Planner, or engineer if application involves Only the location of drives, parking layout, Pedestrian circulation, and means of ingress And egress.				X
5. Plans shall be prepared by an engineer if Application involves only drainage facilities For site plan of ten acres or more, or involving Storm water detention facilities, or traversed by Water course.				X
6. Plans shall be prepared by a licensed land Surveyor which show existing conditions and Exact location of physical features including Metes and bounds, drainage, waterways, Specific utility locations and easements. Survey information may, however, be Transposed to a site plan if the date of the Survey and by whom and for whom it was Prepared is noted on the site plan.	X	X	X	X
7. Plat prepared to scale based on deed description Tax map, or similarly reasonable accurate data For the purpose of review and discussion by The approving authority.	X	X	X	X

PLAT SPECIFICATIONS GENERAL INSTRUCTIONS	Minor Subdiv	Prelim MajSub	Final MajSub	Site Plan
8. Metes and bounds description of parcel In question based upon current land Survey information.	X	X	X	X
9. Property line shown in degree, minutes, And seconds.	X	X	X	X
10. Key map showing location of tract to be Considered in relation to surrounding area Within 2500 feet.	X	X	X	X
11. Title block containing name of applicant, Preparer, lot and block numbers, date Prepared, date of last amendment, and Zoning district.	X	X	X	X
12. Each block and lot numbered in conformity With the municipal tax map is determined by The municipal tax assessor.	X	X	X	X
13. Scale of map, both written and graphic.	X	X	X	X
14. North arrow giving reference meridian. North arrow shall point to top of map And all writing shall be readable with North arrow pointing up.	X	X	X	X
15. Space for signatures of chairman, Secretary, and engineer of the approving Authority.	X	X	X	X
16. Names of all property owners within 200 Feet of subject property.	X	X		X
17. Location of existing and proposed property Lines with dimensions in feet to the nearest Two decimal places.	X	X	X	X

PLAT SPECIFICATIONS	Minor Subdiv	Prelim MajSub	Final MajSub	Site Plan
18. Zoning district in which parcel is located, Indicating all set backs, lot coverage, height, Floor area ratio, and density, both as the Required and proposed.	X	X	X	X
19. Acreage of affected parcel to the nearest Hundredth of an acre.	X	X	X	X
20. Number and size of lots after subdivision To be designated in acres if one acre or Over or in square feet if under one acre.	X	X	X	X
NATURAL FEATURES (TOPOGRAPHY)				
21. Topography of the site and within 200 feet Thereof.	X	X	X	X
22. Contours to determine the natural drainage Of the land. Intervals shall be up to ten Percent grade - two feet, over ten percent Grade - five feet.	X	X	X	X
23. Cliffs and rock outcroppings.	X	X		X
24. Flood plains, wetlands, wetland buffers. If any portion of the subdivision contains Wetlands or wetland buffers, a letter of Interpretation from NJDEP must be Submitted before application can be Deemed complete.	X	X	X	X
25. Natural and artificial water courses, streams, Shore lines, water boundaries, and Encroachment lines.	X	X	X	X
26. Wooded areas.		X		X
27. Location of trees 10 inches or more in Diameter as measured one foot above ground Level, outside of wooded area, designated Species of each.	X	X		X

PLAT SPECIFICATIONS	Minor Subdiv	Prelim MajSub	Final MajSub	Site Plan
28. Areas in which construction is precluded Due to presence of stream corridors and/or Steep slopes.	X	X	X	X
29. Man-made features on-site and within 200 feet thereof.	X	X		X
30. Location of existing structures and their Set backs from existing and proposed Property lines.	X	X	X	X
31. Location of all existing easements or Rights of way, including power lines.	X	X	X	X
32. Location of existing railroads, bridges, Culverts, drain pipes, water and sewer Mains, and other man-made installations Affecting the tract.	X	X	X	X
33. Location of existing wells and septic Systems.	X	X	X	X
34. When applicant intends to use conventional Septic disposal system, location of test holes, Test results and approximate location of the Intended disposal field.	X	X		X
35. Plans and profiles of proposed utility Layouts such as sewers, storm drains, water Gas and electric, showing feasible connection To existing or proposed utility systems.		X		X
36. Location and description of monuments Whether set or to be set.	X		X	X

