LAND USE DEPARTMENT APPLICATION CHECKLIST

Applicant’s Name: ____________________________________________________________

Trade Name: __________________________________________________________________

Applicant’s Address: ____________________________________________________________

Block: ____________ Lot(s): ________ Zone: ______________

Name of Project: __________________________________________________________________

The following must be submitted in order for your application to be deemed complete.

<table>
<thead>
<tr>
<th>ITEMS TO BE SUBMITTED</th>
<th>PLANS</th>
<th>WAIVER</th>
<th>PLANS</th>
<th>WAIVER</th>
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<tbody>
<tr>
<td></td>
<td>COMPLY</td>
<td>N/A</td>
<td>REQUESTED</td>
<td>COMPLY</td>
</tr>
<tr>
<td>1. Application for Zoning Certificate or Building Permit Denial from Zoning Officer</td>
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<tr>
<td>2. Application for Planning Board</td>
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<tr>
<td>3. Site Plan Application</td>
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<td>4. Site Plan (only folded plans will be accepted). *</td>
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<td>5. Site Plan Detail Checklist – Completed</td>
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<tr>
<td>6. Fee Schedule with W-9 (Escrow &amp; application fees must be in separate checks).</td>
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<td>7. Tax Certification</td>
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<td>8. Photograph of Existing Conditions</td>
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<td>9. Affidavit of Service</td>
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<td>10. Exhibit List</td>
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<td>11. List of Professionals To Testify</td>
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<tr>
<td>12. Signed Checklist</td>
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</table>

Eighteen (18) complete packages of the above information must be delivered to the Land Use Office to be considered complete. Please provide six (6) copies 24 x 36”, and twelve (12) copies 11 x 17”.

_________________________ ____________________________
Date Applicant or Agent

To Be Completed by Borough:

Date: ___________________________ Checked By: ___________________________
NOTICE TO APPLICANTS REGARDING PRO SE REPRESENTATION
FREEHOLD BOROUGH PLANNING BOARD

In accordance with Opinion No. 13 of the New Jersey Committee on Unauthorized Practice of Law, no applicant may submit an application or appear before the Planning Board who is not represented by an attorney licensed to practice law in the State of New Jersey, unless that applicant is an individual applying for variance relief on their primary residence, or a sole proprietorship, who is filing a fully-conforming site plan or subdivision application without any variances or waivers.

Any other parties who wish to file a pro se application without the benefit of an attorney may not do so without consulting the Planning Board Attorney, Ronald D. Cucchiaro, Esq., 732-978-1210.
FREEHOLD BOROUGH PROFESSIONAL STAFF

Stephen J. Gallo, Business Administrator
51 West Main Street
Freehold, New Jersey 07728

Dominica R. Napolitano, Planning Board Secretary
51 West Main Street
Freehold, New Jersey 07728

   Tel.: 732 462-4200
   Fax: 732 409-1453

Matthew Young, Zoning Officer
51 West Main Street
Freehold, New Jersey 07728

   Tel.: 732 462-4903
   Fax: 732 409-1453

William T. Wentzien, PE, Land Use Board Engineer
Abbington Engineering, LLC
920 Route 33, Building 6, Suite 3
Freehold, NJ 07728

   Tel.: 732 431-1440
   Fax: 212-8910

Ronald D. Cucchiaro, Esq., Planning Board Attorney
Weiner Law Group, LLP
331 Newman Springs Road
Building 1, Suite 136
Red Bank, NJ 07701
Tel.: 732-978-1210
FREEHOLD BOROUGH PLANNING BOARD
NOTICE TO APPLICANTS
REGARDING APPLICATION PROCESS

The Freehold Borough Planning Board Land Use Application Packet must be completed in accordance with the requirements of the Freehold Borough Ordinances and New Jersey and Federal Law. Failure to properly submit this application and to present your case at a hearing can jeopardize your rights to develop or otherwise use the subject property.

The Planning Board Secretary and staff are prohibited by law from providing you with any advice on legal, engineering, planning, or technical issues.

It is strongly recommended that you seek the assistance of a licensed New Jersey attorney with questions you may have related to your application. An attorney’s advice will vary, depending upon the circumstances and complexity of your application. The attorney may advise you that no representation is necessary, limited representation is necessary, or that the matter must be handled completely by professionals. The Freehold Borough Planning Board staff cannot provide such recommendations to you. To the extent that you have questions, you should seek the assistance of such an attorney.
BOROUGH OF FREEHOLD
51 WEST MAIN STREET
FREEHOLD, NEW JERSEY 07728

LAND USE DEPARTMENT
PLANNING BOARD APPLICATION FORM

Please note: This application, with supporting documentation, must be filed with the Administrative Officer of the Land Use Department for review at least forty-five (45) days prior to the meeting at which the application is to be considered.

To Be Completed By Borough Staff Only.

