



## Zoning Board of Adjustment

47 Broad Street  
Eatontown, NJ 07724  
Phone: (732) 389-7611  
Fax: (732) 935-1822

**ZONING BOARD OF ADJUSTMENT** MEETINGS ARE TYPICALLY HELD THE 2<sup>ND</sup> MONDAY OF THE MONTH AT 7:00 PM IN THE COUNCIL ROOM IN BOROUGH HALL. BOARD DATES ARE LISTED ON THE BOROUGH WEB SITE, EATONTOWNNJ.COM,

**The following items will be required before the Board may consider your Land Use Application or a hearing date is assigned:**

1. A copy of the denial letter from the Zoning Officer
2. Completed Land Use Application for Variance and Affidavit of Ownership (all forms must be properly signed and notarized)
3. Tax Map showing property location.
4. Request for Certified 200 foot property owner list (including utility companies) issued by the Tax Assessor (cost \$10.00)
5. Completed **Notice to Property Owners**
6. Completed **Public Notice** for Newspaper
7. Sketch or survey showing proposed work
8. A Current Conditions Survey
9. Completed W-9 Form
10. Application Completeness Letter from the Board Secretary
11. Certification Letter from Tax Collector that taxes and assessments are current on the property.
12. Fees (as per applicable Zoning Ordinance)

**Variance Fee** \_\_\_\_\_ \$35/per variance request

**Escrow Fee** \_\_\_\_\_ (professional fees incurred as a result of your application)

**Your application will be reviewed for administrative completeness and you will be notified by mail if any information including additional or revised plans are required. If the application is deemed complete, you will be given a hearing date and forms and instructions for legal notice. If you have any questions, please do not hesitate to call or email us.**

**Hearing Date:** \_\_\_\_\_

- 1. Proof of Publication in the Newspaper**  
**Public Notice** must be published **not less than 10 days prior to the meeting date**, not counting the day of the meeting. Please call the Asbury Park Press at (732) 922-6000 and ask for the Legal Department to arrange for publication of this notice.

**The original Affidavit of Publication must be submitted to the Planning and Zoning Department at least four days prior to the meeting date.**

**Must be published by:** \_\_\_\_\_

- 2. Copy of the listing of property owners within 200' of property**  
A list of property owners and utility companies requiring **Notice** can be secured from the Tax Assessor's office for a \$10.00 fee. The request must be in writing and any questions regarding the list should be directed to the Assessor's Office at (732) 389-7609.

- 3. Notice to Property Owners**  
A copy of the **Notice to Property Owners** must be sent to all entries on the certified 200 ft list **not less than 10 days prior to the meeting date** and proof of receipt either the certified mail receipts (white cards) or the list of signatures (please see below) shall be submitted to the Planning and Zoning Department at least four days prior to the meeting date.

**Must be mailed/noticed by:** \_\_\_\_\_

If mailed – original certified mail receipt (white cards) must be submitted to the Planning and Zoning Department. Please be sure that the white receipts are stamped with the date of mailing by the Post Office and the property owner address is clearly written.

**OR**

If delivered in person – List showing to whom notice was delivered and date of delivery. Please note that a tenant or minor cannot sign a notice of delivery. The owner of the property must sign any notice of delivery. If the owner is unable to sign this notice, a certified letter must be sent. Person receiving notice must sign and indicate date of delivery.

All corporations must be represented by an attorney when presenting their application.

**If the Board grants you approval, publication of the approval is required and the Affidavit of Publication must be submitted to the office. Permits will still be necessary from the Zoning Officer and Building Department. Appropriate fees will be required prior to issuance of these permits**

If you should have any questions regarding the notice or filling out the forms, please contact the office at (732) 389-7617.



**For Office Use Only**

Case Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Site Plan Escrow: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Performance Guarantee: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Inspection Fee: \_\_\_\_\_ Account Number: \_\_\_\_\_

**APPLICATION TO A LAND USE BOARD FOR DEVELOPMENT REVIEW**

- Appeal for decision of Administrative Officer (N.J.S.A. 40:55D-70a)  
 Variance Relief – Bulk Area (N.J.S.A. 40:55D-70c)  
     Residential Single Family    Residential Multi-Family    Non-Residential  
 Variance Relief – Use (N.J.S.A. 40:55D-70d)  
     Residential Single Family    Residential Multi-Family    Non-Residential  
 Conditional Use Permit (N.J.S.A. 40:55D-67)  
 Subdivision Application    Minor    Preliminary Major    Final Major  
 Site Plan Application    Minor    Preliminary Major    Final major  
 Other:  
    Concept Meeting ( )   Technical Review Committee ( )

1.a. APPLICANT'S NAME:

\_\_\_\_\_

(Proof of interest must accompany application) If application is a corporation, the Applicant is to list all persons owning 10% or more of the stock in the corporation in compliance with N.J.S.A. 40:55D-48.2

