

## **AVALON PLANNING/ZONING BOARD**

1401 Dune Drive  
Avalon, NJ 08202  
(609) 967-5926  
[www.avalonboro.net](http://www.avalonboro.net)

# **APPLICATION/ PROCEDURE FORMS**

AVPZ # 1 – AVPZ # 17

**BOROUGH OF AVALON  
PLANNING/ZONING BOARD  
SPECIAL RESOLUTION PZ#23-B**

**2024 ANNUAL NOTICE OF MEETINGS**

PUBLIC NOTICE is hereby given, Pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., that the BOROUGH OF AVALON PLANNING/ZONING BOARD has established the following schedule of REGULAR MEETINGS to begin at 6:00 p.m. and to be held at BOROUGH HALL, located at 3100 Dune Drive, Avalon, New Jersey.

**2024 SCHEDULE - REGULAR MEETINGS  
(2ND TUESDAY OF EVERY MONTH)**

**January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024  
July 9, 2024  
August 13, 2024  
September 10, 2024  
October 8, 2024  
November 12, 2024  
December 10, 2024**

Kimberly F. Mastriana  
Planning/Zoning Board Secretary  
December 12, 2023

**PLEASE TAKE FURTHER NOTICE OF THE FOLLOWING IN ACCORDANCE  
WITH THE OPEN PUBLIC MEETINGS ACT:**

**ALL TIMES AND DATES ARE SUBJECT TO CHANGE  
OFFICIAL ACTION MAY BE TAKEN AT ANY REGULAR MEETING  
ALL SPECIAL OR UNSCHEDULED MEETINGS WILL BE NOTICED 48 HOURS IN ADVANCE**

## AVALON PLANNING/ZONING BOARD

### INSTRUCTIONS TO APPLICANTS

1. The applicant shall submit one (1) **original** and three (3) copies of complete typewritten application and checklists on forms provided by the Board Secretary along with four (4) copies of full-size plans and other documents. *(AVPZFORM # 2)*
2. Each application transmitted to the Board is subject to a "Completeness Review". This process involves the review of all forms and documents transmitted to the Board Secretary. A completeness review will be conducted within forty-five (45) days. The Board Secretary will notify the applicant (in writing) regarding completeness. If the application is deemed incomplete the applicant shall submit the information required. The Board then has an additional forty-five (45) days to review.
3. Upon being deemed complete, the applicant shall submit one (1) original and seventeen (17) copies of a complete, typed, signed, collated application and checklists on the forms provided by the Board Secretary including full size plans no larger than 24"x36". For the Board Members, plans along with typed, signed application and checklists on the forms provided by the Board Secretary and other supplemental documents, must be collated and ready for distribution. The applicant must also submit one additional copy to the Avalon Fire Chief for review, per checklists 3, 4 & 5. You are encouraged to utilize the meeting room equipment (tv's and laptop) for your presentation by preparing and saving on a flash drive, which will be added to the Board Secretary's file.
4. Although every effort is made for expeditious handling of all applications on each Agenda, at times the number of applications necessitates continuance of an application. Placement on a specific Agenda does not guarantee that an applicant's hearing will be held and completed on that date.
5. If the applicant is not the owner, a copy of the Sales Contract or written consent of the owner must be supplied. *(AVPZ FORM # 4)*
6. Fees for filing and escrow amount: Two (2) separate checks, both made payable to the **Borough of Avalon** along with fee breakdown form. In addition, applicant must provide either a Social Security Number or a Tax ID Number for escrow account purposes along with a W-9 form with the **original** application only. Remaining escrow fees will be released upon request of the applicant, but only when the project is completed (*ex. C.O. issued*) and signed off by the Board Engineer. *(AVPZFORMS #11, 11A & 12)*
7. Should revisions to the documents be required (prior to the public hearing), they must be in the Board Secretary's Office ten (10) calendar days before the public hearing date.
8. Every application for development submitted to the Avalon Planning/Zoning Board shall be accompanied by proof that no taxes or assessments (water and sewer) for local improvements are due or delinquent on the property, which is the subject of such application. *(AVPZ FORM # 5)*
9. At least ten (10) calendar days prior to the day fixed for said hearing, the Applicant shall give notice to the Official Newspaper (**Cape May County Herald**) and to all owners shown on the official list. The official list shall be obtained from the Tax Assessor's Office. Notice to the listed parties must be made by personal service or by Certified Mail with return receipt. If

## AVALON PLANNING/ZONING BOARD

### INSTRUCTIONS TO APPLICANTS

notice is made by personal service, the person to whom the notice is delivered must print and sign a receipt for it and the date of delivery must be noted on the receipt. In addition to the listed property owners within 200', notice must also be given to the following if the property is located as noted:

**(AVPZ FORMS #6 & 6A)**

- a. Municipal Clerk of adjoining municipality (if property is within 200 feet of an adjoining municipal boundary).
  - b. Cape May County Planning Board (if property is within 200 feet of County land, County road, County property, or adjoining municipal boundary).
  - c. New Jersey Commissioner of Transportation (if property is adjacent to a State road).
  - d. State Planning Commission (if application involves 150 acres or 500 dwelling units).
  - e. Any public utility, cable TV company or local utility which possesses a right-of-way or easement within the Borough and which has registered with the Borough in accordance with the Municipal Land Use Law.
10. The applicant shall prepare and sign before a notary public, one copy of the affidavit of proof of notice and submit it, together with a copy of the required notices, to the Board Secretary at least five (5) working days prior to the time of the hearing. **(AVPZ FORM #7)**
  11. Corporations shall be represented by a licensed Attorney-at-Law, except those Corporations comprised by one (1) shareholder. All Corporations, Limited Liability Companies and Partnerships shall disclose in writing the names of all shareholders, members or partners. Applicants shall appear in person or be represented by an Attorney.
  12. Any request to the Board for a continuance of the hearing date must be submitted in writing and must specifically waive the applicable time limitations for Board action. Failure to comply with this requirement may lead to the Board's dismissing the application without prejudice in which case revisions to the application forms may be required, and personal service and publication of notice of the new hearing date shall be required along with other requirements.
  13. Following the hearing on the application, the action taken by the Board will be advertised in the Borough's official newspaper. A copy of the Board's decision will be sent to the applicant or applicant's attorney, in Resolution form, after adoption by the Board.
  14. **IF APPROVED, NO ZONING OR CONSTRUCTION PERMITS WILL BE ISSUED UNTIL A SIGNED MEMORIALIZED RESOLUTION AND APPROVAL FROM THE BOARD ENGINEER IS COMPLETED AND ALL THE STANDARD CONDITIONS.** Most Resolutions contain conditions, which necessitate submission of revised plans. Six sets of sealed plans with signature blocks including the application **PZ#** must be submitted along with a copy of the memorialized resolution, zoning application, planning/zoning project checklist and construction permit application packet.
  15. Various forms are attached which shall be used.

