

**CITY OF SEA ISLE CITY  
PLANNING BOARD**

Municipal Services – 2<sup>nd</sup> Floor  
233 John F. Kennedy Boulevard  
Sea Isle City, NJ 08243  
(609) 263-1166

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

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

**APPLICATION FORM**  
Date Received: \_\_\_\_\_

**APPLICATION FOR DEVELOPMENT :**

**ATTENTION:** Applicants must read and comply with all the instructions on this application form and the accompanying sheets of instructions. It is the applicant's responsibility to comply with all requirements of this form, and all other applicable requirements of Local, State and Federal Law. Failure to comply with all such requirements shall constitute grounds for refusal to certify the application as complete, for dismissal or denial of the application. All information requested in this application must be provided. There is no exception to this requirement.

1. **Name of Application (s):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Owners (s) Name:** \_\_\_\_\_  
**Owner (s) Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Pursuant to N.J.S.A. 40:55D-3-3 and D-4, Applicant must be the legal or beneficial owner of the property, or the holder of an option or contract to purchase the property, or other person having and enforceable proprietary interest in the property. The applicant must be present at the hearing.

2. **If the applicant is not the legal owner of the record, state whether applicant has contracted to purchase the subject property or holds a lease on the subject property, or has another enforceable Proprietary interest in the property. (Documents evidencing the ownership or other status of the applicant must be attached hereto.)**

3. **The applicant is (check one) a:** \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual  
\_\_\_\_\_ LLC \_\_\_\_\_ Other

**Note:** If the applicant is a Corporation, it must be represented at the hearing by an attorney. In addition, an officer of the corporation, in addition to the attorney, must be present at the hearing to present testimony.

4. Pursuant to N.J.S.A. 40:55D-48.2, if the applicant is a corporation or partnership, the applicant must list below the names and addresses of all persons having a 10% or more interest and the percentage of interest held by each. Failure to comply with this requirement will subject the applicant to denial or dismissal of the application and a fine of \$1,000.00 to \$10,000.00

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5. Has there ever been another application made before the Planning Board concerning this property: (check one): ☐ Yes ☐ No

If yes, what was the nature of the application: \_\_\_\_\_

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Was application (check one): ☐ Granted ☐ Denied

6. Have there ever been applications made for governmental approval concerning this property: \_\_\_\_\_

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If yes, what was the nature of the application: \_\_\_\_\_

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7. SUBJECT PROPERTY: Street Address: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Zone: \_\_\_\_\_

8. If applicant is represented by an attorney, state name, address and phone number of the attorney:

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( ) \_\_\_\_\_ - \_\_\_\_\_

9. ☐ Preliminary site plan approval  
☐ Final site plan approval  
☐ Minor Subdivision approval  
☐ Classification of sketch plat for major subdivision  
☐ Preliminary approval of major subdivision  
☐ Final approval of major subdivision  
☐ Hardship variance – N.J.S.A. 40:55D-70 © (1)  
☐ Benefits variance – N.J.S.A. 40:55D-70 © (2)  
☐ Issuance of building permit in bed of street, public drainage way, flood control basis or required public area – N.J.S.A. 40:55D-34  
☐ Issuance of permit for building or structure not related to street – N.J.S.A. 40:55D-35  
☐ Conditional use approval

10. If a variance is sought, state the section (s) of the ordinance from which applicant requests relief

\_\_\_\_\_

\_\_\_\_\_

11. Said property is (give dimensions and area) \_\_\_\_\_

And has the following structures (if known, so indicate; or indicate whether dwelling or building, stating use thereof) \_\_\_\_\_

\_\_\_\_\_

12. Size of Proposed Building:

At Street Level: _____	Feet front: _____
Feet deep: _____	Height: _____
Stories: _____	Feet: _____

13. Setbacks of Building:

Front: _____	Rear: _____
Side: _____	Side: _____
% of Building Coverage: _____	

14. Parking: Number of Existing Spaces: \_\_\_\_\_

Number of Proposed Spaces: \_\_\_\_\_

Number of Required Spaces: \_\_\_\_\_

15. Date property acquired: \_\_\_\_\_

16. If a variance(s) would be requested for hardship – N.J.S.A. 40:55D-70 © (1), state the exceptional conditions of property supporting the granting of the variance.

