

PLANNING BOARD
CITY OF BRIGANTINE

INSTRUCTIONS
FOR
APPLYING TO THE BOARD

REV. 08/23/2023

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**CITY OF BRIGANTINE
PLANNING BOARD
1417 WEST BRIGANTINE AVENUE
BRIGANTINE, NJ 08203**

Dana Wineland, Secretary
(609) 266-7600 x 205

Mike Brindisi, Board Chairperson

Hance Jaquett, Board Solicitor
Cormac Morrissey, Board Engineer
Lance Landgraf, Board Planner

REVIEW POLICY

The Planning Board and its professionals will make every effort to afford applicants an expeditious review process. The Municipal Land Use Law provides for the following time limits:

Completeness determination	45 days
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Reviews:

Minor Subdivision	45 days
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Major Subdivision Preliminary:

10 lots or less	45 days
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Over 10 lots	95 days
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Major Subdivision Final	45 days
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Site Plan Preliminary:

Minor	45 days
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Major	95 days
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The submission deadline for applications to appear on an agenda is 7 days before the previous month's meeting date (**provided there is space on the desired agenda**). Applicants will be notified after their applications have been reviewed. Included in this application are checklists for your use. **EACH ITEM ON THE CHECKLIST MUST BE ADDRESSED OR THE APPLICATION WILL BE DEEMED INCOMPLETE.** All site plan checklists must be incorporated on the plan, indicating appropriate page to which the checklist applies.

If the application has been deemed incomplete, the reports will be sent to you indicating the revision or additional information needed. If the review committee decides to recommend that the Board deem the application complete, it will be placed on the next available Planning Board agenda for action. You will be notified of the meeting date and you must be present.

The Planning Board Meeting is the 4th Wednesday of each month at 6:00 p.m. in Council Chambers unless otherwise published. Please note that no new applications will be started after 9:30 p.m. No testimony will be heard after 10:00 p.m.

Dana Kabala, Secretary of the Planning Board

REVISED APPLICATION FORM
CITY OF BRIGANTINE, NEW JERSEY

Notice to Applicant: Please refer to page 30 of this application on how to submit this application.

1. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
2. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
5. Address of Subject Property: _____ Block _____ Lot _____
6. Requirement: Certificate of taxes paid - _____ yes _____ no
Notices sent out - _____ yes _____ no
Certificate of Ownership - _____ yes _____ no
7. Fees: City of Brigantine – Application Fee _____
City of Brigantine – Escrow Fee _____
8. Attach the following:
a. Original application _____
b. Previously approved site plans _____
c. Resolution _____
d. A new zoning schedule showing amended application in comparison with the previously approved application _____
9. Describe differences between originally approved application and proposed application: _____

10. Variance(s) Requested? _____ If yes, attach Variance Application Form

Signature of Applicant _____

**BRIGANTINE PLANNING/ZONING BOARD
APPLICATION FOR VARIANCE**

I. INFORMATION REGARDING THE APPLICANT:

1. Applicant's Name: _____
Street Address: _____
Telephone No: _____
Attorney's Name: _____
Attorney's Tele. No: _____
2. Applicant is the... (check one)
Owner _____
Tenant or Lessee _____
Purchaser under Contract _____
3. Applicant is... (check one)
An individual _____
A partnership (attach names and
Addresses of all persons having
A 10% interest or more in the
Partnership) _____
A corporation (attach names
And addresses of all persons
Having a 10% interest or
More in the corporation) _____

II. INFORMATION REGARDING THE PROPERTY:

1. Street Address: _____
2. Block No. _____ Lot No. _____
3. Zone District: _____
 - a. Have there been any previous Planning/Zoning Board hearings involving this matter?
Yes _____ No _____
If "yes", attach a copy of the written decision adopted by the applicable board.
 - b. Has there been any written correspondence to or from the Construction Code Office or
Zoning Office involving this property?
Yes _____ No _____
If "yes", attach a copy of the written decision adopted by the applicable board

4. Nature of Application (check appropriate items)

- a. Interpretation of development ordinance or map _____
- b. Appeal of action of administration officer _____
- c. Variance: "C" variance _____
"D" variance _____
"D" non-use variance _____
- d. Subdivision _____
- e. Site Plan _____
- f. Waiver of lot to abut street requirement _____
- g. Exception to the official map _____

5. Describe the present status of the property (i.e. vacant lot, single-family residence, commercial, etc.)

7. Set forth all of the variances requested, and all of the facts the applicant will rely upon to support each request for variance. Use additional sheets if necessary.

Variance requested: Relief from Section _____ of the
Zoning Ordinance which requires: _____

Reason for variance:

Signature of Applicant

SUPPLEMENTAL INSTRUCTIONS FOR APPLICANTS REQUESTING A VARIANCE TO BUILD ON UNDERSIZED LOTS

When a hardship application is made for a variance to build on an undersized lot (that is, on a lot that does not meet the current zoning requirements for frontage, depth and/or area), the applicant must be prepared to prove that the hardship is not self-created.

You are advised that a non-conforming lot which was created by an illegal subdivision may be considered by the Board as a self-created hardship even though the illegal subdivision was carried out by a previous owner and not by the present applicant.

On all applications involving an undersized lot, the applicant may be required to produce:

1. Proof that the subject lot is the result of a legally approved subdivision.
2. Proof that the subject lot was subdivided at a time when the resulting dimensions conformed with the then applicable zoning requirements, and further that since that time the subject lot has not been owned by the owner of record of any adjoining parcel.

Approved at the Regular Meeting of the Board of Adjustment
On February 1, 1982.

“C” VARIANCE PLAN CHECKLIST

BRIGANTINE PLANNING BOARD

“C” Variances are those involving area and bulk variances as defined in the Municipal Land Use Law (MLUL). The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS

**APPLICANT
USE**

**STAFF
USE**

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 50'.
2. Sheet size either 8' 1/2" x 14", 15" x 21" or 24" x 36"
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant where appropriate.
4. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Planning Board.

