



**CITY OF SEA ISLE CITY
PLANNING BOARD**

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

Location: 8305 Landis Ave, Unit 4

Block: 83,02

Lot: 46

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): QI WANG
Address: 8305 Landis Ave, Unit 4, Sea Isle City,
NJ 08243
Phone Number: [REDACTED]
Owners (s) Name: CastleRock Capital Management LLC
Owner (s) Address: 8305 Landis Ave, Unit 4, Sea Isle City
NJ 08243

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

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:

Was application (check one): ☐ Granted ☐ Denied

6. Have there ever been applications made for governmental approval concerning this property: No

If yes, what was the nature of the application:

7. SUBJECT PROPERTY: Street Address: 8305 Landis Ave
Block: 83.02 Lot: 46
Zone: Commercial

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

() _____ - _____

9. ☒ Preliminary site plan approval *"Minor"*
☐ 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-36
☐ 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) 858 sqft

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

12. Size of Proposed Building:

At Street Level: 595 sqft Feet front: 27.9 feet
Feet deep: 21.7 feet Height: 10 feet
Stories: 2 stories Feet: _____

13. Setbacks of Building:

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

14. Parking: Number of Existing Spaces: 2 shared parking
Number of Proposed Spaces: _____
Number of Required Spaces: _____

15. Date property acquired: 05/15/2017 05/14/21

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.

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: the second floor i's massage and beauty spa business as Sea Isle spa and massage

Describe any deed restrictions affecting this property: No food and restaurant

Total proposed dwelling units:	<u>1</u>
Total proposed professional and/or business and/or commercial units:	<u>2</u>
Total proposed floor area:	<u>595 sqft</u>
Total proposed parking spaces:	<u>2 shared parking</u>

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

Alan Yang New York State Licensed Architect
7166 parsons blvd, 6J, Fresh Meadows NY 11365

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

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.

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.



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__.

QI WANG

Owner of Property

8305 Landis Ave - Unit 54
Sea Isle City, NJ 08243

Address

[REDACTED]

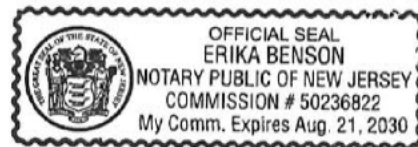
Phone

Sworn and subscribed before me

This 26 day of May, 2020

Erika Benson

(Signature of person authorized to take oaths)



Applicant/appellant's Name and Address:

Owners Name and Address:

Subject Property – Street Address:

Subject Property – Block and Lot Number:

Block: _____
Lot(s): _____

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): _____

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

SEA ISLE CITY PLANNING BOARD SURVEY/PLAN/PLAT AFFIDAVIT

State of _____ :
County of _____ : ss.

Name of Appellant/Applicant: QI WANG
Address of Subject Property: 8305 Landis Ave, Unit 4
Tax Block: 83.02 Lot(s): 46

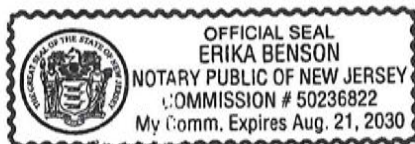
QI WANG, being duly sworn according to law, upon his/her oath, deposes and says:

1. I am the owner of the property identified above, located in the City of Sea Isle City, New Jersey. I am the appellant/applicant for development in this matter.
2. I verify that the attached sealed survey/plan/plat prepared by Alan Yong Architect and dated 04/24/26 accurately reflects the physical condition of the property as of the date of this affidavit, and there have been no changes or alterations to the property since the date of the signed survey/plan/plat.
3. I make this affidavit in support of an appeal / application for development before the Sea Isle City Planning Board and understand that said Board shall rely on this Affidavit and the current accuracy of the said survey/plan/plat in considering the appeal/application for development of the property.

[Signature]
Signature of Owner/Appellant/Applicant

Sworn and subscribed to before me
this 26 day of May, 2026.