Date Filed: ____________________ Application No. ______________
Planning Board: _____________ Application Fee: _____________
Scheduled for Completeness: ________________
Scheduled for Hearing: ________________

1. SUBJECT PROPERTY (ATTACH PHOTO):

Location: ____________________________________________________________
Tax Map: Page ________  Block ________  Lot(s) ________
Page ________  Block ________  Lot(s) ________
Dimensions: Frontage ________  Depth ________  Total Area ______

2. APPLICANT:

Name: _______________________________________________________________
Corporate Name(s): ___________________________________________________
Address: __________________________________________________________________
Telephone __________________________________________________________________

Applicant is a Corporation ____  Partnership ____  Individual ____

Note: If the applicant is a corporation or limited liability company, the applicant must be represented by an attorney.
3. DISCLOSURE STATEMENT:
Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.40A:55D-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

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<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>INTEREST</th>
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4. If the Owner(s) is other than the applicant, provide the following information on the Owner(s):

Owner’s Name: _____________________________________________________________
Address: _________________________________________________________________
Telephone No.: __________________________________________________________

If the owner of any portion of the subject premises is other than the applicant, you must have the owner consent to the application by signing Paragraph 27 below.

5. PROPERTY INFORMATION:
Restrictions, covenants, easements, Association by-laws, existing or proposed on the property:

Yes _____ (Attach copies) No _______ Proposed _______

Note: All deed restrictions, covenants, easements, Association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of property:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
6. Applicant’s Attorney:  
Address:  
Telephone No.: Fax No.:  
Email: 

7. Applicant’s Engineer:  
Address:  
Telephone No.: Fax No.:  
Email: 

8. Applicant’s Planner:  
Address:  
Telephone No.: Fax No.:  
Email: 

9. Applicant’s Traffic Engineer:  
Address:  
Telephone No.: Fax No.:  
Email: 

10. List all other expert(s) submitting reports or testifying for the Applicant. Attach additional sheets as necessary:

   Name: 
   Field of Expertise: 
   Address:  
   Telephone No.: Fax No.:  
   Email: 

11. Applicant represents a request for the following:

**SUBDIVISION:**

____  Minor Subdivision Approval:  Do you have knowledge of any previous subdivision applications affecting any portion of the subject premises?

Yes _____  No _____

Total area of Tract:  ________________________________

Area of each proposed lot:  ________________________________

____  Subdivision Approval (Preliminary):

Total area of tract:  ________________________________

Total Area of Tract which is being subdivided:  ________________________________

Are there any current or contemplated easements or restrictions that affect or will affect any portion of the premises?  If so, describe and attach copies of same.

______________________________________________________________

______________________________________________________________

____  Subdivision Approval (Final):

Date of Preliminary Approval:  ________________________________

Number of Lots Proposed for Final Approval:  ________________________________

Does the final plat conform exactly to the preliminary plat in all details and areas covered?  Yes: _____  No: _____  If not, indicate material changes or incongruities.  If necessary, attach additional pages.

______________________________________________________________

______________________________________________________________

List all maps and other materials accompanying this application:

______________________________________________________________

**SITE PLAN:**

____  Preliminary Site Plan Approval (Phases, if applicable _____)

____  Final Site Plan Approval (Phases, if applicable _____).

____  Amendment or Revision to an Approved Site Plan:

Area to be disturbed:  ________________________________

Total number of dwelling units:  ________________________________
Request for waiver from Site Plan Review and Approval. Reason for request:

Informal Review (Planning Board only).
Appeal Decision of an Administrative officer, (N.J.S.40:55D-70a.)
Map or Ordinance Interpretation of Special Question, (N.J.S.40:55D-70b).
Variance Relief – Hardship (N.J.S.40:55D-70c(1)).
Variance Relief – Substantial Benefit (N.J.S.40:55D-70c(2)).
Direct issuance of a permit for a structure in bed of a mapped area, public drainage way or flood control basin (N.J.S.40:55D-34).

NOTE: Appeals of decisions of Administrative Officers, use variances, and the direct issuance of permits are all matters to be heard by the Zoning Board of Adjustments only.