\_\_\_\_\_

\_\_\_\_\_

17. If a variance(s) would be requested based upon the public benefits resulting from the variance – N.J.S.A. 40:55D-70 © (2), state the public benefits and explain how the benefits will substantially outweigh any detriments.

\_\_\_\_\_

\_\_\_\_\_

18. If applicant is requesting any variance (under #9, #16, #17 above) supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and Zoning Ordinance.

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19. All applicants must attach to this application a schedule showing the following information (if applicable)

Type of construction (check one): ☐ Frame ☐ Stone ☐ Brick ☐ Cement

Present use of existing building(s) and premises: 

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Describe any deed restrictions affecting this property: 

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Total proposed dwelling units:	<hr/>
Total proposed professional and/or business and/or commercial units:	<hr/>
Total proposed floor area:	<hr/>
Total proposed parking spaces:	<hr/>

A photograph(s) of land and building involved in the application. Names and addresses of all expert witnesses proposed to be used.

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Proof of payment of all taxes due and owing on the premises: 

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20. A legible plot plan or survey to scale (not less than 1' = 50' or the property) indicating the existing and/or proposed structure with adjoining property and structures accompanying this application. Scale drawing of not less than 1/4" = 1' of the proposed building(s) of the existing structure indicating the changes, alterations or additions contemplated will be presented at the hearing, if relevant.

**21. If applicant requests that the Planning Board waive any requirements of site plan review required under Ordinance No. 858 (1986) applicant shall state each requirement for which it seeks waiver, and state the reasons for the waiver. (Required fees may not be waived). Site Plan review requirements will not be waived for new construction. Rather, it will only be considered for modification or expansion of existing structures or improvements. A grant of your request will only result in a waiver of those requirements that the Planning Board feels are appropriately waived, and in no way relieves you of any other responsibilities or requirements which may pertain, such as for example, the need to obtain subdivision approval or the grant of any variances. Furthermore, all the usual requirements of obtaining a building or construction permit must also be complied with.**

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**APPLICANT must sign the following certification:**

**I certify that the foregoing statements made by me are true and complete. I am aware that  
If any of the foregoing statements made by me are willfully false, I am subject to punishment.**

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**Applicant Signature**

**If applicant is not owner of the property, have owner sign below consent or file with application a letter signed by the owner consenting to the application.**

**The foregoing application is hereby consented to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

\_\_\_\_\_  
**Owner of Property**

\_\_\_\_\_  
\_\_\_\_\_  
**Address**

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Phone**

**Sworn and subscribed before me**  
**This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

\_\_\_\_\_  
**(Signature of person authorized to take oaths)**

**Applicant/appellant's Name and Address:**

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**Owners Name and Address:**

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**Subject Property – Street Address:**

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**Subject Property – Block and Lot Number:**

**Block:** \_\_\_\_\_  
**Lot(s):** \_\_\_\_\_

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**APPOINTMENT OF AGENT**

**Do hereby appoint**

\_\_\_\_\_  
**(Party in interest)**

**As my Agent for all purposes concerning this matter, and do agree to accept, as my (our) own act and deed, all acts performed by said Agent concerning the matter.**

\_\_\_\_\_  
**Party in interest**

\_\_\_\_\_  
**Witness**

**Subscribed and sworn to**  
**Before me, this \_\_\_\_\_ day of**  
**\_\_\_\_\_, 20\_\_.**

\_\_\_\_\_

Applicant/Appellant's Name & Address:

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

Owners Name & Address:

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

Subject Property – Street Address:

\_\_\_\_\_

Subject Property – Block and Lot Number:

Block: \_\_\_\_\_

Lot(s): \_\_\_\_\_

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**AFFIDAVIT OF SERVICE AND PUBLICATION**

Concerning the above, I, \_\_\_\_\_ upon my oath, according to law,  
say: \_\_\_\_\_

1. I am the \_\_\_\_\_ in the above captioned matter.

2. The service of a copy of a Notice of Appeal or Application for Development has been made upon the following persons, in the manner designated:

**Person Served**

**Mode of Service**

3. Other Service of Public Notices were made as follows:

4. Attached hereto and made part hereof are personal acknowledgements, return receipts evidencing service, and an affidavit of publication by the official newspaper of the municipality.

5. I understand that the within is a sworn statement taken under oath, and any false statement contained herein may subject me to fine, imprisonment, or both.

\_\_\_\_\_  
Affiant

NOTARY AND SEAL