

**PLANNING BOARD**  
**CITY OF BRIGANTINE**

**INSTRUCTIONS**  
**FOR**  
**APPLYING TO THE BOARD**

REV. ~~1/27/23~~  
3/24/23

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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 4<sup>th</sup> 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.

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Dana Wineland, 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.)

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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: \_\_\_\_\_

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Reason for variance:

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\_\_\_\_\_  
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.

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### **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.

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11. Must be shown on plan - Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.

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“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. Vertical datum shall be provided based on N.A.V.D 1988 Datum	_____	_____
17. Appropriate fees submitted.	_____	_____
18. Landscape Plan in accordance with §198-90	_____	_____

11. Must be shown on plan - Names and addresses of owners of land within 200' of the outer boundary of the site certified by the Tax Assessor.

\_\_\_\_\_

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“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. Vertical datum shall be provided based on N.A.V.D 1988 Datum	_____	_____
17. Appropriate fees submitted.	_____	_____
18. Landscape Plan in accordance with §198-90	_____	_____

# **“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.

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### **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.

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M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

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.

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### **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.
9. Must be shown on plan - 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.

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11. Existing structures on adjoining lots with dimensions and uses.

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“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 in accordance with §198-90	_____	_____

M/S – MUST SUBMIT  
R/W – REQUEST WAIVER AT TIME OF HEARING

11. Existing structures on adjoining lots with dimensions and uses.

\_\_\_\_\_

\_\_\_\_\_

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“D” VARIANCE PLAN CHECKLIST  
PAGE 2

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 in accordance with §198-90

\_\_\_\_\_

\_\_\_\_\_

M/S – MUST SUBMIT  
R/W – REQUEST WAIVER AT TIME OF HEARING

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 <u>USE</u>	STAFF <u>USE</u>
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

5. Must be shown on plan - 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. All elevations shall be based on N.A.V.D. 1988 Vertical Datum.	_____	_____
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.

\_\_\_\_\_

\_\_\_\_\_

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## MINOR SITE PLAN CHECKLIST

### PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
11. Landscaping plan including the types, quantity, size and location of all proposed vegetation. Plan shall be in accordance with §198-90	_____	_____
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.	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

N/A – NOT APPLICABLE

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.

\_\_\_\_\_

\_\_\_\_\_

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## MINOR SITE PLAN CHECKLIST

PAGE 2

	APPLICANT <u>USE</u>	STAFF <u>USE</u>
11. Landscaping plan including the types, quantity, size and location of all proposed vegetation. Plan shall be in accordance with §198-90	_____	_____
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.	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

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

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".

APPLICANT  
USE

STAFF  
USE

### 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.

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-14-

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. All elevations shall be based on N.A.V.D. 1988 Vertical Datum.	_____	_____
13. Must be shown on plan - 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 Plans in accordance with §198-90	_____	_____

M/S – MUST SUBMIT  
R/W – REQUEST WAIVER AT TIME OF HEARING  
N/A – NOT APPLICABLE

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.

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-14-

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. All elevations shall be based on N.A.V.D. 1988 Vertical Datum.	_____	_____
13. Must be shown on plan - 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 Plans in accordance with §198-90	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

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.	_____	_____
9. Must be shown on plan - 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 and Secretary.	_____	_____
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. Plan shall be in accordance with §198-90	_____	_____
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.	_____	_____

# 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 and Secretary.	_____	_____
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. Plan shall be in accordance with §198-90	_____	_____
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.	_____	_____

MAJOR SITE PLAN CHECKLIST  
PAGE 3

	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. Vertical datum shall be based on N.A.V.D. 1988 Datum	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

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".

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### 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.

