

MICHAEL W. MANGAN
Mayor

BOROUGH OF MANASQUAN
COUNTY OF MONMOUTH
NEW JERSEY 08736

BARBARA ILARIA
Municipal Clerk

THOMAS F. FLARITY
Municipal Administrator

APPLICATION TO THE PLANNING BOARD

*Applicant's Name: _____

*Applicant's Address: _____

*Telephone Number: Home: _____ Cell: _____

*e-mail Address: _____

*Property Location: _____

*Block: _____ Lot: _____

*Type of Application: _____

Bulk Variance, Non-Permitted Use- Conditional Use- Subdivision- Minor Subdivision- Major-
Site Plan Approval

*Date of Zoning Officer's Denial Letter: _____

Attach Zoning Permit Application

*Plot Plan (Survey) not older than five (5) years, clearly indicating all buildings and setbacks.

*Is the Applicant the Landowner? _____

*Does the Applicant own any adjoining land? _____

*Are the property taxes paid to date? _____

*Have there been any previous applications to the Planning Board concerning this property? _____
(Attach copy)

**Are there any Deed Restrictions, Easements, or Covenants affecting this
property? _____

(Attach copy)

*The applicant agrees to be responsible for and pay for the costs entailed in the review of this
application by any experts retained by the Planning Board for advice in this matter.

Signature of Applicant or Agent

Date

10/2023

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Municipal ClerkTHOMAS F. FLARITY
Municipal AdministratorBOROUGH OF MANASQUAN
COUNTY OF MONMOUTH
NEW JERSEY 08736**PLANNING BOARD REQUIREMENTS-FOR APPLICANTS**

1. Must go through zoning first and get a denial letter.
2. Complete Application Packet to the Planning Board
 - Must Include:
 - ✓ One (1) page Application
 - ✓ Letter of Denial from Zoning Officer
 - ✓ Copy of survey showing existing layout of property
 - ✓ Dotted lines on survey indicating the new addition/changes
 - ✓ Any new setback footages
 - ✓ Floor Plan and elevation views (architectural plans)
3. Submit thirteen (13) copies of the complete application packet (see above). Three (3) of the sets must be full sized plans. The other ten (10) copies should be reduced to approximately 11 x 18 and legible.
Plans Must Be Folded.
4. **You MUST submit the full application packet in pdf form to be uploaded to the agenda that is posted on the website at least 10 days prior to the scheduled hearing date.**
5. Submit two (2) checks payable to the Borough of Manasquan. Also, a W-9 is required.
 - Application Fee \$400 (minimum-see attached fee schedule)
 - Escrow Fee \$1,700 (minimum-see attached fee schedule)

*Additional fees may be required for Tax Map update or Fire Marshall. You will be notified if additional fees are required.
6. Certification of Taxes Paid – From the Tax Collector indicating that the taxes and water/sewer charges on the property are paid through the date of the requested hearing.
7. Affidavit of Service – Property owners within 200 feet of property.
 - List is obtained from the Tax Office - \$10 Fee
 - Copy of the notice served must be submitted to the Planning Board
 - Notice Requirements are attached as Exhibit “A”
 - Sample Notice is attached as Exhibit “B”
8. Deadline for Applications is **five (5) weeks** before the requested hearing date. You will be given a hearing date when the complete application is filed and fees paid.
9. Application **MUST** be filed before any notice is given. If requested agenda date is full you will be placed on the next available agenda date.
10. After an application has been approved/denied it is required that the applicant publish a Notice of Decision in the Coast Star or the Asbury Park Press. The affidavit of publication must be submitted to the Planning Board secretary when received. A sample Notice of Decision is attached as “Exhibit C.”

BOROUGH OF MANASQUAN PLANNING BOARD
NOTICE REQUIREMENTS
EXHIBIT "A"

1. Notice is required on all development applications with the exception of minor Subdivisions (without variances) and final subdivisions.
2. The applicant must submit a written request to the Tax Assessor's Office for a certified list of property owners located within 200-feet in all directions of the subject property. The application for a certified list or other written letter should be submitted with the development applications. Lists more than 6 months old are not valid.
3. Contents of Notice:
 - Date, time and place of hearing.
 - Nature of all matters to be considered at the hearing.
 - Identification of the property proposed for development by street address, block and lot number as shown on the current tax map
 - Location and times at which maps and documents for which approval is being sought are available for public inspection.
4. At least ten (10) days before the scheduled hearing.