GENERAL INFORMATION

5. North arrow giving reference to meridian.
6. Scale of map, both written and graphic.
7. Property line shown in degree, minutes and seconds.
8. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor. All properties adjoining the tract and existing streets which border the tract, including street names.
10. Metes and bounds description of parcel in question based upon current land survey information.
Must be shown on plan -
11. Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.

“C” VARIANCE PLAN CHECKLIST
PAGE 2

APPLICANT <u>USE</u>	STAFF <u>USE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. Plan of proposed site improvements drawn to scale.
13. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.
14. Existing structures on adjoining lots with dimensions.
15. Architectural elevations and floor plans showing building configuration and layout.
16. Appropriate fees submitted.
17. Landscape Plan

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

“D” VARIANCE PLAN CHECKLIST

BRIGANTINE PLANNING BOARD

“D” Variances are those involving principle uses on parcels as defined in the Municipal Land Use Law (MLUL). The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS

**APPLICANT
USE**

**STAFF
USE**

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 50'.
2. Sheet size either 8' 1/2" x 14", 15" x 21" or 24" x 36"
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant where appropriate.
4. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Planning Board.

GENERAL INFORMATION

5. North arrow giving reference to meridian.
6. Scale of map, both written and graphic.
7. Property lines based on tax map data or survey.
8. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district. Must be shown on plan -
9. Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.
10. Conceptual plan of proposed site improvements drawn to scale.
11. Existing structures on adjoining lots with dimensions and uses.

“D” VARIANCE PLAN CHECKLIST
PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
12. Architectural elevations and floor plans showing building configuration and layout.	_____	_____
13. Appropriate fees submitted.	_____	_____
14. Copy of deed submitted.	_____	_____
15. Landscape Plan		

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

MINOR SITE PLAN REVIEW APPLICATION FORM
CITY OF BRIGANTINE, NEW JERSEY

Notice to Applicant: Please refer to page 30 of this application on how to submit this application.

Minor site plan is the development plan for ten (10) acres or less.

1. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
2. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Requirement: Certificate of taxes paid _____ yes _____ no
Notices sent out _____ yes _____ no
Certificate of Ownership _____ yes _____ no
5. Fees: City of Brigantine – Application Fee _____
City of Brigantine – Escrow Fee _____
6. Does this application constitute:
a. Continuation _____
b. New application _____
c. Resubmission of prior application _____
7. Site Plan Name _____
8. Location of Site:
Street or Road _____
Tax Map Sheet _____ Tax Map Block _____ Lot(s) _____
9. Area of Entire Tract _____
10. Present Use _____ Present Zoning District _____
11. Proposed Uses:
Residential _____ Number of dwelling units _____
Commercial _____ Number of commercial units _____
Industrial _____ Number of industrial units _____
12. Zoning schedule included on site plan? _____
13. Variance(s) Requested? _____ If yes, attach Variance Application Form
14. Atlantic County Approval Required? _____ Status _____
15. NJDEP, DWR Approval Required? _____ Status _____
16. NJDEP, DCR Approval Required? _____ Status _____
17. Cape-Atlantic Soil Conservation District Approval Required? _____ Status _____
18. Has this application ever been presented before the Planning Board? _____

Signature of Applicant _____

MINOR SITE PLAN CHECKLIST

BRIGANTINE PLANNING BOARD

Minor site plans shall be those sites with a lot area of 10,000 square feet or less. The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS

APPLICANT
USE

STAFF
USE

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 50'.
2. Key map showing the location of the property in relation to all properties adjoining the tract and existing streets which border the tract, including street names.
3. The zoning district and zoning requirements.
4. North arrow and graphic scale.

GENERAL INFORMATION

Must be shown on plan -

5. Name and address of owner and applicant and owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.
6. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. land surveyor, engineer, Planner or architect as required by State regulation.
7. Existing conditions of the property being developed, including a map of property prepared and certified by a New Jersey licensed professional land surveyor.
8. Architectural floor plans showing building configuration and layout.
9. Plan of proposed site improvements, including parking areas, landscaping, utility connections, lighting, sign information and noise control in accordance with municipal ordinances.
10. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.

MINOR SITE PLAN CHECKLIST
PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
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- | | | |
|--|-------|-------|
| 11. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all proposed landscaping, planting details and maintenance notes shall be included. | _____ | _____ |
| 12. Lighting and signage plan showing the locations of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards and lighting pattern superimposed onto the plan and noted in footcandles. | _____ | _____ |
| 13. A copy of deed and any existing and/or proposed protective covenants, deed restrictions applying to the subject site shall be submitted with the plan. | _____ | _____ |
| 14. Appropriate fees submitted. | _____ | _____ |
| 15. Landscape Plan | | |

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

MINOR SUBDIVISION REVIEW APPLICATION FORM
CITY OF BRIGANTINE, NEW JERSEY

Notice to Applicant: Please refer to page 30 of this application on how to submit this application.

Minor subdivision is the development plan for ten (10) acres or less with no improvements proposed in the public right of way and no creation of a new street.

1. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
2. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Requirement: Certificate of taxes paid _____ yes _____ no
Notices sent out _____ yes _____ no
Certificate of Ownership _____ yes _____ no
5. Fees: City of Brigantine – Application Fee _____
City of Brigantine – Escrow Fee _____
6. Does this application constitute:
a. Continuation _____
b. New application _____
c. Resubmission of prior application _____
7. Site Name _____
8. Location of Site:
Street or Road _____
Tax Map Sheet _____ Tax Map Block _____ Lot(s) _____
9. Area of Entire Tract _____
Number of Existing Lots _____ Number of Proposed Lots _____
10. Present Use _____ Present Zoning District _____
11. Zoning schedule included on subdivision plan? _____
13. Variance(s) Requested? _____ If yes, attach Variance Application Form
14. Atlantic County Approval Required? _____ Status _____
15. NJDEP, DWR Approval Required? _____ Status _____
16. NJDEP, DCR Approval Required? _____ Status _____
17. Cape-Atlantic Soil Conservation District Approval Required? _____ Status _____

Signature of Applicant _____

MINOR SUBDIVISION CHECKLIST

BRIGANTINE PLANNING BOARD

A minor subdivision shall contain no more than 3 lots and be on an improved street with adequate drainage. The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS

APPLICANT
USE

STAFF
USE

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 100'.
2. Sheet size either 15" x 21", 24" x 36" or 30" x 42".