AVPZ FORM # 1 – INSTRUCTIONS TO APPLICANTS  
 AVPZ FORM # 2 – LAND DEVELOPMENT APPLICATION  
 AVPZ FORM # 3 – AFFIDAVIT OF APPLICANT – OWNERSHIP  
 AVPZ FORM # 4 – CONSENT OF OWNER

**AVALON PLANNING/ZONING BOARD**  
**INSTRUCTIONS TO APPLICANTS**

- AVPZ FORM # 5 – PROOF OF PAYMENT OF TAXES
- AVPZ FORM # 6 – NOTICE OF HEARING
- AVPZ FORM # 6A – NOTICE OF HEARING (PERSONAL SERVICE)
- AVPZ FORM # 7 – AFFIDAVIT OF SERVICE AND PUBLICATION
- AVPZ FORM # 8 – AGREEMENT TO EXCEED R.S.I.S.
- AVPZ FORM # 9 – CONSTRUCTION AGENT
- AVPZ FORM # 10 – REQUEST FOR INSPECTION
- AVPZ FORM # 11 – FEE SCHEDULE
  
- AVPZ FORM # 12 – W-9
- AVPZ FORM # 13 – GENERAL REQUIREMENTS CHECKLIST
- AVPZ FORM # 14 – MINOR SUBDIVISION CHECKLIST
- AVPZ FORM # 15 – PRELIMINARY/FINAL SUBDIVISION CHECKLIST
- AVPZ FORM # 16 – PRELIMINARY/FINAL SITE PLAN CHECKLIST
- AVPZ FORM # 17 – VARIANCE PLAN CHECKLIST

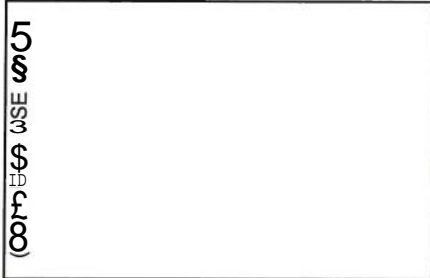
# AVALON PLANNING/ZONING BOARD LAND DEVELOPMENT APPLICATION

APPLICATION #: **PZ#** \_\_\_\_\_

DATE RECEIVED:

Check all that Apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Informal Review                     | <input type="checkbox"/> C1 Variance (Hardship)                     |
| <input type="checkbox"/> Minor Subdivision                   | <input type="checkbox"/> C2 Variance (Benefits)                     |
| <input type="checkbox"/> Major Subdivision/Preliminary       | <input type="checkbox"/> D1 Variance (Use)                          |
| <input type="checkbox"/> Major Subdivision/Final             | <input type="checkbox"/> D2 Variance (Expansion Non-Conforming Use) |
| <input type="checkbox"/> Site Plan Waiver                    | <input type="checkbox"/> D3 Variance (Conditional Use)              |
| <input type="checkbox"/> Site Plan/Preliminary               | <input type="checkbox"/> D4 Variance (Floor Area Ratio)             |
| <input type="checkbox"/> Site Plan/Final                     | <input type="checkbox"/> D5 Variance (Density)                      |
| <input type="checkbox"/> Design Waiver                       | <input type="checkbox"/> D6 Variance (Height)                       |
| <input type="checkbox"/> Beach Dune Ordinance                | <b>EH</b> Sign  |
| <input type="checkbox"/> Extension of Time                   | <input type="checkbox"/> Direction for issuance of a permit         |
| <input type="checkbox"/> Interpretations                     | <input type="checkbox"/> Submission of Revised Plans                |
| <input type="checkbox"/> Appeal of Zoning Officer's Decision |   |
| <input type="checkbox"/> Other: _____                        |   |



1. Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant is a(n) **EH** Individual    **EH** Corporation    **EH** Partnership    **EH** LLC

*If Applicant is a corporation, partnership or LLC, please set forth the names and addresses of all stockholders or partners that have a 10% interest or more.*

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

# AVALON PLANNING/ZONING BOARD LAND DEVELOPMENT APPLICATION

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

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

*(Attach Additional Sheets if Needed)*

2. OWNER'S NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_ E-Mail: \_\_\_\_\_

3. APPLICANT'S REPRESENTATIVES:

Attorney's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm and Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

\_\_\_\_\_

**NOTE:** Corporations must be represented by a New Jersey Attorney, except those that have one (1) stockholder.

4. Name(s) and address(es) of person(s) preparing plans

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

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

\_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

\_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

\_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

\_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

\_\_\_\_\_ E-Mail: \_\_\_\_\_

# AVALON PLANNING/ZONING BOARD LAND DEVELOPMENT APPLICATION

**5. LOCATION OF PROPERTY:**

Tax Map Block: \_\_\_\_\_ Lot No(s): \_\_\_\_\_ Tax Map Sheet #: \_\_\_\_\_

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

Total Tract Area: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_

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

**6. Contemplated Form of Ownership:** *(Check all that apply)*

Fee Simple     Condominium     cooperative     Corporation     Partnership     LLC