Erika Benson
Notary Public



SEA ISLE CITY ZONING BOARD OF ADJUSTMENT / SEA ISLE CITY PLANNING BOARD
SCHEDULE OF APPLICATION FEES AND ESCROW FEES

NAME of Appellant/Applicant: QI WANG
Address of Subject Property: 8305 Landis Ave, Unit 4
Tax Block: 83.02 Lot(s): 46

Please review the following schedule*, check ALL types of approvals sought, and total the amount due. At the time of filing your appeal or application, submit this completed form along with separate checks for total Application Fee(s) and total Escrow Fee(s), each check along with separate checks for total Application fee(s) and total Escrow Fee(s), each check made payable to "City of Sea Isle City". You must also submit a completed W-9 form. Thank you.

[*per Sea Isle City Land Use Ordinance No. 1598 (2016) Chapter XXVIII]

DESCRIPTION or TYPE of APPROVAL(S) SOUGHT	x	APPLICATION FEE	+	ESCROW FEE (ESTIMATES)	AMOUNT DUE
VARIANCES					
1. Appeals (40:55-70a)		\$ 350.00	+	\$ 1,000.00	
2. Interpretations (40:55D-70b)		\$ 350.00	+	\$ 1,000.00	
3. Hardship or Bulk (40:55D-70c)		\$ 500.00	+	\$ 1,500.00	
4. Use Variance (40:55D-70d) (Incl. floor area ratio)		\$ 200.00	+	\$ 1,500.00	
5. Permits (40:55D-34 & 35)		\$ 200.00	+	\$ 1,000.00	
6. Appeals (City Ordinances)		\$ 250.00	+	\$ 1,000.00	
PLANNING BOARD					
Each informal review		\$ 100.00	+	\$ 1,500.00	
SUBDIVISION					
1. Preliminary plat (major subdivision)		\$ 500.00	+	\$ 600.00 per lot	
2. Final plat (major subdivision)		\$ 450.00	+	\$ 1,500.00	
3. Minor subdivision (no more than 3 lots)		\$ 350.00	+	\$ 2,000.00	
4. Tax Map Maintenance Fee (per line)		\$ 100.00		n / a	
SITE PLANS					
1. Preliminary		\$ 500.00	+	\$ 3,000.00	
2. Final Plan		\$ 750.00	+	\$ 1,500.00	
3. Minor Site Plan		\$ 250.00	+	\$ 1,200.00	
OTHER					
Any special meeting at request the of appellant/applicant		\$ 400.00	+	\$ 1,200.00	
TOTALS		\$	+	\$	= \$

** Special meetings are held only with prior Board approval and solely at the Board's discretion **

[[SICPB/ZB Fees Form effective 2/21/17 as per Ordinance No. 1598 (2016) Page 1 of 1]]

PLEASE NOTE: When calculating fees, one payment will be for TOTAL APPLICATION FEES only and one payment will be for TOTAL ESCROW FEES only. Application fees and Escrow fees are separate, handled individually, and therefore should not be added together.)

PAID 5/26/2026

**SEA ISLE CITY PLANNING BOARD
CERTIFICATION OF PAYMENT OF TAXES AND MUNICIPAL LIENS**

Name of Appellant/Applicant: QI WANG
Address of Subject Property: 8305 Landis Ave, Unit 4
Tax Block: 83.02 Lot(s): 46

The above-named appellant or applicant hereby certifies as follows:

1. I am the owner of the property identified above, located in the City of Sea Isle City, New Jersey. I am the appellant/applicant for development in this matter.
2. I verify that all real estate taxes for the property are current as of the date of this appeal or application, and that they will be current as of the date of the Planning Board hearing.
3. I verify that all municipal charges against the property, such as water and sewer charges are current as of the date of this appeal or application, and that they will be current as of the date of the Planning Board hearing.
4. I have obtained a certification from the Sea Isle City Tax Collector, attached hereto, attesting to the status of real estate taxes and municipal charges against the property.
5. I understand that I have a continuing obligation to satisfy any municipal lien against this property.
6. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing is willfully false, I am subject to punishment.