GENERAL INFORMATION

3. Metes and bounds description of parcel in question based upon current land survey information.
4. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.
5. Key map showing the location of the tract to be considered in relation to surrounding area, within 200 feet.
6. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.
7. Each block and lot numbered in conformity with the municipal tax map as determined by the Municipal Tax Assessor.
8. Scale of map both written and graphic.
9. North arrow giving reference meridian.
10. Space for signatures of Chairman and Secretary of the Planning Board and the Planning Board Engineer.
11. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. land surveyor, engineer, planner or architect as required by State regulation.

MINOR SUBDIVISION CHECKLIST
PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
12. Existing conditions of the property being developed, including a map of property prepared and certified by a New Jersey licensed professional land surveyor.	_____	_____
Must be shown on plan -	_____	_____
13. Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.	_____	_____
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	_____	_____
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio and density, both as required and proposed. Indicate the above both written and graphically.	_____	_____
16. Acreage of affected parcel to the nearest hundredth of an acre.	_____	_____
17. Number of lots following the subdivision including areas in acres if one acre or over or in square feet if under one acre.	_____	_____
18. The plat shall conform to the Map Filing Law.	_____	_____
19. A copy of the deed and any existing and/or proposed protective covenants, deed restrictions applying to the subject site shall be submitted with the plan.	_____	_____
20. Appropriate fees submitted.	_____	_____
21. Landscape Plan	_____	_____

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

MAJOR SITE PLAN REVIEW APPLICATION FORM
CITY OF BRIGANTINE, NEW JERSEY

_____ PRELIMINARY

_____ FINAL

Notice to Applicant: Please refer to page 30 of this application on how to submit this application.

Major site plan is the development plan for more than ten (10) acres.

1. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
2. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Requirement: Certificate of taxes paid _____ yes _____ no
Notices sent out _____ yes _____ no
Certificate of Ownership _____ yes _____ no
5. Fees: City of Brigantine – Application Fee _____
City of Brigantine – Escrow Fee _____
6. Does this application constitute:
a. Continuation _____
b. New application _____
c. Resubmission of prior application _____
7. Site Plan Name _____
8. Location of Site:
Street or Road _____
Tax Map Sheet _____ Tax Map Block _____ Lot(s) _____
9. Area of Entire Tract _____
10. Present Use _____ Present Zoning District _____
11. Proposed Uses:
Residential _____ Number of dwelling units _____
Commercial _____ Number of commercial units _____
Industrial _____ Number of industrial units _____
Other _____ Number of other units _____
12. Zoning schedule included on site plan? _____
13. Variance(s) Requested? _____ If yes, attach Variance Application Form
14. Atlantic County Approval Required? _____ Status _____
15. NJDEP, DWR Approval Required? _____ Status _____
16. NJDEP, DCR Approval Required? _____ Status _____
17. Cape-Atlantic Soil Conservation District Approval Required? _____ Status _____
18. Has this application ever been presented before the Planning Board? _____

Signature of Applicant _____

MAJOR SITE PLAN CHECKLIST

BRIGANTINE PLANNING BOARD

Major site plans shall be those sites with a lot area in excess of 10,000 square feet. The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS	APPLICANT <u>USE</u>	STAFF <u>USE</u>
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 100'.	_____	_____
2. Sheet size either 15" x 21", 24" x 36" or 30" x 42".	_____	_____
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.	_____	_____
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.	_____	_____
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans involving stormwater detention facilities; or traversed by a water course.	_____	_____
6. Key map at a scale of either 1" = 1000' or 1" = 2000', showing the entire site and its relation to surrounding areas within 2000'. Such map shall show all existing land uses within 500' of the subject site.	_____	_____
7. The zoning district and zoning requirements.	_____	_____
8. North arrow and graphic scale. Must be shown on plan -	_____	_____
9. Name and address of owner and applicant and owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.	_____	_____
10. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. land surveyor, engineer, planner or architect as required by State regulation.	_____	_____

MAJOR SITE PLAN CHECKLIST

PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
11. Map must include provisions for signatures of the Planning Board Chairman, Secretary and the Planning Board Engineer.	_____	_____
12. A survey of the property prepared by a New Jersey licensed land surveyor with bearings and distances provided for all property lines.	_____	_____
13. Existing and proposed elevations and contours, at one (1) foot intervals to determine the natural drainage of the land.	_____	_____
14. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed. Show setbacks to adjacent structures.	_____	_____
15. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.	_____	_____
16. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all proposed landscaping, planting details and maintenance notes shall be included.	_____	_____
17. Lighting and signage plan showing the locations of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards and lighting pattern superimposed onto the plan and noted in footcandles.	_____	_____
18. Site characteristics map showing the location of existing and proposed property lines, streets, street names, watercourses, railroads, bridges, culverts, easements, rights-of-way and any natural features such as wooded areas, streams, wetlands. All historically, culturally and archaeologically significant structures or resources shall be shown.	_____	_____
19. The location of all wetland areas and required wetland transition areas or buffers within the proposed development as required pursuant to the "New Jersey Freshwater Wetlands Protection Act" or a letter from the NJDEP indicating that the proposed site plan does not require a wetlands delineation.	_____	_____
20. A copy of deed and any existing and/or proposed protective covenants, deed restrictions applying to the subject site shall be submitted with the plan.	_____	_____

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
21. A stormwater management plan, calculations and information in accordance with Section 198-72 of the Land Use Ordinance.	_____	_____
22. A sewer and water report containing an explanation of plans to tie into existing sewer and water facilities including the status of efforts to have such tie-ins approved by the appropriate authorities. Based on the capacities of existing sewer and water systems, the applicant shall, if pertinent, describe what improvements shall be implemented to meet the anticipated demands.	_____	_____
23. A utilities plan at the same scale of the site plan showing water and sewer mains, gas transmission lines and electric service lines within 200' of the site.	_____	_____
24. Plan of proposed site improvements, including parking areas, landscaping, utility connections, lighting, sign information and noise control in accordance with municipal ordinances.	_____	_____
25. Profiles of all proposed streets indicating grading and cross-sections showing widths of roadway and width and location of sidewalks.	_____	_____
26. Locations and dimensions of curb cuts affording vehicular access to public rights-of-way.	_____	_____
27. Design of off-street parking and loading areas, showing size and location of bays, aisles, barriers and parking spaces.	_____	_____
28. Appropriate fees submitted.	_____	_____
29. Landscape Plan		

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

MAJOR SUBDIVISION REVIEW APPLICATION FORM
CITY OF BRIGANTINE, NEW JERSEY

_____ PRELIMINARY

_____ FINAL

Notice to Applicant: Please refer to page 30 of this application on how to submit this application.

