PLANNING BOARD

CITY OF BRIGANTINE

INSTRUCTIONS
FOR
APPLYING TO THE BOARD

REV. 10/29/2026

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

Dana Kabala, 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
Reviews:	
Minor Subdivision	45 days
Major Subdivision Preliminary:	
10 lots or less	45 days
Over 10 lots	95 days
Major Subdivision Final	45 days
Site Plan Preliminary:	
Minor	45 days
Major	95 days

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.	_____	_____

		APPLICANT USE	STAFF USE
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.	_____	_____

		APPLICANT USE	STAFF USE
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.	_____	_____

		APPLICANT USE	STAFF USE
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.	_____	_____

		APPLICANT USE	STAFF USE
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 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".	_____	_____
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.	_____	_____

		APPLICANT USE	STAFF USE
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 USE	STAFF USE
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.	_____	_____

		APPLICANT USE	STAFF USE
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.	_____	_____

		APPLICANT USE	STAFF USE
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.	_____	_____

		APPLICANT USE	STAFF USE
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 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".	_____	_____
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.	_____	_____

		APPLICANT USE	STAFF USE
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 <u>not</u> 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 KABALA SECRETARY BRIG. PLANNING BOARD 1417 W. BRIGANTINE AVE. TAX COLLECTOR OFFICE BRIGANTINE, NJ 08203	1	1	1		NO
CORMAC MORRISSEY, P.E. DIXON ASSOCIATES, LLC 313 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 STEVE WARD 1417 W.BRIGANTINE AVE. BRIGANTINE, NJ 08203	1	1	-	-	N0

	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
Vacant	1	1	-	-	YES
MICHAEL BRINDISI, **CHAIRPERSON** 2901 REVERE BLVD BRIGANTINE, NJ 08203	1	1	-	-	YES
Kyle Driscoll **1417 W. Brigantine Ave.** **Brigantine, NJ 08203**	1	1	-	-	NO
DORIE HERNDON 902 NORTH SHORE DR. BRIGANTINE, NJ 08203	1	1	-	-	YES

	PLANS	APPLIC-ATIONS	PARKING & DENSITY CALCS.	DRAINAGE CALCS.(IF REQUIRED)	POSTAGE RE-QUIRED
FRANCIS PUGLIESE (ALT. #4) 433 LAFAYETTE BLVD BRIGANTINE, NJ 08203	1	1	-	-	YES
ALEXIS ISENBERG (ALT. #3**)** 4805 ATL-BRIGANTINE BLVD BRIGANTINE, NJ 08203	1	1	-	-	YES
EUGENE NACE 1104 FOWNES AVE. BRIGANTINE, NJ 08203	1	1	-	-	YES
JAY FERREIRA VICE CHAIRMAN 140 10th STREET SOUTH BRIGANTINE, NJ 08203	1	1	-	-	YES
FRAN CHAMBERS 100 HEALD ROAD BRIGANTINE, NJ 08203	1	1	-	-	YES
DINO FANZO (ALT. #1) 4 SHERIDAN PLACE. BRIGANTINE, NJ 08203	1	1	-	-	YES
PAUL AMALFITANO (ALT. #2) 208 WASHINGTON DRIVE 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.

SCHEDULE OF FEES

1. Subdivisions

Minor and Preliminary and Final

Application Fee	$500.00
Escrow Fee	$3,500.00
Amendment	$250.00
Amendment/Revision Escrow (Per submission)	$1,500.00
'C' Variance (Per variance)	$50.00
Escrow Variance (Per variance)	$300.00
Plot Plan Review	$650.00
Administrative Tax Map Fee (Per lot)	$50.00

2. **Major/Sketch Plat** $200.00

3. Major Preliminary Plat

Preliminary	$400.00 Plus
Per Lot	$50.00
Escrow Fee	$5,000.00
Variance 'C' (Per variance)	$50.00
Escrow Variance 'C' (Per variance)	$300.00
Amendment	$100.00
Amendment/Revision Escrow (Per submission)	$2,500.00
Final	$400.00 Plus
Per Lot	$50.00
Escrow Final	$5,000.00
Extension	$500.00 Plus
Per Lot	$50.00
Administrative (per lot)	$50.00

4. Site Plan

I. Minor

i.	Site Plan	$750.00
ii.	Site Plan Escrow	$3,500.00
iii.	Variance 'C' (Per variance)	$50.00
iv.	Escrow (Per variance)	$300.00
v.	Compliance Review (Per Submission)	$1,500.00

II. Major

i.	Preliminary	$750.00
ii.	Escrow	$5,000.00
iii.	Final	$400.00

iv.	Final Escrow	$4,000.00
v.	Amendments	$100.00
vi.	Amendment/Revision Escrow (Per submission)	$3,000.00
vii.	Extension	$100.00
viii.	Extension Escrow	$2,500.00
ix.	'C' Variance (Per variance)	$50.00
x.	Escrow (Per variance)	$300.00
xi.	Compliance Review (Per Submission)	$1,500.00

c. Variance

I.	Appeals pursuant to NJSA 40:55D-70a	$350.00 Plus
i.	Escrow	$2,500.00
II.	Interpretations pursuant to NJSA 40:55D-70-b	$350.00 Plus
i.	Escrow	$2,500.00
III.	Variance pursuant to NJSA 40:55D-70c	$200.00 Plus
i.	Per Variance	$50.00
ii.	Escrow	$2,000.00 Plus
	a. Per variance	$300.00
IV.	Use pursuant to NJSA 40:55D-70d	
i.	Application Fee	$400.00
ii.	Escrow Fee	$3,500.00
V.	Compliance Review (Per Submission)	$1,500.00

d. Conditional Use Permit	$250.00
e. Conditional Use Permit Escrow	$2,500.00
f. Conceptual Development Meeting	$250.00
g. Conceptual Development Escrow	$1,500.00
h. Administrative Review	$2,500.00

i. Plan Revisions/Resubmissions not covered herein (Per submission)

I. Escrow Fee $1,500.00

j. Publication of Final Decision $50.00 (Plus direct cost of publication which is paid directly to the newspaper)

k. Construction and Sand Moving Permit $500.00 (Plus an Inspection fee of 5% of the construction costs)

l. Soil Boring/Test Pits Witnessing $50.00 Plus

I. Escrow $750.00 Plus

II. Per additional boring/test pit $150.00

m. The state fees are non-refundable

I. The escrow fees shall be held in escrow to cover the costs of professional services and board review, including engineering, planning and legal or other incidental costs.

II. Applicant will be billed additional escrow when needed. This amount must be paid prior to final resolution being provided.

III. Escrow funds not used shall be returned to the applicant upon the issuance of a certificate of occupancy (or project closeout for non-construction related projects).

n. The applicant, as a condition of submission, shall agree in writing to pay all reasonable and necessary costs for professional review of the application and for other professional and secretarial services required by the application.

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_

_____
Applicant

_____
Notary Public

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

MASTER# SUB ACCOUNT#

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☑ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

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. See also *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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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

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 _____