**7. If there are no restrictions on property, state "NONE". If "YES", please attach copy.**

(a) Existing Deed Restrictions \_\_\_\_\_

(b) Proposed Deed Restrictions \_\_\_\_\_

**8. Number of Proposed Lots:** \_\_\_\_\_ **Number of Commercial Units:** \_\_\_\_\_ **Number of Dwelling Units:** \_\_\_\_\_

**9. Describe the application and any prior or currently pending applications before this Planning/Zoning Board or any other local, county, state, federal board or agency involving the property, which has jurisdiction over this application.**

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*(Attach Additional Sheets if Needed)*

**10. List any zoning VARIANCES. If none, state "none." If any variances are required, state the factual basis and legal theory for the relief sought.**

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*(Attach Additional Sheets if Needed)*



**AVALON PLANNING/ZONING BOARD**  
**LAND DEVELOPMENT APPLICATION**

11. List any DESIGN WAIVERS. If none, state "none." If any design waivers are required, state the factual basis and legal theory for the relief sought.

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*(Attach Additional Sheets if Needed)*

12. List all DOCUMENTS accompanying this application, i.e. plans, drainage calculations, etc.

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\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**AVALON PLANNING/ZONING BOARD**  
**AFFADAVIT OF APPLICANT**

STATE OF NEW JERSEY:

SS

COUNTY OF CAPE MAY:

\_\_\_\_\_ 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 DOCUMENTS SUBMITTED HEREWITH ARE TRUE AND ACCURATE.

SWORN AND SUBSCRIBED BEFORE

ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A NOTARY PUBLIC

\_\_\_\_\_  
APPLICANT (S) SIGNATURE

**AFFIDAVIT OF OWNERSHIP**

STATE OF NEW JERSEY:

SS

COUNTY OF CAPE MAY:

\_\_\_\_\_ OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW, ON OATH DEPOSES AND SAYS, THAT DEPONENT RESIDES AT \_\_\_\_\_ IN (CITY / TOWN / TOWNSHIP / BOROUGH) OF \_\_\_\_\_ IN THE COUNTY OF \_\_\_\_\_ AND 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 AVALON AFORESAID AND KNOWN AND DESIGNATED AS BLOCK (S): \_\_\_\_\_ LOT (S): \_\_\_\_\_.

SWORN AND SUBSCRIBED BEFORE

ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A NOTARY PUBLIC

\_\_\_\_\_  
OWNER (S) SIGNATURE

**AVALON PLANNING/ZONING BOARD**  
**CONSENT OF OWNER**

I, THE UNDERSIGNED, BEING THE OWNER OF BLOCK(S): \_\_\_\_\_  
LOT(S): \_\_\_\_\_ IN THE BOROUGH OF AVALON DESCRIBED IN  
THE FOREGOING APPLICATION, HEREBY CONSENT TO THE MAKING OF THIS APPLICATION  
AND THE APPROVAL OF THE PLANS SUBMITTED HEREWITH. I FURTHER CONSENT TO THE  
INSPECTION OF THIS PROPERTY IN CONNECTION WITH THIS APPLICATION AS DEEMED  
NECESSARY BY THE MUNICIPAL AGENCY. *(IF OWNED BY A CORPORATION, ATTACH COPY  
OF RESOLUTION AUTHORIZING APPLICATION AND OFFICER SIGNATURE.)*

SWORN AND SUBSCRIBED BEFORE  
ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A NOTARY PUBLIC

\_\_\_\_\_  
OWNER(S) SIGNATURE

**AVALON PLANNING/ZONING BOARD  
PROOF OF PAYMENT OF TAXES, WATER AND SEWER**

**TO BE COMPLETED BY TAX & UTILITY COLLECTOR**  
in person or call (609) 967-4045 for e-mail address  
Borough of Avalon, 3100 Dune Drive, Avalon, NJ 08202

**Property Owner**

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

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

**Location of Property**

Block(s): \_\_\_\_\_

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

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

- A. All TAXES are current through the \_\_\_\_\_ quarter of \_\_\_\_\_  
(1,2,3 or 4) (year)
- B. All WATER and SEWER payments are current through the \_\_\_\_\_ quarter  
of \_\_\_\_\_  
(1,2,3 or 4) (year)
- C. If NO WATER and SEWER billing at this property address, check box **D**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax Collector

# AVALON PLANNING/ZONING BOARD NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT

**Applicant(s)**

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

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

**Owner(s)**

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

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

**Location of Property**

Block(s): \_\_\_\_\_

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

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

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**PLEASE TAKE NOTICE** that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ PM, prevailing time, at the Avalon Borough Municipal Building, located at 3100 Dune Drive, Avalon, New Jersey 08202, the Avalon Planning/Zoning Board will hold a hearing on the application for development of the undersigned. Applicant seeks all required approvals and relief so as to permit \_\_\_\_\_

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

and any and all variances deemed necessary by the Board. A copy of the said application and accompanying documents will be on file with the Secretary of the Avalon Planning/Zoning Board and may be inspected, during normal business hours, in the Avalon Planning/Zoning Office, Dept Public Works Building, 1401 Dune Drive, Avalon, New Jersey, by all interested parties at least ten (10) days prior to the said hearing. Further, any interested party may appear in person or by attorney at said hearing and participate therein in accordance with the rules of the Avalon Planning/Zoning Board. This notice is sent pursuant to the requirements of the Municipal Land Use Law.