Signature of Owner/Appellant/Applicant

***Attach the certification of paid taxes provided by the
Sea Isle City Tax Collector to this form.***

**CITY OF SEA ISLE CITY
TAX & UTILITY COLLECTOR
233 JFK BLVD ROOM #204
SEA ISLE CITY, NJ 08243
PHONE: (609) 263-4461 EXT. 1215
FAX: (609) 263-6139**

DATE: 4/27/2026

RE: Certification of Taxes Accounts For Planning and Zoning Board

BLOCK / LOT / QUAL: **83.02/46/C-4**
ACCT ID#: **00005460/4883-0**
LOCATION: **8305 LANDIS AVE UNIT 4**
OWNER OF RECORD: **CASTLE ROCK CAPITAL MANAGEMNET LLC**

This is to certify that Taxes **ARE** or **ARE NOT** paid to date on the above property.

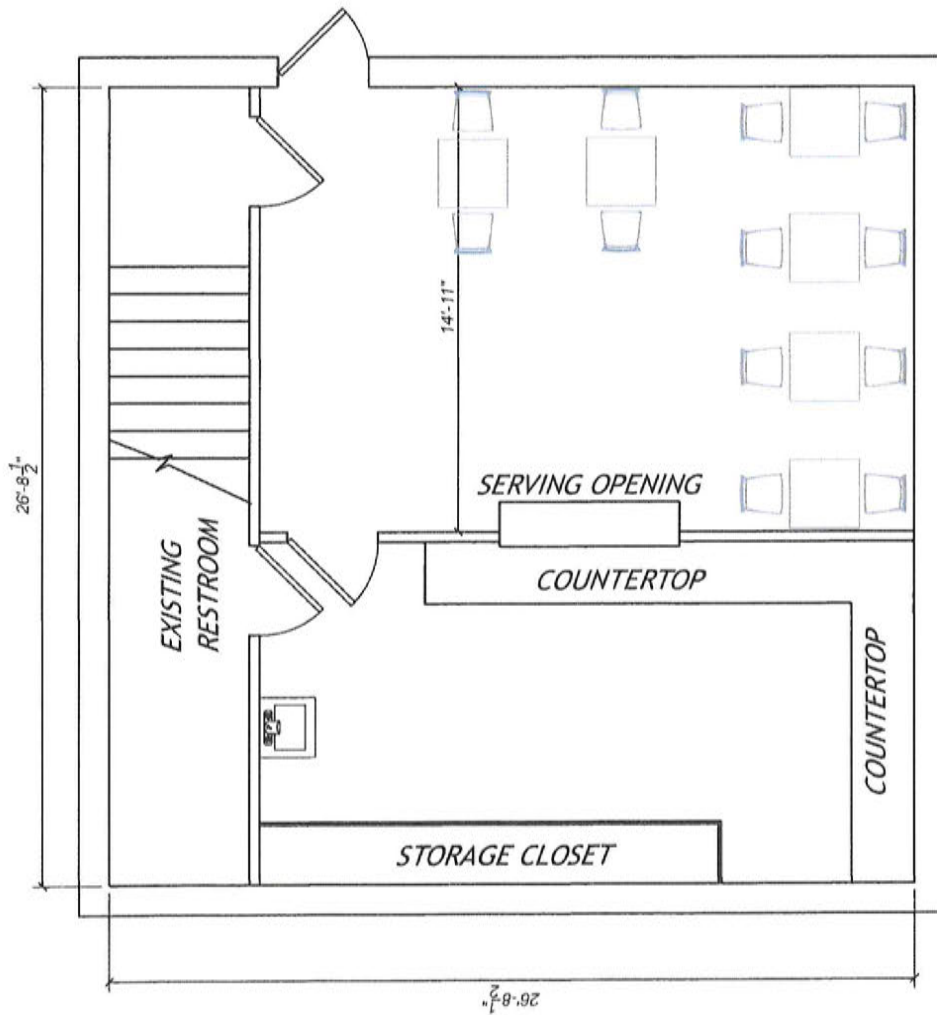
Comments: **Property taxes are paid until 3rd quarter of 2026. Water an sewer is paid until the 2nd quarter.**

Please contact the Tax Collector's Office if you have any questions.