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

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

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

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

14. Attach a copy of the Notice to appear in the Asbury Park Press, the Borough’s official newspaper, and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 ft. in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. The publication and service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the Administrative Officer for the hearing. An affidavit of service on all property owners and an affidavit of publication must be filed before the application will be complete and the hearing can proceed.
15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises. (Attach pages as needed):

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

16. Is a public water line available?  ___ Yes ___ No

17. Is a public sanitary sewer available?  ___ Yes ___ No

18. Does the application propose a well?  ___ Yes ___ No
   Does the application propose a septic system?  ___ Yes ___ No

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers?  ___ Yes ___ No

20. Are any off-tract improvements required or proposed?  ___ Yes ___ No

21. Is the subdivision to be filed by deed or plat?  ___ Yes ___ No

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

23. Other approvals which may be required & date plans submitted:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DATE</th>
<th>YES</th>
<th>NO</th>
<th>PLANS SUBMITTED</th>
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<tbody>
<tr>
<td>Manasquan Regional Sewer Authority</td>
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<td>Monmouth County Health Dept.</td>
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<td>Monmouth County Planning Bd.</td>
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<td>Freehold Soil Conservation District</td>
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<td>NJ Dept. of Environmental Protection</td>
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<tr>
<td>Sewer Extension Permit</td>
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<td>Sanitary Sewer Connection Permit</td>
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<td>Stream Encroachment Permit</td>
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<tr>
<td>Wetlands Permit</td>
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<td>Potable Water Construction Permit</td>
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<tr>
<td>Other (Please note.)</td>
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<tr>
<td>NJ Department of Transportation</td>
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<tr>
<td>NJ Natural Gas Co.</td>
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<td>JCP&amp;L</td>
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<td>Other (Please note.)</td>
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</table>
24. Certification from the Tax Collector that all taxes on the subject property are paid and current (see page 14 - complete only top portion of page).

25. List all Maps, Reports, and other materials accompanying the application. (Attach additional pages as required for complete listing).

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<tr>
<th>QUANTITY</th>
<th>DESCRIPTION OF ITEM</th>
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26. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or I am an officer of the corporate applicant, and that I am authorized to sign the application for the corporation, or that I am a general partner of the partnership applicant.

Please note: If the applicant is a corporation, an authorized corporate officer must sign this section. If applicant is a partnership, a general partner must sign this section.

Sworn and subscribed before me
this       day of            ,

_________________________________ _____________________________
NOTARY PUBLIC                     SIGNATURE OF APPLICANT

27. I certify that I am the owner of the property which is the subject of this application; that I have authorized the applicant to make this application; and that I agree to be bound by the application, the representations made, and the decision in the same matter as if I were the applicant.

Please note: If the applicant is a corporation, an authorized corporate officer must sign this section. If applicant is a partnership, a general partner must sign this section.

Sworn and subscribed before me
this       day of            ,

_________________________________ _____________________________
NOTARY PUBLIC                     SIGNATURE OF OWNER
28. I understand that the sum of $________ has been deposited in an escrow account (Builder’s Trust Account). In accordance with the Ordinances of the Borough of Freehold, I further understand that the escrow account is established to cover the cost of professional services, including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within ten (10) days.

____________________________  ______________________________
DATE                                           SIGNATURE OF APPLICANT
LAND USE DEPARTMENT SITE PLAN APPLICATION

_______ MAJOR _______ REQUEST FOR WAIVER

Applicant’s Name: ______________________________________________
Trade Name:  ___________________________________________________
Applicant’s Address: ___________________________________________
Block: _______ Lot(s): ____________
Name of Project: ________________________________________________
Street Address:  ________________________________________________

1. Proposed Use of Area: ________________________________________
2. Area of Entire Tract: _________________________________________
3. Dimensions of Existing Structures on Lot:
   ____________________________________________________________
   ____________________________________________________________

4. Parking Stalls: Number existing ____ Number proposed ________

5. Total number of employees: _____

6. Number of Dwelling Units if applicable: ______________________

7. Number of Seating Facilities: _________________________________

8. Reason for Waiver if applicable: ______________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Date: _____________ Applicant or Agent: _________________________
BOROUGH OF FREEHOLD  
51 WEST MAIN STREET  
FREEHOLD, N.J. 07728  

LAND USE DEPARTMENT TAX CERTIFICATION

Applicant’s Name: ________________________________________________

Trade Name: ______________________________________________________

Applicant’s Address: _____________________________________________

Owner’s Name: ____________________________________________________

Address: _________________________________________________________

Block:  __________    Lot(s): ___________________________________

Physical Address: ________________________________________________

The taxes & assessments due including interest for the above block and lot are – TO BE COMPLETED BY TAX COLLECTOR:

<table>
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<tr>
<th>QUARTER</th>
<th>FOR YEAR _______</th>
<th>FOR YEAR _______</th>
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Other Municipal charges as follows: $ ____________________

The Water & Sewer charges including interest for the above block and lot are – TO BE COMPLETED BY TAX COLLECTOR:

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<th>FOR YEAR _______</th>
<th>FOR YEAR _______</th>
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The total amounts due as of this date for the above referenced property are as follows – TO BE COMPLETED BY TAX COLLECTOR:

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<th>$ __________</th>
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<tr>
<td>TAXES:</td>
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<tr>
<td>OTHER ASSESSMENTS:</td>
<td>$ __________</td>
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<tr>
<td>WATER &amp; SEWER:</td>
<td>$ __________</td>
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<tr>
<td>TOTAL:</td>
<td>$ __________</td>
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Date: _________________________  Tax Collector: _________________________
AFFIDAVIT OF SERVICE

This Affidavit is to be filed with the Administrative Officer of the Land Use Department no later than the Friday preceding your scheduled hearing date.