Interest of Applicant, other than owner: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

b. Owner (of record) Name: \_\_\_\_\_

(Proof of ownership and affidavit granting permission to apply must accompany this application)

c. Site Planner's Name: \_\_\_\_\_

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

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

Names of all professionals representing application:

Attorney: \_\_\_\_\_

Engineer: \_\_\_\_\_

Planner: \_\_\_\_\_

Environmental: \_\_\_\_\_

Traffic: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_

Surveyor: \_\_\_\_\_

d. Proposed Development Name: \_\_\_\_\_

e. Location of Development (Street Address): \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Tax Sheet(s): \_\_\_\_\_

f. General Description of Use: \_\_\_\_\_

\_\_\_\_\_

g. General Description of Buildings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

h. Zone: \_\_\_\_\_

i. Total Site Area: \_\_\_\_\_ Acreage: \_\_\_\_\_ Square Feet: \_\_\_\_\_

j. Building Area: \_\_\_\_\_ Square Feet: \_\_\_\_\_

% Building Coverage of Land: \_\_\_\_\_

k. Parking Spaces Provided: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Drive Aisle: \_\_\_\_\_

l. Parking and Paved Area – Square Feet: \_\_\_\_\_

% of Land Coverage: \_\_\_\_\_

m. Open Green Area – Square Feet: \_\_\_\_\_

% of Land Coverage: \_\_\_\_\_

n. Buffer areas: \_\_\_\_\_  
\_\_\_\_\_

o. Variances Necessary to Use Site as Proposed (attach pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

p. Date of Documents: \_\_\_\_\_ Revision Dates: \_\_\_\_\_

q. Total Cost of Building Construction and Site Improvements (affidavit of professional preparing site plan with costs must accompany this application): \_\_\_\_\_  
\_\_\_\_\_

r. Any Restrictions, Protective Covenants, etc: \_\_\_\_\_  
\_\_\_\_\_

2.a. One (1) hard copy of application.

b. ~~Twelve (12)~~ <sup>SIX (6)</sup> hard copies of plans and one (1) electronic copy of all plans and submitted documents (PDF format; CD, Flash Drive) of all Preliminary and Final Site Plans maps; for simultaneous action for preliminary and final subdivision approval; for conditional use approval; planned developments and for any N.J.S.A. 40:55D (c) or (d) variances; or request for a building permit in bed of mapped streets; for subdivision approval; minor addition under 40:55D70 (a) or (b) before the Board of Adjustment.

c. Appropriate fees for total improvements and plans for review as provided in Ordinance Fee Schedule Chapter 89-104 & 105: \_\_\_\_\_

3. Applications and documents will be reviewed and coordinated with the Municipal Engineer, Sewerage Authority, Environmental Commission or Shade Tree Commission, Police and Traffic Department, Fire Prevention Bureau, Health Department and other appropriate agencies.

4. Certification that taxes and assessments are current on the property.

**CERTIFICATIONS:**

I certify 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 the application for the corporation or that I am a general partner of the partnership applicant. In the event the Land Use Board is unable to have a duly constituted quorum on the date the application is to be heard or any subsequent meeting at which the application is to be heard the applicant does hereby consent to extend the time in which the Board has to act until the next regularly scheduled meeting at which a quorum is present.

I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account in accordance with Chapter 89-105 of the Code of the Borough of Eatontown. I further understand that the escrow account is established to cover the cost of professional services including, engineering, planning and legal and other expenses associated with the review of submitted materials regardless of the outcome. 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 the sum to the escrow account within fifteen (15) days and failure to do so will result in a summons.

(If the applicant is a corporation, an authorized corporate officer must sign this. If the applicant is a partnership, a general partner must sign this).

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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

.....  
**AUTHORIZATION BY THE OWNER OF THE PROPERTY AUTHORIZING NON-OWNER TO MAKE THIS APPLICATION AND FURTHER AUTHORIZING THE MEMBERS OF THE LAND USE BOARD AND THEIR STAFF TO CONDUCT AN INSPECTION OF PROPERTY.**

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representations made and the decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership Owner.

I hereby authorize members of the Land Use Board and their staff to conduct a site visit of the premises which are the subject of this application.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Signature of Owner \_\_\_\_\_ Dated: \_\_\_\_\_

Printed Name \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

NOTE: If spaces on application are insufficient, include full explanation on separate sheet.  
.....

**ATTACHED HERETO AND MADE A PART OF THIS APPLICATION**

**I submit the Following:**

Note: These papers, as applicable, must be submitted with application

- a) Copy of Building Application and/or a true copy of the decision of the Zoning Officer, together with plans of proposed building.
- b) TWO (2) Copies of a 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) TWO (2) Copies of a 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.