Jessica Gibson
CITY OF SEA ISLE CITY
TAX COLLECTION DEPARTMENT

4/27/2026

Date



SEA ISLE CITY
 LOT 46 BLOCK 83.02
 UNIT 4A
 PROPOSED 1ST FLOOR PLAN
 SCALE: 1/4"=1'-0"



Alan Yang Architecture
 2008 STEINWAY ST
 ASTORIA, NY 11701
 (347) 987-7858
 www.yangarchitect.com

YangArchitecture.com
 (347) 987-7858
 2008 STEINWAY ST
 ASTORIA, NY



DRAWING Name:
 PROPOSED FLOOR PLANS
 A-100.00

PROJECT NAME: SEA ISLE CITY
 PROJECT DATE: 04-27-2026
 LOCATION: SEA ISLE CITY, NJ



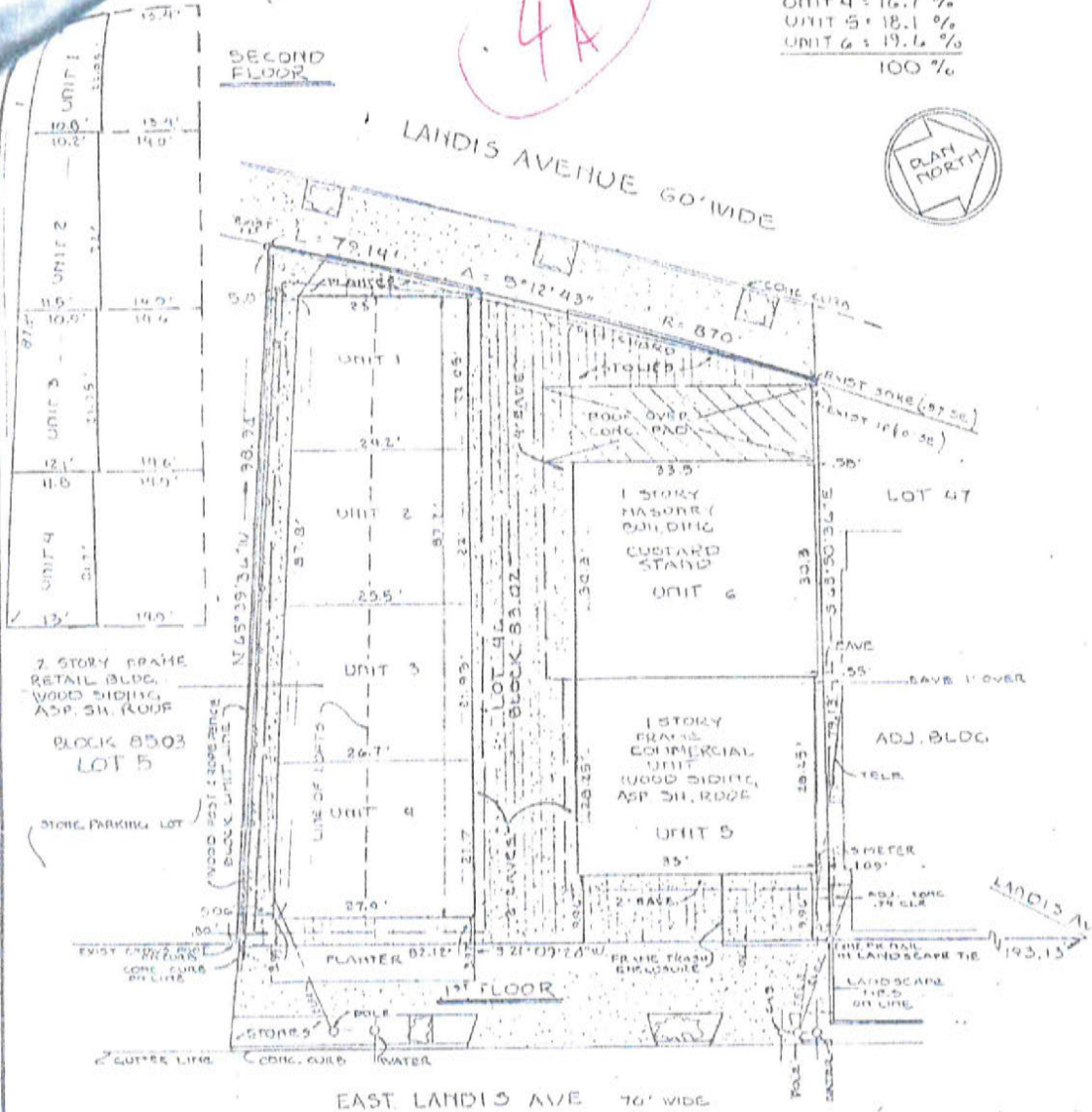
OWNERS CONDO

JM ASSOC

UNIT 1 = 14.4 %
UNIT 2 = 15.2 %
UNIT 3 = 16.0 %
UNIT 4 = 16.7 %
UNIT 5 = 18.1 %
UNIT 6 = 19.6 %
100 %



4A



- ☐ UNITS
- ☐ COMMON ELEMENTS
- ☐ LIMITED COMMON ELEMENTS - UNIT 6

NOTE: THIS SURVEY IS MADE SUBJECT TO AND DOES NOT LOCATE OR DELINEATE RIGHTS OR INTERESTS OF THE UNITED STATES OF AMERICA OR THE STATE OF NEW JERSEY OVER LANDS NOW OR FORMERLY FLOWED BY TIDE WATERS BUT NO LONGER VISIBLE OR PHYSICALLY EVIDENT.

TO: SHORE CORNERS CONDOMINIUM ASSOC;
JOHNSON, APRIL, 8 NORCROSS

IN CONSIDERATION OF THE FEE PAID FOR MAKING THIS SURVEY, I HEREBY CERTIFY TO ITS ACCURACY (EXCEPT SUCH EASEMENTS, IF ANY, THAT MAY BE LOCATED BELOW THE SURFACE OF THE LANDS OR ON THE SURFACE OF THE LANDS AND NOT VISIBLE) AS AN INDUCEMENT FOR ANY INBUROR OF TITLE TO INSURE THE TITLE TO THE LANDS AND PREMISES SHOWN THEREON.