Major subdivision is the development plan for more than ten (10) acres with no improvements proposed in the public right of way and no creation of a new street.

1. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
2. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Requirement: Certificate of taxes paid _____ yes _____ no
Notices sent out _____ yes _____ no
Certificate of Ownership _____ yes _____ no
5. Fees: City of Brigantine – Application Fee _____
City of Brigantine – Escrow Fee _____
6. Does this application constitute:
a. Continuation _____
b. New application _____
c. Resubmission of prior application _____
7. Site Name _____
8. Location of Site:
Street or Road _____
Tax Map Sheet _____ Tax Map Block _____ Lot(s) _____
9. Area of Entire Tract _____
Number of Existing Lots _____ Number of Proposed Lots _____
10. Present Use _____ Present Zoning District _____
11. Zoning schedule included on subdivision plan? _____
13. Variance(s) Requested? _____ If yes, attach Variance Application Form
14. Atlantic County Approval Required? _____ Status _____
15. NJDEP, DWR Approval Required? _____ Status _____
16. NJDEP, DCR Approval Required? _____ Status _____
17. Cape-Atlantic Soil Conservation District Approval Required? _____ Status _____

Signature of Applicant _____

MAJOR SUBDIVISION CHECKLIST

BRIGANTINE PLANNING BOARD

A minor subdivision shall contain no more than 3 lots and be on an improved street with adequate drainage. The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS

APPLICANT
USE

STAFF
USE

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 100'.
2. Sheet size either 15" x 21", 24" x 36" or 30" x 42".

GENERAL INFORMATION

3. Metes and bounds description of parcel in question based upon current land survey information.
4. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.
5. Key map showing the location of the tract to be considered in relation to surrounding area, within 200 feet.
6. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment.
7. Each block and lot numbered in conformity with the municipal tax map as determined by the Municipal Tax Assessor.
8. Scale of map both written and graphic.
9. North arrow giving reference meridian.
10. Space for signatures of Chairman and Secretary of the Planning Board and the Planning Board Engineer.
11. A copy of deed and any existing and/or proposed protective covenants, deed restrictions applying to the subject site shall be submitted with the plan.

MAJOR SUBDIVISION CHECKLIST
PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
--	-------------------------	---------------------

- | | | |
|--|-------|-------|
| 12. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. land surveyor, engineer, planner or architect as required by State regulation. | _____ | _____ |
| 13. Existing conditions of the property being developed, including a map of property prepared and certified by a New Jersey licensed professional land surveyor.
Must be shown on plan - | _____ | _____ |
| 14. Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor. | _____ | _____ |
| 15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places. | _____ | _____ |
| 16. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio and density, both as required and proposed. Indicate the above both written and graphically. | _____ | _____ |
| 17. Acreage of affected parcel to the nearest hundredth of an acre. | _____ | _____ |
| 18. Number of lots following the subdivision including areas in acres if one acre or over or in square feet if under one acre. | _____ | _____ |

NATURAL FEATURES

- | | | |
|---|-------|-------|
| 19. Topography of the site and within 200' thereof. | _____ | _____ |
| 20. Contours shown at 1' intervals. | _____ | _____ |
| 21. Flood plains. | _____ | _____ |
| 22. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines. | _____ | _____ |
| 23. All areas to be disturbed by grading or construction. | _____ | _____ |

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET

- | | | |
|---|-------|-------|
| 24. Location of existing structures and their setbacks from existing and proposed property lines. | _____ | _____ |
|---|-------|-------|

MAJOR SUBDIVISION CHECKLIST
PAGE 3

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
25. Location of existing easements or rights-of-way.	_____	_____
26. Location of existing bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract.	_____	_____
27. Plans and profiles of proposed utility layouts, such as sewers, stormdrains, water, gas, communications and electric showing feasible connections to existing or proposed utility systems.	_____	_____
28. Location and description of monuments whether set or to be set.	_____	_____
29. Location, names and widths of all existing and proposed streets on the property and within 200' of the tract.	_____	_____
30. Required road dedication.	_____	_____
MISCELLANEOUS		
31. Proposed sight easements where required.	_____	_____
32. Proposed drainage easements where required.	_____	_____
33. Natural Resource Inventory information including:	_____	_____
a. Soil types as shown on the current Soil Conservation Survey maps.	_____	_____
b. Soil depth to restrictive layers.	_____	_____
c. Permeability of the soil by layer.	_____	_____
d. Height of soil water table.	_____	_____
e. Flood plan soil.	_____	_____
f. Soil limitations.	_____	_____
g. Erosion hazard.	_____	_____

MAJOR SUBDIVISION CHECKLIST
PAGE 4

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
34. Landscaping plan including the types, quality and size and location of all proposed vegetation.	_____	_____
35. Soil Erosion and Sediment Control Plan consistent with the Cape-Atlantic Soil Conservation District requirements.	_____	_____
36. Design calculations showing drainage facilities to be in accordance with the appropriate drainage run-off requirements.	_____	_____
37. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of site other than residential shall be noted.	_____	_____
38. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	_____	_____
39. Appropriate fees submitted.	_____	_____
40. Landscape Plan		

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

CONDITIONAL USE APPLICATION FORM
CITY OF BRIGANTINE, NEW JERSEY

Notice to Applicant: Please refer to page 30 of this application on how to submit this application.

1. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
2. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Person Preparing Plan _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Requirement: Certificate of taxes paid _____ yes _____ no
Notices sent out _____ yes _____ no
Certificate of Ownership _____ yes _____ no
5. Fees: City of Brigantine – Application Fee _____
City of Brigantine – Escrow Fee _____
6. Does this application constitute:
a. Continuation _____
b. New application _____
c. Resubmission of prior application _____
7. Site Plan Name _____
8. Location of Site:
Street or Road _____
Tax Map Sheet _____ Tax Map Block _____ Lot(s) _____
9. Area of Entire Tract _____
10. Present Use _____ Present Zoning District _____
11. Proposed Uses:
Residential _____ Number of dwelling units _____
Commercial _____ Number of commercial units _____
Industrial _____ Number of industrial units _____
12. Zoning schedule included on site plan? _____
13. Variance(s) Requested? _____ If yes, attach Variance Application Form
14. Atlantic County Approval Required? _____ Status _____
15. NJDEP, DWR Approval Required? _____ Status _____
16. NJDEP, DCR Approval Required? _____ Status _____
17. Cape-Atlantic Soil Conservation District Approval Required? _____ Status _____
18. Has this application ever been presented before the Planning Board? _____

Signature of Applicant _____

CONDITIONAL USE APPROVAL CHECKLIST

BRIGANTINE PLANNING BOARD

The following checklist is designed to assist applicants in preparing plans for Planning Board review. The Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. If the Applicant wishes to request a waiver for a particular item, a written request for each waiver must accompany the application. Items omitted will delay consideration by the Board.

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION.

PLAT SPECIFICATIONS	APPLICANT <u>USE</u>	STAFF <u>USE</u>
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" equals 100'.	_____	_____
2. Sheet size either 15" x 21", 24" x 36" or 30" x 42".	_____	_____
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.	_____	_____
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.	_____	_____
5. Key map at a scale of either 1" = 1000' or 1" = 2000', showing the entire site and its relation to surrounding areas within 200'. Such map shall show all existing land uses within 500' of the subject site.	_____	_____
6. The zoning district and zoning requirements.	_____	_____
7. North arrow and graphic scale. Must be shown on plan -	_____	_____
8. Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.	_____	_____
9. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. land surveyor, engineer, planner or architect as required by State regulation.	_____	_____
10. Map must include provisions for signatures of Chairman and Secretary of the Planning Board.	_____	_____
11. A survey of the property prepared by a New Jersey licensed land surveyor with bearings and distances provided for all property lines.	_____	_____

CONDITIONAL CHECKLIST
PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
12. Existing and proposed elevations and contours, at 1' intervals to determine the natural drainage of the land.	_____	_____
13. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed. Setbacks to structures on adjacent lots.	_____	_____
14. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.	_____	_____
15. A copy of the deed and any existing and/or proposed protective covenants, deed restrictions applying to the subject site shall be submitted with the plan if applicable.	_____	_____
16. Appropriate fees submitted.	_____	_____
17. Copy of deed submitted with application.	_____	_____
18. Landscape Plan		

M/S – MUST SUBMIT

M/C – MUST COMPLY

R/W – REQUEST A WAIVER

N/A – NOT APPLICABLE

INSTRUCTIONS FOR PROCESSING APPLICATIONS

CITY OF BRIGANTINE PLANNING BOARD

All Applicants must comply strictly with the following instructions for processing of applications before the Brigantine Planning Board. If, after reviewing these instructions, the Applicant has further questions, he should consult Ordinance No. 1 of 1977, Ordinance No. 22 of 1978, as amended (copies of which are available in the City Clerk's Office), and the New Jersey Municipal Land Use Law, N.J.S.A. 40:55 D-1, et seq, or seek the advice of an attorney.

The Planning Board is empowered by law to exercise its power in regard to applications for development, subdivision control, site plan review, variances, certain building permits in conjunction with subdivision, site plan and conditional use approval.

The Applicant must contact the Planning Board Secretary stating the nature of the request as follows: (a) minor subdivision, (b) major subdivision, (c) minor site plan, (d) major site plan (indicating whether (a) through (d) are preliminary or final), (e) classification for major subdivision, (g) pre-application review, (h) interpretation of the ordinance, or (i) variance. The Secretary will attempt to schedule the hearing for the next regular meeting of the Board taking into account the number of applications already scheduled and the strict notice requirements which are described below.

The Applicant should pick up copies of the application forms from the City Manager's Office in Brigantine City Hall. In particular, the Applicant should describe in detail the nature of the request, what action he proposes to take, and if applicable, what provisions of the Brigantine Zoning Ordinance he requests a variance from and the reasons why he feels he is entitled to the variance. The application forms must be signed by the Applicant and where applicable, the truth of the statements contained therein sworn to be true before a notary public, who must also sign the application and affix the notary seal and stamp thereto. As part of the application, the Applicant must provide copies of any correspondence the Applicant has had with the City Zoning office or Construction Code office.

If a variance is being requested, the Applicant should at this time, request from the Tax Assessor's Office a certified list of names and addresses of all owners of property located within two hundred (200) feet in all directions of the property which is the subject of the application. The Tax Assessor shall within seven (7) working days make and certify a list from the current tax duplicates of names and addresses to whom the Applicant is required to file notice. A fee of \$10.00 will be charged by the Tax Assessor for preparation of this list and payment should be made by cash or check made payable to the City of Brigantine. The Applicant shall be entitled to rely upon the information contained in said list and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

Public notice of a hearing, in accordance with 40:55-12, on an application for development shall be given except as delineated in the Municipal Land Use Law. Notice of a hearing requiring public notice shall be given to the owners of all real property as shown on the current tax duplicate located in the City within two hundred (200) feet in all directions of the property which is the subject of the hearing. Notice shall be given by (1) serving a copy thereof on the property owner or his agent in charge of the property, or (2) mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. Notice of hearings on applications for development involving property located within 200 feet on any adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality. Notice of a

hearing on an application for development of property adjacent to an existing County road shall be given to the County Planning Board. When applicable, the Applicant shall file an affidavit of proof of service with the Planning/Zoning Board. All notices shall be given at least ten (10) days before the scheduled date of the hearing. However, you may not notice until you have received confirmation from the Board Secretary that you are actually scheduled for a particular meeting date.

