

**BOROUGH OF SURF CITY LAND USE BOARD  
APPLICATION INSTRUCTIONS**

**Please read - important information**

Dear Applicant,

Enclosed is an application and checklist for the Borough of Surf City Land Use Board. In order to be scheduled for a public hearing you are required to complete all forms and turn in all information requested together with appropriate fees. **SUBMISSIONS LESS THAN 45 DAYS PRIOR TO THE MEETING DATE WILL NOT BE HEARD UNTIL THE NEXT MEETING DATE IF COMPLETE.** You will be notified as to whether your application has been determined complete or incomplete by the board attorney.

The completed application, checklist, photos, supporting documentation and fees must be submitted at the same time. Partial or incomplete submissions will not be accepted.

Please note the following requirements:

1. All maps, plats, plans, surveys etc. must be prepared by a professional licensed to practice in the state of New Jersey and be no more than one year old. At least one original with a raised seal and original signature must be provided along with the required number of copies. No altered documents will be accepted. Copies must be of a sufficient size to be legible and capable of reproduction. Any alterations and/or changes must be certified by professional who prepared plans with the date of the revision clearly indicated on the map, plan or plat.
2. All applications for variances must be submitted with a Variance Map which shall contain a variance table which clearly identifies the existing conditions, proposed conditions and which conditions require a variance and if pre-existing. **A survey is not sufficient.**
3. It is your responsibility to forward the required copies directly to the Board Engineer, Attorney and Borough Fire Company. **Do not send out copies until your submission is accepted by the board clerk.**
4. Please note that if you submit additional documentation after the initial submission you **must** submit the number of copies set forth on the Supplemental Checklist and distribute to the same individuals as the original submission. No documentation and/or exhibits may be submitted less than 10 days prior to the hearing or at the hearing. **Exhibits which are introduced at the hearing may be barred and the application carried to the next available hearing date.** This is required so that the file available for examination by the public is complete at least 10 days prior to the hearing and to ensure the board professionals have adequate time to review same.

If your application is determined complete you must submit **NO LATER THAN 5 DAYS PRIOR TO THE MEETING** the following:

1. One copy of Certified List of Property Owners and other parties to be notified. Contact the Tax Office for List. It takes several days for the office to prepare the list so do not wait to the last minute to request same.

2. One copy of letter sent to property owners identified on Certified List.
3. Certified Mail Receipts (Originals from post office). Must be dated at least 10 days prior to the hearing date not counting the date mailed or the hearing date.) This is the receipt of mailing **not** the green card which is returned when the mail is accepted by the addressee. Do not submit the return receipts. You only need to prove mailing, not receipt.
4. Original Proof of publication from official newspaper, published at least 10 days prior to the hearing date. Contact township clerk for name of official newspaper. Please note the newspaper requires the submission and payment in advance of publication date. Make sure you submit your request early enough to be published at least 10 days before the hearing not counting the day of the hearing.
5. Affidavit of Service.
6. Proof of payment of Taxes from Tax Collector's Office. Please contact the Tax Collector's Office. All taxes due prior to the hearing date must be paid.

# SURF CITY LAND USE BOARD CHECKLIST FOR INITIAL SUBMISSION

PLEASE NOTE: A signed, completed checklist must be received by the Land Use Board Clerk and attorney prior to deeming your application complete.

All applications and all required documents shall be submitted at least forty five (45) days prior to the regularly scheduled meeting of the Land Use Board at which consideration is sought.

## **NUMBER OF COPIES REQUIRED - ALL DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME.**

### **INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED!!!!**

- \_\_\_\_\_ 15 Copies of Application
- \_\_\_\_\_ 15 Copies of Variance Map, Site Plan, or Subdivision and all supporting documents
- \_\_\_\_\_ 15 Copies of Tax Map sheet with Block and Lot highlighted
- \_\_\_\_\_ 15 Copies of the Permit Refusal from the Zoning Officer
- \_\_\_\_\_ 15 Color Copies of Property Photos (min. 4 color photos taken within past 30 days.)
- \_\_\_\_\_ \*\*1 copy of W-9 Form
- \_\_\_\_\_ \*\*1 copy of Affidavit of Ownership, Consent, Authorization and Non-Collision
- \_\_\_\_\_ \*\*1 copy of Signed Checklist (must be submitted with initial documentation. Application will not be accepted without signed Checklist.)