JOHN C. GIBSON
N. J. P. E. & L. B. LICENSE NO. 11398



JOHN C. GIBSON AND ASSOCIATES, P.A.
CONSULTING ENGINEERS AND SURVEYORS
SEA ISLE CITY, N. J.

PLAN OF SURVEY

LOT 46, BLOCK 83.02

SEA ISLE CITY

CAPE MAY COUNTY, N. J.

DRAWN: WAS CHECKED: JCG DATE: 7-30-87 SCALE: 1" = 20' BK. 26 PG. 286 DWG. NO. 4763

REVISED

83.02-46 Comm

SEA ISLE CITY PLANNING BOARD
NOTICE OF APPLICATION FOR DEVELOPMENT

Applicant's Name & Address:

QI WANG
8305 Landis Ave, Unit 4
Sea Isle City, NJ 08243

Owner's Name & Address:

Subject Property, Street Address:

8305 Landis Ave

Subject Property, Block & Lot No.:

8302 Block 46 Lot

Zoning District

Commercial

TAKE NOTICE that a hearing will be held before the Sea Isle City Planning Board on Monday, _____, 20____ at 7:00 p.m., in the City of Sea Isle City Municipal Building at 233 John F. Kennedy Blvd., Sea Isle City, NJ to consider an Application for Development regarding the above described property. The property is/will be developed with minor site modifications

Applicant seeks to do the following _____

Convert the ground floor storefront into a healthy
beverage store. It's less than
600 square feet.