\_\_\_\_\_  
*Applicant Signature*

**AVALON PLANNING/ZONING BOARD  
NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT  
(PERSONAL SERVICE ONLY)**

**Applicant(s)**

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

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

**Owner(s)**

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

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

**Location of Property**

Block(s): \_\_\_\_\_

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

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

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PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ PM, prevailing time, at the Avalon Borough Municipal Building, located at 3100 Dune Drive, Avalon, New Jersey 08202, the Avalon Planning/Zoning Board will hold a hearing on the application for development of the undersigned. Applicant seeks all required approvals and relief so as to permit \_\_\_\_\_

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

and any and all variances deemed necessary by the Board. A copy of the said application and accompanying documents will be on file with the Secretary of the Avalon Planning/Zoning Board and may be inspected, during normal business hours, in the Avalon Planning/Zoning Office, Dept Public Works Building, 1401 Dune Drive, Avalon, New Jersey, by all interested parties at least ten (10) days prior to the said hearing. Further, any interested party may appear in person or by attorney at said hearing and participate therein in accordance with the rules of the Avalon Planning/Zoning Board. This notice is sent pursuant to the requirements of the Municipal Land Use Law.

\_\_\_\_\_  
*Applicant Signature*

**AVALON PLANNING/ZONING BOARD**  
**NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT**  
**(PERSONAL SERVICE ONLY)**

Acknowledgement of receipt of this notice

I am the owner of:

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

Block(s): \_\_\_\_\_

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

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**AVALON PLANNING/ZONING BOARD**  
**AFFIDAVIT OF SERVICE AND PUBLICATION**

**Applicant(s)**

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

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

**Location of Property**

Block(s): \_\_\_\_\_

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

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

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

1. I am the \_\_\_\_\_ in the above captioned matter.
2. The Notice of Hearing on an Application for Development has been made in the manner designated:
  - Certified Mail: *Attach Postmarked Certified Mail Receipts.*
  - Personal Service: *Attach Personal Service Acknowledgement of Notice of Hearing on Application for Development.*
3. Attached hereto and made a part hereof is the affidavit of publication by the official newspaper of the municipality and the certified list obtained from the Tax Assessor.
4. 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.

Notary and Seal

\_\_\_\_\_

**Affiant**



**AVALON PLANNING/ZONING BOARD**  
**AGREEMENT TO EXCEED RESIDENTIAL SITE IMPROVEMENT STANDARDS**

The applicant is requesting a waiver to exceed the Residential Site Improvement Standards, in connection with the residential development of the premises known as:

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

Block(s): \_\_\_\_\_

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

*(Set forth State standards to be exceeded; the improved/exceeding standards to be employed and the specific circumstances of the proposed residential development making such exceeding of standards desirable.)*

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

We hereby agree to the foregoing:

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**Avalon Planning/Zoning Board**

\_\_\_\_\_  
*Board Secretary*

\_\_\_\_\_  
*Date*

**Note:** Applicant must transmit notification of this Agreement within five (5) working days to:

New Jersey Department of Community Affairs  
101 S. Broad Street, CN 802  
Trenton, New Jersey 08625-0802

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**WAIVERS**

*Apply to the State of New Jersey Department of Community Affairs for this waiver.  
A copy of the request must be forwarded to the Borough of Avalon Board Secretary.*

**AVALON PLANNING/ZONING BOARD**  
**CONSTRUCTION AGENT**

AVPZ # 9

I, THE APPLICANT AND/OR DEVELOPER DESIGNATE AS OUR CONSTRUCTION AGENT THE FOLLOWING:

NAME: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

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

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

OUR DESIGNATED CONSTRUCTION AGENT WILL HAVE COMPLETE AND FULL AUTHORITY FOR ALL DECISIONS RELATIVE TO OUR PROJECT.

BY APPLICANT AND/OR DEVELOPER

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEVELOPER'S SIGNATURE

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED BEFORE  
ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A NOTARY PUBLIC

**AVALON PLANNING/ZONING BOARD**  
**REQUEST FOR INSPECTION**

Date of Agent's Request: \_\_\_\_\_

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

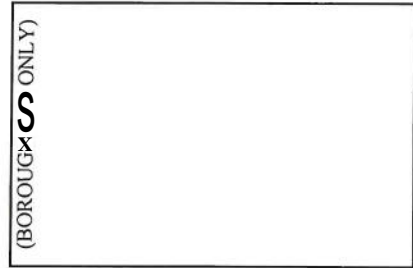
Resolution #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_



**Please Provide a Minimum of Two (2) Working Days Written Notice (Monday-Friday) to the Avalon Planning/Zoning Board Secretary for the Following Inspections.**

**Job is Ready for Inspection of the Following:**  
*(Please Check All That Apply)*

- Prior to any work.**
- Prior to backfilling any storm drainage, piping, inlets, etc.**
- When forms are set for curbing or other cast in place concrete.**
- When forms are set for flatwork.**
- When grade is ready for paving.**
- Prior to the start of landscaping.**
- At completion.**
- Other – please indicate \_\_\_\_\_.**

# AVALON PLANNING/ZONING BOARD

## FEE SCHEDULE

AVPZ # 11

### 25-3 FEES.

#### 25-3.1 Schedule of Application Fees and Escrow Fees

Effective January 1, 2018 the following application fees and escrow fees for professional review shall be charged in connection with those applications for development to the Planning/Zoning Board of the Borough of Avalon as set forth below:

	APPLICATION TYPE	APPLICATION FEE	ESCROW FEE
<b>1</b>	<b>Variances</b>		
	a) Appeals or Interpretations	\$ 400	\$ 750
	b) BULK Residential	\$ 400 <i>per variance</i>	\$ <b>1,200</b>
	c) BULK Non-Residential	\$ 400 <i>per variance</i>	\$ 1,200
	d) USE Residential	\$ 400 <i>per variance</i>	\$ <b>1,200</b>
	e) USE Non-Residential	\$ 400 <i>per variance</i>	\$ <b>1,200</b>
<b>2</b>	<b>Minor Subdivisions</b>	\$ 700	\$ <b>1,200</b>
<b>3</b>	<b>Major Subdivisions</b>		
	a) Preliminary Approval	\$ 900	\$ <b>1,500</b>
	b) Final Approval	\$ 400	\$ 750
<b>4</b>	<b>Site Plan Review</b>		
	a) Waiver	\$ 400	\$ 750
	b) Swimming Pool	\$ 500	\$ 350
	c) Minor Residential ( <i>1-14 units</i> )		
	1) Preliminary Approval	\$ 700	\$ <b>1,500</b>
	2) Final Approval	\$ 300	\$ 750
	d) Major Residential ( <i>15 or more units</i> )		
	1) Preliminary Approval	\$ 800	\$ 2,000
	2) Final Approval	\$ 400	\$ <b>1,000</b>
	e) Minor Commercial or Mixed Use ( <i>under 6,000 sq. ft. of building area</i> )		
	1) Preliminary Approval	\$ 900	\$ <b>1,800</b>
	2) Final Approval	\$ 400	\$ 900
	f) Major Commercial or Mixed-Use ( <i>6,000 sq. ft. or more of building space</i> )		
	1) Preliminary Approval	\$ <b>1000</b>	\$ 3,000
	2) Final Approval	\$ 400	\$ <b>1,500</b>
<b>5</b>	<b>Informal Review of Concept Plan</b>	Same as if formal application filed	Same as if formal application filed

**AVALON PLANNING/ZONING BOARD**  
**FEE SCHEDULE**

AVPZ # 11

6	<b>Extension of Preliminary and Major Subdivision or Site Plan Approval</b>	<b>\$ 300</b>	<b>\$ 500</b>
7	<b>Submission of Revised Plans</b> <i>(after initial submission and prior to hearing)</i>	<b>\$ 400</b>	<b>\$ 600</b>
8	<b>Sign</b>	<b>\$ 250</b>	<b>\$ 350</b>
9	<b>Direction for issuance of a permit</b>	<b>\$ 200</b>	<b>\$ 600</b>
10	<b>Special Meetings</b>	<b>\$ 700</b>	<b>\$ 1,200</b>

11. Property Owners Lists.

The Municipal Assessor shall charge an applicant an amount not to exceed Twenty-five Cents (\$.25) per person or Ten (\$10.00) Dollars, whichever is greater, to make and to certify from the current tax duplicates the names and addresses of owners of real estate to whom the applicant is required to give notice pursuant to *N.J.S.A. 40:55D-12*.

12. Administrative Fees.

Pursuant to *N.J.S.A. 40:55D-8*, an administrative fee shall be charged for the preparation of a transcript of the recording of a Planning Board hearing in at the current rate, depending upon the length of transcript.

25-3.2 Disposition of Application Fee, Escrow Deposits and Inspection Fees.

1. Payment of all application fees and escrow deposits as provided herein shall be a condition to the certification by the Planning Board Secretary that an application is complete and, in no event, shall an application be deemed complete unless all application fees and escrow deposit have been paid by the applicant. Payment of the application fee and escrow deposit shall be made by separate check, both payable to the Borough of Avalon and forwarded to the Planning Board Secretary for deposit by the Borough Treasurer. The Borough Treasurer shall deposit the application fee with the general funds of the Borough and the escrow deposit shall be deposited in a Developer's Escrow Account. Under no circumstances shall the application fee be refundable to the applicant; however, the amounts deposited as an Escrow Deposit shall be disposed of as provided herein.

2. The Borough Treasurer shall make all of the payments from the escrow deposit of an applicant to professionals for services rendered to the Planning Board in connection with that application for under the provisions of *N.J.S.A. 40:55D-1 et seq.* The application review and inspection charges shall be limited only to professional charges for review of the application, review and preparation of documents, inspections of developments under construction, attendance at application hearings, preparation of resolutions, correspondence and contacts with the other applicable professionals and Board representatives, and for review by outside consultants when an application is of a nature beyond the scope of the expertise of the professionals normally utilized by the Borough. The only cost that shall be added to any such charges shall be actual out-of-pocket expenses of such professionals or consultants including normal and typical expenses incurred in processing applications and inspecting improvements. No applicant shall be separately charged for any Borough, clerical or administrative functions, overhead expenses, meeting room charges or any

**AVALON PLANNING/ZONING BOARD**  
**FEE SCHEDULE**

AVPZ # 11

of the Borough costs and expenses which are included in the application fee, or except as provided for specifically by statute, nor shall a Borough professional add any such charge to a bill.

3. Deposits received from any applicant in excess of \$5,000 shall be held by the Borough Treasurer in a special interest-bearing Developer's Escrow Account, and upon receipt of bills from professionals and approval of said bills as hereinafter provided for, the Borough Treasurer may use such funds to pay the bills submitted by such professionals or experts. The Borough shall not be required to refund an amount of interest paid on a deposit which does not exceed \$100 for the year. If the amount of interest exceeds \$100, the entire amount shall belong to the applicant and shall be refunded to him by the Borough annually or at the time the escrow deposit is repaid or applied for the purposes for which it was deposited, as the case may be, except that the Borough may retain for administrative expenses a sum equivalent to no more than 33-1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses. All sums not actually so expended shall be refunded to the applicant within 90 days after the final decision by the Planning Board with respect to such application, upon certification by the Board Secretary that such application has been finally decided.

4. Each payment charged to the escrow deposit as provided herein shall be pursuant to a voucher from the professional which voucher shall identify the personnel performing the service, and each date the services were performed, the hours spent to one-quarter hour increments, the hourly rate and the expenses incurred. All professionals shall submit vouchers to the Borough Treasurer on a monthly basis in accordance with the schedules and procedures established by the Borough Treasurer. The professional shall also send an informational copy of all vouchers or statements to the applicant and to the Planning Board Secretary.