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## MAJOR SUBDIVISION CHECKLIST

PAGE 2

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

14. Must be shown on plan - 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.	_____	_____
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### NATURAL FEATURES

19. Topography of the site and within 200' thereof.	_____	_____
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20. Contours shown at 1' intervals, all elevations shall be based on N.A.V.D. 1988 Datum.	_____	_____
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21. Flood plains.	_____	_____
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22. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	_____	_____
---	-------	-------

23. All areas to be disturbed by grading or construction.	_____	_____
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### MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET

24. Location of existing structures and their setbacks from existing and proposed property lines.	_____	_____
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MAJOR SUBDIVISION CHECKLIST  
PAGE 2

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. \_\_\_\_\_
14. Must be shown on plan - 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, all elevations shall be based on N.A.V.D. 1988 Datum. \_\_\_\_\_
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 USE	STAFF USE
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|--|-------|-------|
| 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. Plan shall be in accordance with §198-90	_____	_____
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.	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

N/A – NOT APPLICABLE

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. Plan shall be in accordance with §198-90	_____	_____
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.	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

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.	_____	_____
8. Must be shown on plan - 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. Vertical datum shall be based on N.A.V.D. 1988 Datum	_____	_____
17. Appropriate fees submitted.	_____	_____
18. Copy of deed submitted with application.	_____	_____
19. Landscape Plan in accordance with §198-98	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

N/A – NOT APPLICABLE

## 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. Vertical datum shall be based on N.A.V.D. 1988 Datum	_____	_____
17. Appropriate fees submitted.	_____	_____
18. Copy of deed submitted with application.	_____	_____
19. Landscape Plan in accordance with §198-98	_____	_____

M/S – MUST SUBMIT

R/W – REQUEST WAIVER AT TIME OF HEARING

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
<b>DANA WINELAND SECRETARY BRIG. PLANNING BOARD 1417 W. BRIGANTINE AVE. TAX COLLECTOR OFFICE BRIGANTINE, NJ 08203</b>	1	1	1		NO
<b>CORMAC MORRISSEY, P.E. DIXON ASSOCIATES, ENG 335 E. JIM LEEDS RD GALLOWAY, NJ 08205</b>	1	1	1	1	YES
<b>LANCE LANDGRAF, PLANNER 9 South Harvard Avenue Ventnor, NJ 08406</b>	1	1	1	1	YES

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

<b>VINCE SERA, MAYOR 1417 W. BRIGANTINE AVE. BRIGANTINE,NJ 08203</b>	1	1	-	-	NO
<b>PAUL LETTIERI COUNCIL 1417 W BRIGANTINE AVE BRIGANTINE NJ 08203</b>	1	1	-	-	NO
<b>JAMES BENNEETT, CITY MANAGER 1417 W BRIGANTINE AVE BRIGANTINE NJ 08203</b>	1	1	1		NO
<b>POLICE CHIEF RICH CASAMENTO 1417 W.BRIGANTINE AVE. BRIGANTINE, NJ 08203</b>	1	1	-	-	NO

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

	PLANS	APPLIC- ATIONS	PARKING & DENSITY CALCS.	DRAINAGE CALCS.(IF REQUIRED)	POSTAGE RE- QUIRED
<b>RALPH PALATUCCI</b> 314 17 <sup>TH</sup> STREET SOUTH BRIGANTINE, NJ 08203	1	1	-	-	YES
<b>MARIA SACCO HANDLE</b> 1300 VARDON CIRCLE BRIGANTINE, NJ 08203	1	1	-	-	YES
<b>EUGENE NACE</b> (Alt. #1) 1104 FOWNES AVE. BRIGANTINE, NJ 08203	1	1	-	-	YES
<b>FRAN CHAMBERS</b> (ALT. #2) 100 HEALD ROAD BRIGANTINE, NJ 08203	1	1	-	-	YES
<b>WILLIAM HANNAN</b> (ALT #3) 179 40 <sup>th</sup> Street South BRIGANTINE, NJ 08203	1	1	-	-	YES
<b>JAY FERREIRA</b> (ALT. #4) 601 E. BEACH AVE. 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
----------	-----------------	------------

<b>Minor Subdivision</b>		
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

<b>Major Subdivision</b>		
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

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

<b>Major Site Plan</b>		
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

<b>Variances</b>		
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**

<b>Miscellaneous</b>		
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
Soil Boring/Test Pits Witnessing	\$50	\$250 plus \$100 per additional boring/test pit

**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.

**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.**

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

**C = CONFORMS TO MUNICIPAL LAND USE ORDINANCE**

**DNC= DOES NOT CONFORM TO MUNICIPAL LAND USE ORDINANCE**

**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.

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**

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 \_\_\_\_\_