Operation time:

Mon - Thu 10:00am - 10:00pm
Fri - Sat 10:00am - 12:00am
Sun 10:00am - 8:00pm

In order to do this, the Applicant is seeking the following variances and/or subdivisions, from the Sea Isle City Zoning Ordinance: _____

Maps and documents relating to this matter will be available for public inspection ten (10) days prior to the hearing date, during normal business hours, through the Planning Board Clerk, within the Construction Office of Sea Isle City's Municipal Services - 2nd Floor, 233 John F. Kennedy Blvd., Sea Isle City, NJ.

If you wish to make a statement or offer evidence concerning this application, you must appear in person at the hearing or through an attorney or agent. The Planning Board cannot accept petitions or letters, and must rely on live testimony.

This notice is given pursuant to N.J.S.A. 40:55D-11, et seq.

Name of Applicant or Attorney
Address, Telephone Number

SEA ISLE CITY PLANNING BOARD

CERTIFICATION OF SERVICE

Applicant's Name: QI WANG
 Applicant's Address: 8305 Landis Ave, Unit 4, Sea Isle City
NJ 08243
 Subject Property: 8305 Landis Ave, Unit 4, Sea Isle City
 Tax Block 83.02 Tax Lot(s): 46

I/We QI WANG, of full age, being duly sworn according to law, on his/her oath, certifies as follows:

- (1) that I / we reside or conduct business at 8305 Landis Ave, Unit 4, Sea Isle City, NJ 08243
- (2) that I / we am / are the appellant, applicant or applicant's attorney in this matter [circle the title that pertains to you];
- (3) that on _____, being at least ten (10) days prior to the hearing date on the application, I/we gave notice to all property owners within 200 feet of the subject property and all other persons whose names appeared on the certified list obtained from the Sea Isle City Tax Assessor and as listed on the Sea Isle City Planning Board Application Instructions (where applicable);
- (4) that notice was given either by personal service of a notice on the property owner or by sending the notice by Certified Mail, Return Receipt Requested, as noted on the attached list of persons to be served. Certified mail receipts showing the mailing of notice to the interested persons are attached; all return receipts received from served persons are attached hereto and/or shall be forwarded to the Planning Board Administrator prior to the hearing;
- (5) that a copy of the notice served is attached hereto and made a part hereof;
- (6) that the notice was also published in _____, the official newspaper of the municipality, on _____. Attached hereto and made part hereof is a Proof of Publication received from the official newspaper.
- (7) that also attached hereto and made a part hereof is the certified list of all property owners and other parties to whom notice was required to be sent, showing the names and addresses of the persons served and the lot and block numbers of each person's property as same appear on the Sea Isle City Tax Assessment List.
- (8) I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment.

Date: _____

C Wang
 Appellant/Applicant/Attorney for Applicants



City of Sea Isle City

MUNICIPAL SERVICES - 2ND FLOOR

233 JOHN F. KENNEDY BLVD.

SEA ISLE CITY, NJ 08243

609-263-4461

Construction Dept.

(609) 263-1166 - Phone

(609) 263-1366 - Fax

gferrilli@seaislecitynj.us

CITY OF SEA ISLE CITY PLANNING BOARD

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4. *Survey/ Plan/ Plat Affidavit* (1 pg.) (PB-2)
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9. *Proposed Letter to 200' List* (1 pg.) (PB-7)
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 - A. *30 Attachment 1 "Exhibit A"* (4 pgs.)
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City of Sea Isle City

MUNICIPAL SERVICES - 2ND FLOOR

233 JOHN F. KENNEDY BLVD.

SEA ISLE CITY, NJ 08243

609-263-4461

MEMO

TO: ALL

FROM: Construction and Zoning Office

SUBJECT: APPLICATION SUBMISSION REQUIREMENT
For All Planning & Zoning Board Applications

EFFECTIVE IMMEDIATELY

As part of all Planning and Zoning Board Applications, a Letter must be obtained from the Floodplain Administration that provides a determination of the flood zone and construction type.

This letter must be included with the Application when submitted, before the application will be processed and forwarded to the Board Engineer to review for technical completeness.