The Borough Treasurer shall prepare and send to the applicant a statement which shall include an accounting of funds listing all deposits, interest earnings, disbursements and the cumulative balance of the escrow deposit. This information shall be provided on a quarterly basis, if monthly charges are \$1,000 or less, or on a monthly basis if monthly charges exceed \$1,000. If an escrow deposit account contains insufficient funds to enable the Borough Planning Board to perform required application reviews or improvement inspections, the Borough Treasurer shall provide the applicant with a notice of the insufficient escrow deposit balance. In order for work to continue with regard to the application for development, the applicant shall, within a reasonable time period, post an additional escrow deposit to the account in an amount to be agreed upon by the Planning Board Secretary and the applicant. In the interim, any required health and safety inspections shall be made and charged back against the replenishment of funds.

5. No zoning permits, building permits, certificates of occupancy or any other types of permits may be issued with respect to any approved application for development until all bills for reimbursable services have been received by the Borough for professionals rendering services in connection with such application and full payment has been made on behalf of the applicant.

6. The following close-out procedures shall apply to all escrow deposit accounts established under the provisions of *N.J.S.A. 40:55D-1 et seq.* and shall commence after the Planning Board has granted final approval and signed the subdivision plat or site plan, in the case of application review escrow deposits, or after the improvements have been approved in accordance with *N.J.S.A. 40:55D-53*, in the case of improvement inspection escrows and deposits.

**AVALON PLANNING/ZONING BOARD**  
**FEE SCHEDULE**

The applicant shall send written notice by certified mail to the Borough Treasurer and the Planning Board and to the relevant municipal professional, that the application or the improvements, as the case may be, are completed. After receipt of such notice, the professional shall render a final bill to the Borough Treasurer within 30 days and shall send an informational copy to the applicant. The Borough Treasurer shall render a written final accounting to the applicant on the uses to which the deposit was put within 45 days of receipt of the final bill. Any balances remaining in the escrow deposit account, including interest in accordance with *N.J.S.A. 40:55D-53.1* shall be refunded to the applicant along with the final accounting.

7. All professional charges for review of an application for development, review and preparation of documents or inspection of improvements shall be reasonable and necessary, given the status and progress of the application or construction. Review fees shall be charged only in connection with an application for development presently pending before the Planning Board or upon review of compliance with the conditions of approval, or review of requests for modification or amendment made by the applicant. A professional shall not review items which are subject to approval by any State governmental agency and not under municipal jurisdiction except to the extent consultation with a State agency is necessary due to the effect of State approvals on the subdivision or site plan.

8. The cost of the installation of improvements for the purposes of *N.J.S.A. 40:55D-53* shall be estimated by the Planning Board Engineer, who shall be designated by the Borough to act on its behalf for all purposes under this paragraph 8, based on documented construction costs for the public improvements prevailing in the general area of the Borough. The applicant shall reimburse the Borough for reasonable inspection fees paid to the Planning Board Engineer for the inspection of improvements, and the Borough shall require the applicant to deposit for the inspection fee an amount not to exceed, except for extraordinary circumstances, the greater of Five Hundred (\$500.00) Dollars or five (5%) percent of the cost of said improvements, which shall be charged to the applicant in accordance with *N.J.S.A. 40:55D-53(h)*. The applicant may appeal the Planning Board Engineer's estimate to the County Construction Board of Appeals, established pursuant to *N.J.S.A. 52:27D-127*. Inspection fees charged by the Planning Board Engineer shall be charged only for actual work shown on a subdivision or site plan or required by an approving resolution. Professionals inspecting improvements under construction shall charge only for inspections that are reasonably necessary to check the progress and quality of the work and such inspections shall be reasonably based on the approved development plans and documents.

9. If the Borough retains a different professional or consultant in the place of a professional originally responsible for development application review, or inspection of improvements, the Borough or the Planning Board shall be responsible for all time and expenses of the new professional to become familiar with the application or the project, and the Borough or Planning Board shall not bill the applicant or charge to the escrow deposit account for any such services.

10. (a) An applicant shall notify in writing the Borough Council with copies to the Borough Treasurer, the Planning Board and the professional whenever the applicant disputes the charges made by a professional for a service rendered to the Borough in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made pursuant to *N.J.S.A. 40:55D-53.2*. The Borough Council or its designee shall within a reasonable time attempt to remediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the County Construction Board of Appeals,

**AVALON PLANNING/ZONING BOARD**  
**FEE SCHEDULE**

AVPZ # 11

established pursuant to *N.J.S.A. 52:27D-127* any charge to an escrow deposit account by any Borough professional or consultant, or the cost of the installation of improvements estimated by the Planning Board Engineer pursuant to *N.J.S.A. 40:55D-53.4*. An applicant or his authorized agent shall submit the appeal in writing to the County Construction Board of Appeals. The applicant or his authorized agent shall simultaneously send a copy of the appeal to the Borough, the Planning Board and any professional whose charges are the subject of the appeal. An applicant shall file an appeal within 45 days from receipt of the informational copy of the professional's bill required by subsection *N.J.S.A. 40:55D-53.2(c)*, except that if the professional has not supplied the applicant with an informational copy of the bill, then the applicant shall file his appeal within 60 days from receipt of the Borough statement of activity against the escrow deposit account required by *N.J.S.A. 40:55D-53.2(c)*. An applicant may file an appeal for an ongoing series of charges by a professional during a period not exceeding six months to demonstrate that they represent a pattern of excessive or inaccurate charges. An applicant making use of this provision need not appeal each charge individually.

(b) Appeals shall be taken in accordance with the rules and procedures established by the County Construction Board of Appeals.

(c) During the pendency of any appeal, the Borough or Planning Board shall continue to process, hear and decide the application for development and to inspect the development in the normal course and shall not withhold, delay or deny reviews, inspections, signing of subdivision plats or site plans, the reduction or the release of performance or maintenance guarantees, the issuance of construction permits or certificates of occupancy, or any other approval or permit because an appeal has been filed or is pending under this subsection. The Borough Treasurer may pay charges out of the appropriate escrow deposit account for which an appeal has been filed. If a charge is disallowed after payment, the Borough Treasurer shall reimburse the escrow deposit account in the amount of any such disallowed charge or refund the amount to the applicant. If a charge is disallowed after payment to a professional or consultant who is not an employee of the Borough, the professional or consultant shall reimburse the municipality in the amount of any such disallowed charge.