- Publish Notice in ONE OFFICIAL BOROUGH NEWSPAPER and request Affidavit of Publication. Official newspapers are:

Coast Star
Manasquan, NJ

Asbury Park Press
Neptune, NJ

- Notify by personal service or certified mail, return receipt requested is not required. The applicant must fully complete the receipt and have the Post Office date stamp the receipt.
 - ✓ All property owners within 200-feet.
 - ✓ Clerk of adjoining Municipality if located with 200-feet.
 - ✓ County Planning Board if adjacent to existing proposed County Road, adjoining other County land or situated within 200-feet of a Municipal Boundary.
 - ✓ Commissioner of Transportation if property is adjacent to a State Highway.
Attention: Construction and Maintenance, 1035 Parkway Avenue, Trenton, NJ 08625
 - ✓

****NOTE:** If personal service is performed, **ALL** property owners **MUST SIGN THEIR FULL NAME AND DATE** on the certified list next to their names.

- Affidavit of Publication, Proof of Service, Notice of Hearing, Certified Mailing receipts that have been date stamped by the Post Office and/or list of dated signatures are required to be submitted to the Planning Board Secretary at least five (5) days before the scheduled hearing.

BOROUGH OF MANASQUAN
LEGAL NOTICE
EXHIBIT "B"

PLEASE TAKE NOTICE THAT on the _____ day of _____, _____, at _____ pm
a hearing will be held before the Manasquan Borough Planning Board at the Municipal Building,
201 East Main Street, Manasquan, New Jersey, on the appeal or application (choose one) of the
undersigned for approval to _____ on the property known as
Block _____, Lot _____, commonly known as _____ (physical address), in the
_____ Zone, and construct _____.

The application further requests relief from the Zoning Ordinances of the Borough of Manasquan,
including the following variances and waivers, and any and all other variances or waivers as the
Board may deem necessary in the connection with the processing and approval of the application:

Section 35- _____ - Title - _____ permitted
_____ proposed

This information is found on the Zoning Denial Letter. List all Section in Denial Letter

As a courtesy to the public you may join the meeting virtually at <https://zoom.us/join>, using the
Virtual Meeting ID – 824 329 9920, with the Passcode – 365120 and the phone number is +1 646
876 9923

The application, maps, plans and related supporting materials will be available for public
inspection in person at least ten (10) days before the public hearing at the Manasquan Municipal
Building, located at 201 East Main Street, Manasquan during regular business hours between 9:00
am and 3:00 pm, Monday through Friday (excluding holidays). The documents will also be posted
to the website prior to the meeting date at <https://www.manasquan-nj.gov/node/615/agenda>. Any
interested party may appear at the said hearing and participate therein in accordance with the rules
of the Planning Board.

Applicant/Attorney Name
Address
Attorney for Applicant
Name of Applicant

****THIS IS NOT LEGAL ADVICE JUST AN EXAMPLE OF WHAT NEEDS TO BE PUT IN THE
NOTICE. Refer to NJ Statute 40:55D-12**

Revised 10/2023

**AFFIDAVIT OF PROOF OF SERVICE AND PUBLICATION OF
PUBLIC NOTICE**

PLANNING BOARD OF THE BOROUGH OF MANASQUAN

Applicant Name _____

**PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED
AND VERIFIED WITH THE BOARD SECRETARY AT LEAST SEVEN (7)
WORKING DAYS PRIOR TO THE MEETING, OR THE CASE WILL NOT BE
HEARD.**

STATE OF NEW JERSEY

COUNTY OF _____.

_____, of full age, being duly sworn according to
law, deposes and says that he/she resides at _____, in
the Municipality of _____ County of _____, and
State of _____ that he/she is the applicant/representative in a proceeding before the
Planning Board of the Borough of Manasquan, New Jersey being an appeal or application
under the Zoning Ordinance, and relates to premises _____ that
on _____, _____, he/she gave written notice of the hearing
of this application to each and all of the persons upon whom service must be had, in the
required form and according to the attached lists and in the manner indicated hereon.

Applicant/Representative Signature

Sworn to and Subscribed before me

This _____ **day of** _____ **20** _____.