APPLICATION FEES
ZONING BOARD

1.	CERTIFIED LIST OF PROPERTY OWNERS:	$10.00
2.	MINOR SUBDIVISIONS TWO (2) LOTS:	$100.00 + $75.00 EACH ADDL. LOT
3.	MAJOR SUBDIVISION: PRELIMINARY FINAL	$500.00 $250.00
4.	PRELIMINARY SITE PLAN:	$500.00
5.	FINAL SITE PLAN:	$250.00
6.	FOR REVISION/AMENDMENTS TO APPROVED PLAN:	$250.00 EACH SUBMISSION
7.	FOR RESUBMISSION/EXTENSION OF EXPIRED APPROVALS:	$250.00 RE-AFFIRMATION
8.	FOR ADMINISTRATIVE APPROVALS, REVIEW & COMMENT CHANGE IN PERMITTED USE:	$50.00
9.	FOR PUBLICATION OF NOTICE OF DETERMINATION:	$50.00
10.	FOR APPEALS AND INTERPRETATION OF ZONING MAPS:	$100.00
11.	FOR A VARIANCE OR OTHER APPEAL WHERE THE PREMISE INVOLVES AN EXISTING SINGLE FAMILY DWELLING:	$100.00 + $25.00 EACH ADDTL. LOT
12.	FOR BULK VARIANCE:	$150.00 + $50.00 EACH ADDTL. VARIANCE
13.	FOR A VARIANCE OR OTHER APPEAL OR INTERPRETATION INVOLVING A USE OR STRUCTURE:	$250.00-RESIDENTIAL $500.00-NON RESIDENTIAL
14.	FOR A ZONE CHANGE APPLICATION:	$250.00
15.	FOR A CONDITIONAL USE PERMIT:	$250.00
16.	FOR A BUILDING PERMIT IN CONFLICT WITH OFFICIAL MAP OR BUILDING PERMIT FOR A LOT NOT RELATED TO A STREET:	$150.00
17.	ERECTION OF A STRUCTURE ON AN UNIMPROVED STREET PURSUANT TO NJSA C40: 55D-36 OF THE MUNICIPAL LAND USE:	$150.00

TOWNSHIP OF LAKEWOOD
212 4TH STREET
LAKEWOOD, NEW JERSEY 08701

(732)364-3760 EXT 5601
FAX(732)905-8112

DATE:_____

REQUEST FOR CERTIFIED LIST: ZONING BOARD _____

RE: BLOCK:_____

LOT :_____

WORK REQUEST ADDRESS: _____

I hereby request a list of property owners within 200 ft. of the above referenced block and lot. Enclosed is a check in the amount of Ten Dollars ($10.00) which is the fee for this certification.

Very truly yours,

_____
NAME

_____
ADDRESS

_____
CITY STATE ZIP

_____
TELEPHONE # FAX #

*PLEASE BE ADVISED THAT A CERTIFIED LIST WILL NOT BE ORDERED IF A TAX MAP IS NOT ATTACHED TO REQUEST.

CERTIFICATE OF OWNERSHIP OF APPLICANT

AS REQUIRED BY NEW JERSEY LAW

(P.L. 1977, CHAPTER 336)

Listed below are names and address of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/partnership.

	NAME	ADDRESS
1.		
2.		
3.		
4.		
5.		

Please check the appropriate box:

CORPORATION OF N.J. _____

PARTNERSHIP _____

L.L.E. OF NEW JERSEY _____

OTHER _____

*Where corporation/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individuals partners exceeding the 10% ownership criterion have been listed.

_____

Signature of Officer/Partner Date

_____

Name of Applicant Corporation/Partnership

APPLICANTS OFFER TO ABUTTING PROPERTY OWNER

DATE: _____

PROPERTY LOCATION: _____

BLOCK _____ LOT _____

ZONE: _____

To Whom It May Concern:

I have made application to the Township Zoning Board for a variance(s) on the above referenced property, which abuts your property. This letter is required whether you would be interested in selling me a portion of your lot in order to make my lot conform or more nearly conform with current zoning. In the alternative, you may have an interest in purchasing my lot at the "fair market value" which in this instance means a building lot price as if the variance had been granted.

It is my intention to demonstrate to the Lakewood Zoning Board that a "hardship" exists as I am unable to either acquire additional land or sell my land at its fair market value.

If you have any interest in selling your lot, or a portion of your lot to me or in purchasing my lot, please contact me.

APPLICANT: _____

ADDRESS: _____

_____

TELEPHONE #: _____