**AFFIDAVIT OF APPLICANT**

STATE OF NEW JERSEY) SS.  
COUNTY OF MONMOUTH)

\_\_\_\_\_ of full age, being duly sworn according to law, on oath deposes and says that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn to and subscribed

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Applicant to sign Here)

\_\_\_\_\_  
A Notary Public of the State of New Jersey

**AFFIDAVIT OF OWNERSHIP**

STATE OF NEW JERSEY) SS.  
COUNTY OF MONMOUTH)

\_\_\_\_\_ of full age, being duly sworn according to law, on oath deposes and says, that deponent resides at \_\_\_\_\_ in the (Borough)(City)(Town)(Township) of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, that \_\_\_\_\_ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the Borough of Eatontown aforesaid, and known and designated as Number \_\_\_\_\_.

Sworn to and subscribed

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Owner to sign Here)

\_\_\_\_\_  
A Notary Public of the State of New Jersey

**AUTHORIZATION**

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

To the Board of Adjustment or Planning Board:

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

Dated:

\_\_\_\_\_  
(Owner to sign Here)

**NOTICE TO PROPERTY OWNERS**

TO: \_\_\_\_\_  
(Owner of Premises)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_

**Please Take Notice:**

That the undersigned has filed an application for development with the Zoning Board of Adjustment of the Borough of Eatontown for a variance from the requirements of the Zoning Ordinance so as to permit :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises at \_\_\_\_\_ and designated as Block: \_\_\_\_\_ Lot: \_\_\_\_\_ on the Borough Tax Map, and this notice is sent to you as an owner of the property in the immediate vicinity.

A public hearing has been set down for \_\_\_\_\_, 20\_\_\_\_, 7:00 P.M. in Eatontown Borough Hall, 47 Broad Street, Eatontown, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

This notice is sent to you by the applicant, by order of the Board of Adjustment. Documents and plans filed by the applicant are available for inspection during regular business hours (Monday through Friday 8:30 A.M. to 4:30 P.M., except holidays) in the Office of the Planning and Zoning Department, 2<sup>nd</sup> Floor in Borough Hall, 47 Broad Street, Eatontown, NJ 07724. Please call 732-389-7611 to arrange for an inspection of the file(s) prior to arriving.

Respectfully,

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Print Applicant Name)



## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>										

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Employer identification number</b>										

### 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).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Borough of Eatontown  
Assessor's Office  
47 Broad Street  
Eatontown, NJ 07724  
E-mail: taxa@eatontownnj.com

**REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS**  
**WITHIN 200 FEET**

I hereby request a certified list of property owners within 200 feet of the below referenced property.

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

BLOCK: \_\_\_\_\_

LOT: \_\_\_\_\_

QUALIFIER: \_\_\_\_\_

TO WHOM LIST IS TO BE SENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I have submitted the \$10.00 fee as provided in N.J.S.A. 40:55D-12, if by check, made out to the Borough of Eatontown.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Printed Name

\$10.00 Received by: \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_



Planning Board  
Zoning Board  
47 Broad Street  
Eatontown, NJ 07724  
pandz@eatontownnj.com  
(732) 389-7611

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

Leigh Schenck  
Certified Tax Collector  
Borough of Eatontown

Pursuant to the Eatontown Zoning Ordinance, I hereby request a determination be made of outstanding taxes on the following property:

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

Please indicate that taxes and assessments are current on the above referenced property.

Thank you,

*Kathy Muscello*

Zoning Officer

Taxes on the above referenced property have been paid up to and including the -  
\_\_\_\_\_ quarter for the year of \_\_\_\_\_.

\_\_\_\_\_  
Authorized Signature  
Leigh Schenk, CTC

# Public Notice

Public Notice is hereby given that \_\_\_\_\_  
has made application to the Eatontown Planning / Zoning Board of Adjustment for a  
variance to permit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in a \_\_\_\_\_ Zone on the premises designated as Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
also known as \_\_\_\_\_  
and for site plan approval therefore.

A public hearing has been set down for \_\_\_\_\_, 20\_\_\_\_, 7:00 p.m. in  
Eatontown Borough Hall, 47 Broad Street, Eatontown, New Jersey and when the case is  
called you may appear either in person, or by agent, or attorney, and present any  
objections which you may have to the granting of the relief sought in the petition.

This notice is sent to you by the applicant. Documents and plans filed by the applicant  
are available for inspection during regular business hours (Monday through Friday, 8:30  
a.m. to 4:30 p.m., except holidays) in the Office of the Planning and Zoning Department,  
2<sup>nd</sup> Floor in Borough Hall, 47 Broad Street, Eatontown, NJ 07724.

Please call 732-389-7611 to arrange for an inspection of the file(s) prior to arriving.

**NOTE:**

1. Publication of the above notice shall be arranged by the applicant in the Asbury Park Press. Said notice to be published no later than ten (10) days prior to the hearing date (not counting the day of the meeting).
2. If the applicant is approved, the applicant shall publish the decision in the above-mentioned newspaper.