The Applicant should file three (3) copies of the application with the Secretary of the Board along with three (3) copies of all pertinent plans, together with checks made payable to the City of Brigantine, (one check for the City fees labeled application fees and one check for the engineer's and planner's fees labeled escrow fees) covering the appropriate fees (see fee schedule) by the deadline for the desired meeting date. The review committee will then review the submission and either deem it incomplete or able to be recommended to the Board for completeness on the night of the hearing. If the committee is going to recommend that the Board deem your application complete, you will then have a determined amount of days to submit an additional 21 copies of the application package if no corrections are required. If corrections or additional information is required, an additional 24 copies of the complete application must be submitted. The first 3 packages and the additional 21 packages **MUST** be submitted in the manner explained below:

ALL PLANS MUST BE FOLDED (MAXIMUM SIZE - 9" X 12") AND ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE INCLUDED INDIVIDUALLY WITH EACH SET OF PLANS. EACH PACKAGE MUST BE IN ITS OWN ENVELOPE (LEAVE UNSEALED) ADDRESSED TO THE PROPER BOARD MEMBER OR CITY OFFICIAL. POSTAGE MUST BE INCLUDED ON EACH ENVELOPE UNLESS OTHERWISE NOTED. (SEE NEXT THREE PAGES FOR NAMES).

One copy of the complete package shall be on file and available for public review during normal business hours in the Brigantine Tax Collectors Office at City Hall. (The Board Secretary will take care of delivering these.) The Applicant may produce other documents, records or testimony at the hearing to substantiate, clarify or supplement the previously filed plans, maps or documents.

**THE APPLICANT MUST PROVIDE SEPARATE PACKAGES ADDRESSED TO THE
FOLLOWING PEOPLE WITH THE FOLLOWING CONTENTS:**

The initial 3 application packages are to be submitted to:

	PLANS	APPLIC- ATIONS	PARKING & DENSITY CALCS.	DRAINAGE CALCS.(IF REQUIRED)	POSTAGE RE- QUIRED
DANA WINELAND SECRETARY BRIG. PLANNING BOARD 1417 W. BRIGANTINE AVE. TAX COLLECTOR OFFICE BRIGANTINE, NJ 08203	1	1	1		NO
CORMAC MORRISSEY, P.E. DIXON ASSOCIATES, ENG 335 E. JIM LEEDS RD GALLOWAY, NJ 08205	1	1	1	1	YES
LANCE LANDGRAF, PLANNER 9 South Harvard Avenue Ventnor, NJ 08406	1	1	1	1	YES

**The following names are recipients of the 21 application packages
submitted after review:**

VINCE SERA, MAYOR 1417 W. BRIGANTINE AVE. BRIGANTINE, NJ 08203	1	1	-	-	NO
PAUL LETTIERI COUNCIL 1417 W BRIGANTINE AVE BRIGANTINE NJ 08203	1	1	-	-	NO
TIGER PLATT, CITY MANAGER 1417 W BRIGANTINE AVE BRIGANTINE NJ 08203	1	1	1		NO
POLICE CHIEF RICH CASAMENTO 1417 W.BRIGANTINE AVE. BRIGANTINE, NJ 08203	1	1	-	-	NO

	PLANS	APPLIC- ATIONS	PARKING & DENSITY CALCS.	DRAINAGE CALCS.(IF REQUIRED)	POSTAGE RE- QUIRED
PAUL FULLER FIRE CHIEF 1417 W. BRIGATINE AVE BRIGAITNE, NJ 08203	1	1	-	-	NO
JOHN DORING, SUPERINTENDENT PUBLIC WORKS DEPT. 3605 BAYSHORE AVE. BRIGANTINE, NJ 08203	1	1			NO
MARK COYNE ZONING OFFICIAL 1417 W. BRIGANTINE AVE. BRIGANTINE, NJ 08203	1	1	1		NO
BARBARA SACCOCCIA TAX ASSESSOR 1417 W BRIGANTINE AVE BRIGANTINE NJ 08203	1	1	-	-	NO
HANCE JAQUETT, SOLICITOR 13 Caledonia Drive OCEAN View, NJ 08230	1	1	-	-	YES
CHASER GAFFNEY 4400 Atl-Brigantine Blvd. BRIGANTINE, NJ 08203	1	1	-	-	YES
MICHAEL BRINDISI, CHAIRPERSON 2901 REVERE BLVD BRIGANTINE, NJ 08203	1	1	-	-	YES
TREVOR COHEN 608 BOBBY JONES ROAD BRIGANTINE, NJ 08203	1	1	-	-	YES
DORIE HERNDON 902 NORTH SHORE DR. BRIGANTINE, NJ 08203	1	1	-	-	YES
FRANK ALBERTI VICE CHAIRMAN 4205 ATL-BRIGANTINE BLVD BRIGANTINE, NJ 08203	1	1	-	-	YES

	PLANS	APPLIC- ATIONS	PARKING & DENSITY CALCS.	DRAINAGE CALCS.(IF REQUIRED)	POSTAGE RE- QUIRED
RALPH PALATUCCI 314 17 TH STREET SOUTH BRIGANTINE, NJ 08203	1	1	-	-	YES
MARIA SACCO HANDLE 1300 VARDON CIRCLE BRIGANTINE, NJ 08203	1	1	-	-	YES
EUGENE NACE (Alt. #1) 1104 FOWNES AVE. BRIGANTINE, NJ 08203	1	1	-	-	YES
FRAN CHAMBERS (ALT. #2) 100 HEALD ROAD BRIGANTINE, NJ 08203	1	1	-	-	YES
JAY FERREIRA (ALT #3) 601 E. BEACH AVE. BRIGANTINE, NJ 08203	1	1	-	-	YES
DINO FANZO (ALT. #4) 4 SHERIDAN PLACE BRIGANTINE, NJ 08203	1	1	-	-	YES

In accordance with 40:44:12 of the Municipal Land Use Law, ten (10) days before the hearing, the Applicant shall cause notice of an application requiring public notice to be published in a legal newspaper of general circulation in the City of Brigantine or the Atlantic City Press. The Applicant should contact the newspaper at least seventeen (17) days prior to the hearing in order to determine the newspaper's particular requirements and deadline for submitting copy. Thereafter, the Applicant should provide the newspaper with notice in the same form as the Notice of Application to Interested Parties, which is attached to these instructions.