**(NOTE TO APPLICANT Attach a copy of the Notice served by certified mail, a
copy of all certified mail receipts, a copy of Affidavit of Publication, and a copy
of the list of all persons to be served as received from the Borough. .**

EXHIBIT "C"

Notice of Decision

PLEASE TAKE NOTICE that on _____ the Planning Board of the Borough of Manasquan approved the application made by _____, the Applicants, for (bulk variances, use variances, site plan, subdivision including _____ etc... fill in nature of approvals as applicable) for the purpose of _____ (construct a house, renovate, construct an addition/improvements to an existing single family dwelling etc...) regarding property located at _____, Manasquan, NJ and identified on the Borough's tax map as Block _____, Lot _____. The Resolution memorializing the approval was adopted on or about _____ and is available for public inspection in the Office of the Planning Board, located in the Municipal Building, 201 East Main Street, Manasquan, New Jersey, 08736.

Date:

****THIS IS NOT LEGAL ADVICE JUST AN EXAMPLE OF WHAT NEEDS TO BE PUT IN THE NOTICE.**

CHAPTER 31 PLANNING BOARD**31-19 FEES a.****Fees for the Review of Development Applications**[Ord. No.
2328-20]

b.	c.	1.	Variance Applications	
		(a)	Applications made pursuant to N.J.S.A. 40:55D-70(a)	\$200
		(b)	Applications made pursuant to N.J.S.A. 40:55D-70(b)	\$200
		(c)	Applications made pursuant to N.J.S.A. 40:55D-70(c)	\$400
		(d)	Applications made pursuant to N.J.S.A. 40:55D-70(d)	\$700
		2.	Subdivision Applications	
		(a)	Minor subdivision	\$500
		(b)	Preliminary major subdivision	\$750
		(c)	Final major subdivision	\$250
		3.	Site Plan and Conditional Use Applications	
		(a)	Preliminary Site Plan	\$500
		(b)	Final Site Plan	\$300
		(c)	Site Plan - minor modification	\$300
		(d)	Conditional use	\$300
		4.	Modification of a prior development approval	\$300
			When an application involves more than 1 of the above categories, the application fee shall be the sum of all fees for each category involved in the application	
			More than 2 hearings or special meeting	\$1,000
			Initial deposits	
		1.	Application made pursuant to N.J.S.A. 40:55D-70(c) - not requiring an engineering review per Technical Review Committee	\$1,000
			N.J.S.A. 40:55D-70(d) - requiring an engineering review per Technical Review Committee	\$1,700

CHAPTER 31 PLANNING BOARD

- | | | | |
|----|----|--|---------|
| | 2. | Application made pursuant to N.J.S.A. 40:55D-70(d) | \$1,700 |
| | 3. | Minor Subdivision Application | \$1,700 |
| | 4. | Preliminary Major Subdivision Application | \$1,700 |
| | 5. | Final Major Subdivision Application | \$500 |
| | 6. | Preliminary Site Plan Application | \$1,700 |
| | 7. | Final Site Plan Application | \$500 |
| | 8. | Modification of a Site Plan | \$1,700 |
| | 9. | Appeal of Zoning Officer's Decision | \$1,500 |
| d. | | Appeal of Zoning Officer's Decision | |
| | 1. | Application Fee Made Pursuant to N.J.S.A. 40:55D-72(a) | \$250 |
| g. | | Tax Map Maintenance Fee | |
| | 1. | | |

Type of Application	Fee
Minor Subdivision (2 lots)	\$200
Final Major Subdivisions:	
Up to 6 lots	\$300
7 or more lots	\$400 + \$25 per lot
Consolidation subdivision	\$150
Site Plan for condominiums, townhouses or similar units	\$400 + \$25 per unit

31-22 LIST OF PROPERTY OWNERS FURNISHED	Certified list of the names and addresses of owners to whom an applicant is required to give notice	\$10 or \$0.25 per name - whichever is greater
31-26A TECHNICAL REVIEW COMMITTEE	Review	\$200
	Expedited processing	\$200

CHAPTER 32 LAND SUBDIVISION

32-8 SUBMISSION OF APPLICATION FOR MINOR SUBDIVISION	32-8.2 Preapplication Conference. Preapplication conference fee. Minor subdivision	\$125
32-10 PRELIMINARY APPROVAL PROCEDURE FOR MAJOR SUBDIVISIONS	32-10.6 Notice to Property Owners. Certified list of property owners	\$10 or \$0.25 per name - whichever is greater

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.