Thank you,

*Sea Isle City Construction Department,
Sea Isle City Planning Board, &
Sea Isle City Zoning Board of Adjustment*

Sea Isle City Planning Board

Applicants Last Name: _____

Property Address: _____

Date Submitted to PB Clerk: _____

Application Check List

Applicant must conform with ALL Checklist requirements contained at Local Code Section 30-1 and Exhibits thereof.

This Application Check List is provided to assist you in submitting a complete application to the Planning Board. One (1) complete Application Package must include the following:

ONE (1) copy of this checklist (on top of package) plus one (1) each of the following items:

- _____ Check for Application Fees, made payable to the "City of Sea Isle City" (first check)
- _____ Check for Escrow Fees, made payable to "City of Sea Isle City" (second check)
- _____ W-9 form, completed, and signed by the Applicant (one (1) copy, only)
- _____ PB-3 Application Fees and Escrow Fee Calculation Sheet
- _____ PB-4 Certification and Proof of Payment of Taxes

**** Plus, TWENTY (20) copies of Application submitted via one (1) complete original hardcopy that must include ALL items listed above and below, one (1) ELECTRONIC COPY via Email or USB & eighteen (18) hardcopies with each set compiled of the documents below:**

- _____ PB-1 SICPB current Application form, including signed and dated verification
- _____ PB-2 Survey, Plan, or Plat Affidavit
- _____ PB-5 Notice of Application for Development
- _____ PB-6 Certification of Service
- _____ PB-7 Proposed letter to "200 foot list"
- _____ Copy of 200 foot list obtained from Sea Isle City Tax Assessor
- _____ All plans, drawings, surveys, photographs, and similar documents upon which the Applicant proposes to rely in presenting the Application.
- _____ *Site plan approval and/or subdivision approval*, also include:
 - PB/ZB-11 Applications Involving Subdivisions and/or
 - PB/ZB-12 Applications Involving Site Plans

NOTE:

Application Packages must be submitted to the Board Clerk consisting of ***twenty (20) application sets*** as outlined above**. Plans/drawings and similar documents must be folded (not rolled), and each set shall be bound together (rubber band, large clip or stapled). Component parts of the Application Package cannot be submitted separately; such Applications will be returned to the Applicant for completion and may result in delays and additional costs for processing. The Board Secretary is not responsible for assembling your application. It is the applicant's responsibility to assemble each required copy of the application which must be collated and ready for distribution to board members and board professionals.

Each application submitted to the Board is subject to Completeness Review. This process involves the review of all forms and documents transmitted to the Board Secretary. A completeness review will be scheduled within forty-five (45) days and the applicant will be notified.

No later than ten (10) days before the hearing date, all documents on which the Application will be based must be on file with the Zoning Board Clerk.

Finally, within TEN (10) Days prior to the date of the hearing, the Affidavit of Service ZB-6 and all certified mail receipts and Proof of Publication must be submitted to the Zoning Board Clerk.

Any request for a continuance of the hearing date must be submitted in writing and must specifically waive the applicable time limitations for the board to take action. Failure to comply with this requirement may lead to the Board dismissing the application without prejudice, in which case resubmission, additional notice and publication may be required for a new hearing date along with other applicable requirements.

Following the hearing on the application, the action taken by the Board will be advertised in the official newspaper. A copy of the Board's decision will be sent to the applicant and their attorney if applicable, in Resolution form after adoption by the Board. Adoption of a memorializing resolution typically occurs at the following month's regular meeting.

If approved, no zoning or construction permit will be issued until a signed memorialized resolution is completed and the applicant addresses any required conditions of approval, incorporates conditions and approvals into the project submitting seven (7) sets of Final Site Plans for approval and signatures.

If the applicant fails to pay or replenish the required escrow fees, this may cause delay in hearing your application. Furthermore, a standard condition of all approvals by the Zoning Board is that any and all outstanding escrow fees shall be paid in full and the escrow account shall be replenished to the level required by ordinance prior to the issuance of a zoning permit, construction permit; temporary and/or final certificate of occupancy, or, within 30 days written notice that a deficiency exists in the escrow account, whichever is applicable.

Thank you,

City of Sea Isle Planning Board