**\*\*These items are to be included in initial package to board secretary only.**

## **DISTRIBUTION**

**Please note it is the Applicant's responsibility to distribute completed applications**

**Kevin S. Quinlan, Esq., 207 W Main Street, Tuckerton, NJ 08087**

- \_\_\_\_\_ 1 Copy of complete Application
- \_\_\_\_\_ 1 Copy of Variance Map, Site Plan or Sub-division map
- \_\_\_\_\_ 1 Copy of Color Photos
- \_\_\_\_\_ 1 Copy of Tax Map with property Lot and Block highlighted
- \_\_\_\_\_ 1 Copy of Checklist

**Frank Little, P.E. P.P., Owen Little and Associates, Inc 443 Atlantic City Blvd. Beachwood, NJ 08722**

- \_\_\_\_\_ 1 Copy of complete Application
- \_\_\_\_\_ 1 Copy of Variance Map, Site Plan or Sub-division map
- \_\_\_\_\_ 1 Copy of Color Photos
- \_\_\_\_\_ 1 Copy of Tax Map with property Lot and Block highlighted

**Surf City Fire Company 713 Long Beach Blvd, Surf City, NJ 08008**

- \_\_\_\_\_ 1 Copy of complete Application
- \_\_\_\_\_ 1 Copy of Variance Map, Site Plan or Sub-division map
- \_\_\_\_\_ 1 Copy of Color Photos

**Board Clerk 813 Long Beach Blvd, Surf City, NJ 08008**

- \_\_\_\_\_ 1 Original of each \_\_\_\_\_ Application \_\_\_\_\_ Variance Plat, Site Plan or Sub-division Plat \_\_\_\_\_ Tax Map \_\_\_\_\_ Zoning Denial
- \_\_\_\_\_ \_\_\_\_\_ Color Photos \_\_\_\_\_ items marked with \*\* (Check all that apply)
- \_\_\_\_\_ 12 Copies of Application
- \_\_\_\_\_ 12 Copies of Variance Map, Site Plan or Sub-division map
- \_\_\_\_\_ 12 Copies of Color Photos
- \_\_\_\_\_ 12 Copies of Tax Map with property Lot and Block highlighted
- \_\_\_\_\_ 12 Copies of the Zoning Denial Letter
- \_\_\_\_\_ Check for Application Fee \$ \_\_\_\_\_
- \_\_\_\_\_ Check for Initial Escrow \$ \_\_\_\_\_

Sign Name \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_



# APPLICATION TO THE SURF CITY LAND USE BOARD

Name: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_

Do not write below- for official use only	
Date Received:	
Application Fee:	\$
Escrow Fee:	\$
Collected By:	
Application #:	

## CHECK AS MANY AS APPLY:

- |  |  |
|--|--|
| <input type="checkbox"/> Bulk Variance   | <input type="checkbox"/> Minor Subdivision (Exempt)    |
| <input type="checkbox"/> Use Variance    | <input type="checkbox"/> Major Subdivision/Preliminary |
| <input type="checkbox"/> Interpretation  | <input type="checkbox"/> Major Subdivision/Final       |
| <input type="checkbox"/> Informal        | <input type="checkbox"/> Major Site Plan/Preliminary   |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Major Site Plan/Final         |
| <input type="checkbox"/> Other _____     |  |

1. Applicant's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Applicant is the ☐ Owner ☐ Agent  
Applicant is ☐ Individual(s) ☐ Corporation ☐ Partnership/LLC

If applicant and/or owner is a corporation, LLC or Partnership, set forth the names and addresses of all stockholders or partners having 10% interest or more on a separate paper. Corporations must be represented by a New Jersey Licensed Attorney and provide a Resolution Authorizing the Application.

2. Owner's Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

**All owners of the property must be identified and sign application.** Use additional pages if necessary

3. Applicant's Attorney/Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

4. Applicant's Planner/Surveyor: \_\_\_\_\_  
Firm Name and Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Applicant's Architect/Engineer: \_\_\_\_\_  
Firm Name and Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

*Attach additional sheet sheets if necessary.*

5. Location of Property: Tax Map Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Zone: \_\_\_\_\_ Tract Area: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_
6. Current Use: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_
7. Existing Restrictions:  
(A) Deed Restrictions: \_\_\_\_\_ (attach copy) ☐ None  
(B) Easements: \_\_\_\_\_ (attach copy) ☐ None  
(C) Condominium or Cooperative: \_\_\_\_\_ (attach copy) ☐ None
8. Proposed Restrictions: \_\_\_\_\_ ☐ None  
\_\_\_\_\_
9. Variance(s)/Waiver(s) Sought:  
(A) List required variances: \_\_\_\_\_ ☐ None  
\_\_\_\_\_  
Provide on separate paper the ordinance number(s) for which a variance(s) is/are being requested and the legal theory supporting the relief sought.  
(B) List Waiver(s) requested: \_\_\_\_\_ ☐ None  
If waivers requested provide on a separate paper the basis for the request.
10. Briefly describe any prior or currently pending proceedings before this Land Use Board or any other Federal, State, County or local board or Agency involving this property which is the subject of this application and attach copies of any applications, supporting documentation and decisions of the relevant body including any denials. (Attach additional sheets if necessary). \_\_\_\_\_ ☐ None  
\_\_\_\_\_  
\_\_\_\_\_
11. List all material submitted with this application i.e. plans, drawings, photos, calculations, reports etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All owners of record must sign Application.**

