

*To be completed by City Staff Only*

Date Filed: \_\_\_\_\_  
Disposition: \_\_\_\_\_

Application No. \_\_\_\_\_  
Application Fee \_\_\_\_\_  
Escrow Deposit \_\_\_\_\_  
Hearing Date \_\_\_\_\_

Scheduled for: Review for Completeness \_\_\_\_\_

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**CITY OF PORT REPUBLIC PLANNING BOARD**

143 Main Street \* Port Republic \* New Jersey

Telephone No: (609) 652-1501

Fax No: (609) 652-8270

**APPLICATION FOR LAND DEVELOPMENT AND/OR VARIANCE**

The application with supporting documentation must be filed with the Planning Board Secretary in **completed form at least 21 days prior to the next regularly scheduled meeting date**. Dependent upon the completeness of the application, the availability of the Board attorney, and the Board engineer's ability to review the application, the matter will be scheduled as soon as possible. The Board secretary will call the phone number on the application to inform the applicant when the matter will be put on the agenda.

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***TO BE COMPLETE BY APPLICANT***

*Please answer all questions that are applicable*

**1. SUBJECT PROPERTY**

Location: \_\_\_\_\_

Tax Map: Page \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Percentage of lot occupied by buildings \_\_\_\_\_

Zoning District: \_\_\_\_\_

Size of building (at street level) \_\_\_\_\_ feet front \_\_\_\_\_ feet deep

Heights of building \_\_\_\_\_ stories \_\_\_\_\_ feet

Set-back from front property lines \_\_\_\_\_

From side (of corner lot) \_\_\_\_\_

"Prevailing set-back" of adjoining buildings within block \_\_\_\_\_ feet

Has there been any previous appeal involving these premises?  Yes  No  Unknown

If so, state character of appeal and date of disposition. \_\_\_\_\_

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**2. APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant is a  Partnership  Individual  LLC  Corporation

Tax Identification Number (if applicable): \_\_\_\_\_

3. DISCLOSURE STATEMENT

Pursuant to NJS 40:550-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJS 40:550-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criteria have been disclosed. (Attach pages as necessary to fully comply.)

Name	Address	Interest

4. OWNER

If owner is other than the applicant, provide the following information on the Owner(s)

Owner's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

5. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

6. Applicant's Attorney \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant :  
(attach additional sheets as may be necessary)

Name: \_\_\_\_\_  
 Field of Expertise: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

INTERPRETATION OF ZONING DEFINITIONS

List the definition(s) for which you are requesting an interpretation

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SUBDIVISION

- Minor Subdivision Approval (3 lots or less)
- Subdivision Approval (Preliminary)
- Subdivision Approval (Final)

Number of lots to be created \_\_\_\_\_ (including remainder lot, if applicable)

Number of proposed dwelling units \_\_\_\_\_

SITE PLAN

- Site Plan Waiver
- Preliminary Site Plan Approval (Phase \_\_\_\_)
- Preliminary Site Plan Approval (Phase \_\_\_\_)
- Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_

Total Number of Proposed Dwelling Units \_\_\_\_\_

VARIANCE

- Variance Relief (hardship) NJS 40:55D-70c(1)
- Variance Relief (substantial benefit) NJS 40:55D-70c(2)
- Conditional Use Approval NJS 40:55D-671
- Direct issuance of a permit for a lot lacking street frontage NJS 40:55D-35

12. Section(s) of Ordinance from which a variance is requested:

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**NOTE:** The law requires that the conditions set forth in the following three Sections A, B, and C, MUST be established before a variance can be granted. Include sheets as needed for the following.

**(Explain in detail wherein your case conforms to the following requirements.)**

A. That the strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships inconsistent with its general purpose and intent.

**(Explain in detail wherein your case conforms to the following requirements.)**

B. That there are exceptional circumstance or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

**(Explain in detail wherein your case conforms to the following requirements.)**

C. That the granting of a variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such zone or neighborhood in which the property is located.

13. Waivers Requested of Development Standards and/or Submission Requirements: (attach additional sheets as needed)

14. A certified list of Property Owners within 200 feet as shown on the current tax map duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application should be obtained from the Tax Assessor and used as the basis for notifications. This list must be submitted before the application will be complete and the hearing can proceed.

15. Attach a copy of the Notice to appear in the official newspaper of Port Republic and to be mailed to the owners of all real property.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Board Secretary for the hearing. An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

16. The Notice must explain in detail the exact nature of the application, any changes to be made at the premises, including the proposed use of the premises, and the section of the Ordinance from which relief is sought, if applicable.

17. Certification from the Tax Collector that all taxes due on the subject property are current must be included with this application.

18. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers?

19. Are any off-tract improvements required or proposed?

20. Is the subdivision to be filed by Deed or Plat?

21. What form of security does the applicant propose to provide as performance and maintenance guarantees for subdivisions?

22. Other approvals which may be required and the date the plans were submitted:

	Yes	No	Date Plan Submitted
Atlantic County Utilities Authority	_____	_____	_____
County Health Department	_____	_____	_____
County Planning Board	_____	_____	_____
County Soil Conservation District	_____	_____	_____
NJ Dept of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
NJ Dept of Transportation	_____	_____	_____
CAFRA Permit	_____	_____	_____
Electric & Gas Companies	_____	_____	_____
Other	_____	_____	_____

23. List of Maps, Reports and other materials accompanying the application  
(attached additional pages as required for complete listing)

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

24. The Applicant hereby requests that copies of the reports of the professional staff review in the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals and whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
Attorney	_____
Engineer	_____
Planner	_____

**ATTACHED HERETO AND MADE A PART OF THIS APPLICATION I SUBMIT THE FOLLOWING**

- a. The original building application, signed by the Building Official and/or a true copy of the Official Order issued by the Building Official and signed by him.
- b. Certified survey of the property; if a present building exists, the survey shall be certified "location survey", and clearly indicate such building thereon with all front, side and rear yard dimensions, together with "prevailing set-back" dimensions.
- c. Plot Plan, (if a new building) and clearly indicate such building thereon with all front, side and rear yard dimensions, together with "prevailing set-back" dimensions.

**CERTIFICATION**

I understand that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign as the applicant for the Corporation or that I am a general partner of the partnership applicant.

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

\_\_\_\_\_  
Signature of Applicant

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

## AFFIDAVIT OF OWNERSHIP

I certify that I am the Owner of the property which is the subject of this application and that I agree to be bound by the application, the representation made, and the decisions.

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

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

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

## AUTHORIZATION

(If anyone other than the above owner is making this application, the following authorization must be executed.)

\_\_\_\_\_ is hereby authorized to make the within application.

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

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

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

## ESCROW AGREEMENT

I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account in accordance with the Ordinance of the City of Port Republic. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the additional amount and shall add that sum to the escrow account within 15 days.

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

\_\_\_\_\_  
Signature of Applicant