**25-3.3 Repealer.**

All other sections of Chapter 25 of the Code of the Borough of Avalon which are inconsistent or in conflict herewith are hereby repealed to the extent of such conflict or inconsistency.

**25-3.4 Severability.**

For any section, paragraph, subdivision, subsection, clause or provision of this Ordinance which shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, subsection, clause or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

This Ordinance shall take effect upon final adoption and publication in the manner prescribed by law.



**AVALON PLANNING/ZONING BOARD  
FEE BREAKDOWN**

*AVPZfIIA*

**Example:** CI Variance, C2 Variance, D1 Variance, Minor Res. Site Plan Prelim. & Final Approval-

Application Fee- \$ 400 + \$ 400 + \$ 400 + \$ 700 + \$ 300 = \$ **2,200**

Escrow Fee- \$ 1,200 + \$ 1,500 + \$ 750 = \$ **3,450**

*The Applicant shall breakdown the manner in which the required fees were calculated:*

Application Type(s)	Application Fee	Escrow Fee

**Application Fee**

**Escrow Fee**

**Total \$ \_\_\_\_\_ Total \$ \_\_\_\_\_**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Form W-9**  
(Rev. November 2017)  
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.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
See separate instructions for payees	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" 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) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>													
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<b>OR</b>													
<b>Employer identification number</b>													
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## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

**Sign Here**

Signature of U.S. person ▶

Date ▶

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Checklist 1

General Requirements

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	One original and three (3) copies of a complete, typed and signed application on the forms provided by the Board Secretary along with four (4) copies of full size plans or other supplemental documents				
2	Upon being deemed complete, one original and sixteen (16) copies of a complete, typed, signed, collated application on the forms provided by the Board Secretary along with full size (24"x36") plans and other supplemental documents				
3	If the applicant is not the owner, a copy of the sales contract or written consent of the owner shall be supplied				
4	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class, as required by N.J.S.A. 40:55D-48.2 et. seq.				
5	Appropriate application and escrow fees must be paid with separate checks at time of application payable to Borough of Avalon				
6	Provide a Social Security number or a tax ID number for escrow account purposes along with a W-9 form				
7	Proof that taxes or assessments for local improvements are paid through last billing cycle				
8	Proof that water and sewer bills are paid through last billing cycle				
9	For appeals of determinations of administrative officers pursuant to NJSA 40:55D-70 and requests for interpretations pursuant to NJSA 40:55D-70 public notice shall be required in compliance with the notice provisions of NJSA 40:55D-12				

**BOROUGH OF AVALON PLANNING/ZONING  
Checklist 2  
Minor Subdivision Application**

AVP2 # 14

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Minor Subdivision plan prepared, signed and sealed by a New Jersey licensed surveyor				
2	Name, address of owner and applicant.				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	North arrow and graphic scale				
8	Signature blocks for Board Chairperson, Secretary and Board Engineer and Municipal Engineer				
9	Appropriate certification blocks with information as required by the Map Filing Law (Final Plat only)				
10	Appropriate monumentation as required by the Map Filing Law				
11	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
12	Standardized sheet no larger than 24" x 36"- four (4)				
13	11" x 17" sheets for the Board Members- fourteen (14)				
14	Metes and bounds for all existing and proposed lots and rights-of-way showing dimensions, bearings, curve data, tangent lengths, radii, arc lengths, chord lengths and angles				
15	Square Footage or acreage of tract to the nearest hundredth				
16	Revision Box.				
17	Size and location of any existing and proposed structures with setback dimensions				
18	Location and dimensions of any existing streets, curb cuts or driveways to the property				
19	All proposed setback lines				
20	Delineation of any existing or proposed deed restrictions, easements or covenants				
21	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
22	Sight Triangles				
23	Zoning Schedule for all new lots				
24	List of required outside regulatory agency approvals or permits.				
25	List of variances requested				
26	List of requested waivers or exceptions				
27	Property owners of all parcels within 200' identified on the most recent tax map				
28	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				

**BOROUGH OF AVALON PLANNING/ZONING**

AVPZ # 14

**Checklist 2**

**Minor Subdivision Application**

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
29	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
30	Existing and proposed contours at 1' intervals based on U.S.G.S Datum. Contours shall extend at least 25' beyond subject property				
31	Description and extent of wooded areas, specimen trees and other significant natural features				
32	Sanitary Sewer and Water Service Connections				
33	Proposed vehicular and pedestrian circulation				
34	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
35	Parking plan for each new lot showing spaces, curb cuts and driveways				

**BOROUGH OF AVALON PLANNING/ZONING**

AVPZ # 15

**Checklist 3**

**Preliminary/Final Subdivision Application**

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Preliminary Subdivision plan prepared, signed and sealed by a New Jersey licensed professional engineer				
2	Final Subdivision plat prepared, signed and sealed by a New Jersey licensed surveyor (Final Subdivision application only)				
3	Name, address of owner and applicant				
4	Name, signature, license number, seal and address of design professional				
5	Title block denoting type of application, municipality, county block, lot and street location				
6	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
7	A schedule of the required and proposed bulk requirements				
8	North arrow and graphic scale.				
9	Signature blocks for Board Chairperson, Secretary and Board Engineer				
10	Appropriate certification blocks with information as required by the Map Filing Law (Final Plat only)				
11	Appropriate monumentation as required by the Map Filing Law				
12	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
13	Standardized sheet no larger than 24" x 36"- four (4)				
14	11" x 17" sheets for the Board Members- fourteen (14)				
15	Metes and bounds for all existing and proposed lots and rights-of-way showing dimensions, bearings, curve data, tangent lengths, radii, arc lengths, chord lengths and angles				
16	Square Footage or acreage of tract to the nearest hundredth				
17	Revision Box.				
18	Size and location of any existing and proposed structures with setback dimensions				
19	Location and dimensions of any existing streets, curb cuts or driveways to the property				
20	All proposed setback lines				
21	Delineation of any existing or proposed deed restrictions, easements or covenants				
22	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
23	Sight Triangles				
24	Development stages or staging plans				
25	Zoning Schedule for all new lots				
26	List of required outside regulatory agency approvals or permits.				
27	List of variances requested				
28	List of requested waivers or exceptions				
29	Property owners of all parcels within 200' identified on the most recent tax map				