Dated: \_\_\_\_\_

\_\_\_\_\_, Owner  
(Print name under signature)

Dated: \_\_\_\_\_

\_\_\_\_\_, Owner  
(Print name under signature)

## PROOF OF PAYMENT OF TAXES

Surf City Land Use Board  
813 Long Beach Blvd.  
Surf City, NJ 08008

RE: Block #\_\_\_\_, Lot #(s)\_\_\_\_\_ Street Address:

\_\_\_\_\_

Assessed Owner:

\_\_\_\_\_

Taxes Paid to date: \_\_\_\_\_

Taxes due as follows:

\_\_\_\_\_

Respectfully Yours,

Tax Collector  
Borough of Surf City

Applicant: Submit this form and required fee to the Tax Collector's  
Office at Borough Hall.

# **SURF CITY LAND USE BOARD**

## **CHECKLIST FOR SUPPLEMENTAL SUBMISSION**

The following supplemental documents are being submitted to the Land Use Board Clerk  
at least ten (10) days before the hearing date.

### **NUMBER OF COPIES REQUIRED**

_____ 15 Copies of _____	_____
	Describe submission
_____ 15 Copies of _____	_____
	Describe submission
_____ 15 Copies of _____	_____
	Describe submission

### **DISTRIBUTION**

**Kevin S. Quinlan, Esq.**, 207 W Main Street, Tuckerton, NJ 08087

\_\_\_\_\_ I have mailed copies to the Board Attorney

**Frank Little, P.E. P.P.**, Owen Little and Associates, Inc 443 Atlantic City Blvd. Beachwood, NJ 08722

\_\_\_\_\_ I have mailed copies to the Board Engineer

**Surf City Fire Company** 713 Long Beach Blvd, Surf City, NJ 08008

\_\_\_\_\_ I have mailed copies to the identified Fire Company

**Board Clerk** 813 Long Beach Blvd, Surf City, NJ 08008

_____ 1 Original and 12 Copies of _____	_____
	Describe submission
_____ 1 Original and 12 Copies of _____	_____
	Describe submission
_____ 1 Original and 12 Copies of _____	_____
	Describe submission

Sign Name \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

## SURF CITY LAND USE BOARD CHECKLIST FOR FINAL SUBMISSION

**PLEASE NOTE: A signed, completed FINAL checklist and required documents etc...  
must be received by the Land Use Board Clerk not less than five (5) days before the hearing date  
or the matter will be carried to the next meeting date.**

The following documents must be received by the Land Use Board Clerk  
at least five (5) days prior to the meeting date.

- \_\_\_\_\_ Original Certified List of Property Owners (not more than 6 months old)
- \_\_\_\_\_ Copy of Letter sent to Property Owners
- \_\_\_\_\_ Original Proof of Publication from official newspaper
- \_\_\_\_\_ Affidavit of Service with Original Certified Mail Receipt with post date no less than ten (10)  
days prior to the hearing date not including the date of mailing and hearing date attached  
thereto. DO NOT submit the Green Return Receipt Cards
- \_\_\_\_\_ Original Proof of Payment of Taxes from Tax Collector's Office

The following must be provided to the Attorney for the Board at least five  
(5) days before the hearing:

**Kevin S. Quinlan, Esq.,** 207 W Main Street, Tuckerton, NJ 08087

- \_\_\_\_\_ List of all lay witnesses anticipated to be called at hearing.
- \_\_\_\_\_ List of all expert witnesses (For those who have not appeared before this Board  
a copy of their qualifications).

Sign Name \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_



Surf City Borough Land Use Board

AFFIDAVIT OF OWNERSHIP, CONSENT, AUTHORIZATION,  
and NON-COLLUSION

STATE OF NEW JERSEY :

: ss.

COUNTY OF \_\_\_\_\_ :

I, \_\_\_\_\_ being duly sworn according to law,  
(Print owner(s) name(s))  
upon my/our oath depose and say:

1. I/we am/are the only owner(s) of property known as \_\_\_\_\_,  
(Street Address)

Surf City, Ocean County, New Jersey known as :

Block _____	Lot _____
Block _____	Lot _____
Block _____	Lot _____

As shown on the Official Tax Maps of the Borough of Surf City.

2. I/we consent to the making of this application and the approval of the plans submitted herewith. I/we further agree to be bound by all representations and commitments made by myself/ourselves or my/our authorized agent. I/we further consent to the inspection of this property in connection with this application as deemed necessary by the members of the Land Use Board and/or other designated officials or representatives.

3. There has been no collusion between me/us and any member of the Borough of Surf City Land Use Board or any officials of the Borough of Surf City with respect to said application.

4. I/we hereby authorize \_\_\_\_\_ (Agent), to make application on my/our  
(Print agent name)  
behalf. I further agree to be bound by all representations, promises and commitments made by my agent.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name above

Sworn and Subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print name above

\_\_\_\_\_  
Notary Public