When applicable, at least three (3) days before the date of hearing, the Applicant shall submit to the Secretary of the Planning Board an affidavit of Proof of Service according to the form attached to these instructions. The Applicant shall attach to the affidavit all certified mail receipts of Notice to Interested Parties and the Affidavit of Publication from the newspaper. If the Affidavit of Publication has not yet been received at the time, it may be forwarded to the Secretary of the Board upon receipt by the Applicant or at the hearing.

At least three (3) days prior to the date of hearing, the Applicant shall forward to the Secretary of the Board, proof that no taxes or assessments for local improvements are due on the property which is the subject of the application. Such proof shall be in the form of a copy of a receipted tax bill for the current tax quarter or a signed statement from the City Tax Collector that there are no taxes or municipal assessments due on the property through the current tax quarter.

At the request of the Applicant, the Planning Board shall grant a pre-application review. This is an informal, non-binding review of a concept plan for development for which the Applicant intends to prepare and submit an application for development. The Applicant shall submit a letter of request to the Planning Board Secretary identifying the proposed development and location. The Secretary shall schedule the review as soon as practical. In accordance with 40:55D 10.1 of the Municipal Land Use Law, the Applicant may be required to submit fees for an informal review. The Applicant shall not be bound by any concept plan for which review is requested and the Planning Board shall not be bound by any such review.

The Applicant or Attorney shall appear before the Board to present proof and answer questions in support of the application at the time and place of hearing. If the Applicant is a corporate applicant, he or she must be represented by an attorney.

If the Applicant is the Holder of Contract to Purchase from Owner, he or she must present a copy of the contract to the Planning Board Solicitor at the hearing for Board review.

If the above conditions are not met, the Board will not consider the application to be complete and will not consider the matter on the date set for hearing. The application will be postponed until all requirements are met. However, should the public hearing date be formally scheduled prior to the discovery of the discrepancy, the Applicant or his attorney shall meet with the Board at the appointed time and place to explain said delay to the public in attendance.

For a verbatim recording of the proceedings, the City of Brigantine shall record the hearings by mechanical or electronic means. The Applicant has the right to record the proceedings by the use of a stenographer at his or her expense.

Each decision of any application for development, appeal of decision of the Zoning Officer, request for interpretation of the zoning map or ordinance or hardship variance shall be reduced to writing and shall include findings of fact and conclusions based thereon. The Board shall condition any approval that it grants upon approval of the County, State and or Federal Agency as appropriate. A copy of the resolution, conditions of approval, variances granted, etc. shall be forwarded to the Construction Officer. The written decision and findings and conclusions of an Applicant not represented by counsel before the Board shall be provided as soon as practical by the Planning/Zoning Board Solicitor to the Construction Officer. Building permits will not be issued by the Construction Officer prior to receipt of the Board's decision. All approvals shall remain valid only so long as the information and conditions on which the approval was based are maintained.

The City of Brigantine Beach
Land Development Application Fees
March 21, 2022

CATEGORY	APPLICATION FEE	ESCROW FEE
----------	-----------------	------------

Minor Subdivision		
Minor Subdivision	\$350	\$2,500
Amendment	\$250	\$1,500
Hardship 'C' Variance	\$50 per Variance	\$300 per Variance
Plot Plan Review		\$500
Administrative Tax Map Fee		\$50 per lot

Major Subdivision		
Preliminary	\$400 plus \$50 per Lot	\$5,000
Hardship 'C' Variance	\$50 per Variance	\$300 per Variance
Amendment	\$100	\$1,000
Final	\$400 plus \$50 per Lot	\$4,000
Extension	\$100	\$500
Plot Plan Review		500 plus \$50 per Lot
Administrative Tax Map Fee		\$50 per lot

Minor Site Plan		
Minor Site Plan	\$750	\$3,500
Hardship 'C' Variance	\$50 per Variance	\$300 per Variance
Compliance Review		\$500

Major Site Plan		
Preliminary	\$750	\$5,000
Final	\$400	\$4,000
Amendments	\$100	\$1,000
Extension	\$100	\$500
Hardship 'C' Variance	\$50 per Variance	\$300 per Variance
Compliance Review		\$1,500

Variances		
Appeals, NJSA 40:55-70a	\$350	\$1,500
Interpretations, NJSA 40:55-70b	\$350	\$1,500
Variances, NJSA 40:55-7c	\$200 + \$50 per Variance	\$1,000 + \$300 per Variance
Variances, NJSA 40:55-70d	\$400	\$1,500
Compliance Review		\$500

**The City of Brigantine Beach
Land Development Application Fees
March 21, 2022**

Miscellaneous		
Conditional Use Permit	\$250	\$1,000
Conceptual Development Meeting	\$250	\$1,000
Administrative Review	\$200	\$1,500
Publication o Final Decision	\$50 plus Direct Costs	
Construction and Sand Moving Permit	\$500	5% of Construction Costs
		\$250 plus \$100 per additional boring/test pit
Soil Boring/Test Pits Witnessing	\$50	

Notes:

1. The City Engineer's inspection fee for all improvements that must conform to the City requirements shall be based on 3% of the construction cost. The inspection fee shall be paid as described above for application fees, through the City Treasurer but drawn to the account of the City Engineer. This fee must be paid before final approval of the project.
2. All notices for publication of hearings will be arranged for and paid by the Applicant or the Applicant's Agent.
3. Notices of publication of final decisions will be published in the approved publication by the Secretary of the Planning Board.

NOTE #1:

The City Engineer's inspection fees for all improvements that must conform to City requirements shall be based on 5% of the construction cost used for the performance bond. This inspection fee shall be paid as described above for engineering application fees, that is, through the City Treasurer but drawn to the account of the City Engineer. This fee must be paid before final approval of the project.