**BOROUGH OF AVALON PLANNING/ZONING**

AVPZ # 15

**Checklists**

**Preliminary/Final Subdivision Application**

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
30	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
31	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
32	Existing and proposed contours at 1' intervals based on USGS Datum. Contours shall extend at least 25' beyond subject property				
33	Description and extent of wooded areas, specimen trees and other significant natural features				
34	Drainage area map for existing and developed site condition				
35	Stormwater Management Calculations				
36	General soils information				
37	Sanitary Sewer and Water Service Connections				
38	Proposed vehicular and pedestrian circulation				
39	Existing and proposed utilities				
40	Proposed solid waste and recyclable materials storage				
41	Existing and proposed spot elevations at all building corners, property corners, curbs, streets and any others necessary to ensure proper grades and drainage				
42	Construction details as required by Residential Site Improvement Standards (RSIS)				
43	Road and paving cross-sections and profiles				
44	Proposed street names where new road(s) are proposed				
45	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
46	Lighting plan and details				
47	Landscape plan and details				
48	Site identification signs, traffic control signs and directional signs				
49	Parking plan for each new lot showing spaces, curb cuts and driveways				
50	Traffic Impact Report describing anticipated traffic volume and impact on existing and proposed roads when deemed necessary by the Board				
51	Environmental Analysis Report of site				
52	Proof of submission to the Borough of Avalon Environmental Commission				
53	Report summarizing the project's compliance with the Council On Affordable Housing (COAH) obligations				
54	Proof of submission to the Borough of Avalon Fire Chief				

Checklist 4

Preliminary/Final Site Plan Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Site plan and architectural plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect				
2	Name, address of owner and applicant.				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	North arrow and graphic scale.				
8	Signature blocks for Board Chairperson, Secretary and Board Engineer				
9	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
10	Standardized sheet no larger than 24" x 36"- four (4)				
11	11" x 17" sheets for the Board Members- fourteen (14)				
12	Square Footage or acreage of tract to the nearest hundredth				
13	Revision Box.				
14	Size and location of any existing and proposed structures with setback dimensions				
15	Location and dimensions of any existing streets, curb cuts or driveways to the property				
16	Delineation of any existing or proposed deed restrictions, easements or covenants				
17	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
18	Sight Triangles				
19	Development stages or staging plans				
20	List of required outside regulatory agency approvals or permits				
21	List of variances requested				
22	List of requested waivers or exceptions				
23	Property owners of all parcels within 200' identified on the most recent tax map				
24	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
25	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				



Checklist 4

Preliminary/Final Site Plan Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
26	Existing and proposed contours at 1' intervals based on U.S.G.S Datum. Contours shall extend at least 25' beyond subject property				
27	Description and extent of wooded areas, specimen trees and other significant natural features				
28	Drainage area map for existing and developed site condition				
29	Stormwater Management Calculations				
30	General soils information				
31	Sanitary Sewer and Water Service Connections				
32	Proposed vehicular and pedestrian circulation				
33	Existing and proposed utilities				
34	Proposed solid waste and recyclable materials storage				
35	Existing and proposed finished floor elevation, top of block elevation, freeboard and spot elevations at all building corners, property corners, curbs, streets and any others necessary to ensure proper grades and drainage				
36	Construction details as required by Residential Site Improvement Standards (RSIS)				
37	Road and paving cross-sections and profiles				
38	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
39	Lighting plan and details				
40	Landscape plan and details				
41	Site identification signs, traffic control signs and directional signs				
42	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				
43	Traffic Impact Report describing anticipated traffic volume and impact on existing and proposed roads when deemed necessary by the Board				
44	Environmental Analysis Report of site				
45	Proof of submission to the Borough of Avalon Environmental Commission				
46	Report summarizing the project's compliance with the Council On Affordable Housing (COAH) obligations				
47	Proof of submission to the Borough of Avalon Fire Chief				

Checklist 5

Variance Plan Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Variance or plot plan and architectural plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect				
2	Name, address of owner and applicant.				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	North arrow and graphic scale				
8	Signature blocks for Board Chairperson, Secretary and Board Engineer				
9	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
10	Standardized sheet no larger than 24" x 36"- four (4)				
11	11" x 17" sheets for the Board Members- fourteen (14)				
12	Square Footage or acreage of tract to the nearest hundredth				
13	Revision Box				
14	Size and location of any existing and proposed structures with setback dimensions on the property and on adjacent properties				
15	Location and dimensions of any existing streets, curb cuts or driveways to the property				
16	Delineation of any existing or proposed deed restrictions, easements or covenants				
17	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
18	List of required outside regulatory agency approvals or permits				
19	List of variances requested				
20	List of requested waivers or exceptions				
21	Property owners of all parcels within 200' identified on the most recent tax map				
22	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
23	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
24	Description and extent of wooded areas, specimen trees and other significant natural features				
25	Sanitary Sewer and Water Service Connections				

Checklist 5

Variance Plan Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
26	Proposed vehicular and pedestrian circulation				
27	Existing and proposed utilities				
28	Proposed solid waste and recyclable materials storage				
29	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
30	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				
31	Proof of submission to the Borough of Avalon Environmental Commission				
32	Report summarizing the project's compliance with the Council On Affordable Housing (COAH) obligations				
33	Proof of submission to Borough of Avalon Fire Chief				