NOTE #2:

All notices for publication of hearings will be arranged by and paid by the Applicant or his agent.

NOTE #3:

Notices of publication of final decisions will be published in the approved publications by the Secretary of the Planning Board.

**PLANNING BOARD
NOTICE OF HEARING TO INTERESTED PARTIES**

To Whom It May Concern:

In compliance with Section 6 of Ordinance No. 1 of 1977, of the City of Brigantine, Atlantic County, New Jersey, notice is hereby served upon you that the undersigned proposes to apply to the Planning Board for:

_____ Major Subdivision	_____ Minor Subdivision
_____ Major Site Plan	_____ Minor Site Plan
_____ Conditional Use	_____ "C" Variance
_____ Appeal from a decision of the Building Inspector	_____ "D" Variance

The property which is the subject of this application is located at _____
(street address)
_____, also being known as lot(s) _____
_____ in Block (s) _____, Brigantine tax map.

This relief is being sought for the following reasons and any and all variances that may be required:
(Applicant must specify the proposed development and the purpose of the application.)

All interested parties will have an opportunity to be heard at the hearing of this application scheduled for _____
(date)
_____ at 6:00 p.m. in the Council Chambers of Brigantine City Hall, 1417 West
Brigantine Avenue, Brigantine, NJ.

All documents related to this application may be inspected by the public in the Tax Collectors Office in City Hall during regular business hours.

Name of Applicant

Address for billing

Telephone number of Applicant

**CITY OF BRIGANTINE
PLANNING BOARD
AFFIDAVIT OF PROOF OF SERVICE**

STATE OF NEW JERSEY:

s.

COUNTY OF ATLANTIC:

_____, of full age, being duly sworn according to law
(Print Applicant's Name)

deposes and says that he/she has applied to the City of Brigantine Planning Board for relief involving premises located at: _____, also being known as Lot(s) _____ in Block _____ on the Brigantine Tax Map.

Deponent states that he/she has provided notice of this application to all interested parties in the following manner:

(1) Notice of this hearing was published in the _____
(name of newspaper)

on _____. A copy of the published notice is attached to this affidavit.
(date of publication)

(2) Notice of this hearing, a copy of which is attached to this Affidavit was forwarded by personal service or by Certified Mail to all property owners within 200 feet and to any agency entitled to notice according to law. Copies of all Certified Mail receipts are attached to this Affidavit.

Deponent states that the above statements are true and that, if any statement made is willfully false, the Applicant is subject to punishment according to law.

Sworn to and subscribed
Before me this _____ day
Of _____, 200_

Notary Public

Applicant

III. AFFIDAVIT OF OWNER/APPLICANT

State of New Jersey:

AFFIDAVIT

SS:

County of Atlantic:

I do depose upon my oath and state:

1. I am the legal or equitable owner of the property subject of this application.
2. The statements made by me and the statements and information contained in the papers submitted in connection with this application are true.
3. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

APPLICANT'S SIGNATURE

Sworn to and subscribed before me

This _____ day of _____, 20_____.

NOTARY PUBLIC

NOTARY SEAL

ZONING SCHEDULE

MUST BE SUBMITTED WITH APPLICATION.

ZONE		PERMITTED OR REQUIRED	EXISTING CONDITIONS	PROPOSED IMPROVEMENTS	STATUS
USE					
LOT AREA					
LOT FRONTAGE					
LOT DEPTH					
SETBACKS	FRONT				
	FIRST SIDE				
	SECOND SIDE				
	REAR				
BUILDING HEIGHT					
BUILDING COVERAGE					
TOTAL SITE COVERAGE					
PARKING SPACES					
NUMBER OF UNITS					

C = CONFORMS TO MUNICIPAL LAND USE ORDINANCE

DNC= DOES NOT CONFORM TO MUNICIPAL LAND USE ORDINANCE

Form **W-9**

(Rev. January 2003)

Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on Page 2	Name																																																																																																																																																																																																																																																																																																																																		
	Business Name, if different from above																																																																																																																																																																																																																																																																																																																																		
	Check appropriate box:		Individual/ Sole Proprietor		Corporation		Partnership		Other>.....		Exempt from Backup withholding																																																																																																																																																																																																																																																																																																																								
	Address (number, street, and apt. or suite no.)							Requester's name and address (optional)																																																																																																																																																																																																																																																																																																																											
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However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on Page 3. For other entities, it is your employer identification number (EIN). If you do not have a number See How to get a TIN on page 3. 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For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to be 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 on page 4.)</td> </tr> <tr> <td colspan="2">Sign Here</td> <td colspan="9">Signature of U.S. person></td> </tr> <tr> <td colspan="2"></td> <td colspan="9">Date></td> </tr> <tr> <td colspan="11">Purpose of Form</td> </tr> <tr> <td colspan="11">A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</td> </tr> <tr> <td colspan="11">U.S. person. 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Form W-9 (Rev. 1-2003)

APPLICATION FORM FOR INTERPRETATION

PLANNING BOARD CITY OF BRIGANTINE, NEW JERSEY

Notice to Applicant: Please file with the Municipal Planning Board Secretary, TWENTY-FOUR (24) copies of this completed application form together with the supporting documentations, plans, data and photographs. Follow the Instructions for Processing Applications set forth on pages 28-33.

1. Address of Subject Property _____
Block _____ Lot _____
2. Name of Applicant _____
Address _____ City _____
State _____ Zip _____ Telephone _____
3. Name of Present Owner _____
Address _____ City _____
State _____ Zip _____ Telephone _____
4. Name of Attorney Representing Applicant _____
Address _____
Tele # _____
5. Certificate of taxes paid submitted? _____ yes _____ no
6. Fee submitted? City of Brigantine - \$350.00 _____ yes _____ no
Escrow submitted? City of Brigantine - 1500.00 _____ yes _____ no
7. Describe the situation which is requiring this interpretation: _____

Signature of Applicant _____

APPLICATION FORM FOR APPEALS

PLANNING BOARD CITY OF BRIGANTINE, NEW JERSEY

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