State of New Jersey  
County of Monmouth

__________________________________________, of full age, being duly sworn according to law, on his/her oath deposes and says that he/she resides at________________________________________________________________________
in the __________________________, and State of ________________________

and that he/she did on _____________________________, 20   , at least ten (10) days prior to hearing date, gave personal notice to all property owners within 200 ft. of the property affected by appeal number _________ located at _____________________________________________________________.

Said notice was given by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon (check if applicable).

1. _____ The Clerk of the Borough of Freehold.
2. _____ Monmouth County Planning Board.
3. _____ New Jersey Department of Transportation.
4. _____ The Clerk of the adjoining municipality ________________.

A copy of said notice is attached hereto and marked “Exhibit A”.

Notice was also published in the Asbury Park Press, the official newspaper of the Borough of Freehold, as required by law, at least ten (10) days prior to hearing date.

Attached to this affidavit and marked “Exhibit B” is a list of owners of property within 200 ft. of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Administrative Officer of the Land Use Department of the Borough of Freehold which is marked “Exhibit C”.

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality which is marked “Exhibit D”.

________________________________________
SIGNATURE OF APPLICANT

Sworn and subscribed before me this day of ,

____________________________________
NOTARY PUBLIC

Note: this form is provided to the applicant as a courtesy. You should not rely on its legal validity. The Freehold Borough Planning Board strongly urges you to retain an attorney to assist you in the preparation of your application and all required notice documentation.
NOTICE OF HEARING ON APPEAL OR APPLICATION FOR PUBLICATION

*A copy of this notice must accompany your affidavit of service.

TO: ________________________________________________________________

Owner(s) of Premises: ________________________________________________

PLEASE TAKE NOTICE that the undersigned has filed an appeal or
application for development with the Planning Board.

The nature of the matter; (provide description of proposed work and
use for property and include variances or waivers requested):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

The specific section(s) of the Freehold Borough ordinances from
which relief is being requested are:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

The applicant will also seek any other variances or waivers which
the Planning Board deems necessary.

The proposed development is located at _________________
and designated as Block ___ Lot(s) ______________ on the Freehold
Borough Tax Map, and this notice is sent to you as an owner in the
immediate vicinity.

A public hearing has been set for ______________, at 7:00
p.m. in the Freehold Borough Municipal Building, 51 West Main
Street Freehold, New Jersey 07728, and when the case is called, you
may appear either in person or by an agent or attorney, and present
any objections you have to the granting of relief sought in the
petition.

Any maps, papers or other documentation for which approval is
sought are available for public inspection between the hours of
8:30 a.m. - 4:30 p.m. at the office of the Administrative Officer
of the Land Use Department at the Freehold Borough Municipal
Building, 51 West Main Street, Freehold New Jersey 07728.

This notice is sent to you by the applicant.

___________________________________________________________________

APPLICANT

Note: This form is provided to the applicant as a courtesy. You should not rely on its
legal validity. The Freehold Borough Planning urges you to retain an attorney to assist you
in the preparation of your application and all required notice documentation.
NOTICE TO BE SERVED ON PROPERTY OWNERS WITHIN 200 FEET

NOTICE OF HEARING ON APPEAL OR APPLICATION
A COPY OF THIS NOTICE MUST ACCOMPANY YOUR AFFIDAVIT OF SERVICE

TO: ____________________________________________________________

Owners of Premises: ____________________________________________

PLEASE TAKE NOTICE that the undersigned has filed an appeal or application for development with the Freehold Borough Planning Board for:

_____ Site Plan Review    _____ Site Plan Review with Variances
_____ Use Variance       _____ Other __________________________

The nature of the matter; (provide description of proposed work and use for property and include variances or waivers requested):
_________________________________________________________________
_________________________________________________________________

The specific section(s) of the Freehold Borough ordinances from which relief is being requested are:
_________________________________________________________________
_________________________________________________________________

The applicant will also seek any other variances or waivers which the Planning Board deems necessary.

The proposed development is located at ____________________________ and designated as Block(s)_______, Lot(s) ______, on the Freehold Borough Tax Map, and this Notice is sent to you as an owner in the immediate vicinity.

A public hearing has been set for _________________, at 7:00 pm in the Freehold Borough Municipal Building, 51 West Main Street, Freehold New Jersey 07728, and when the case is called, you may appear either in person, or by agent or attorney, and present any objections you have to the granting of relief sought in the petition.

Any maps, papers or other documentation for which approval is sought are available for public inspection between the hours of 8:30 a.m. and 4:30 p.m. at the office of the Administrative Officer of the Land Use Department at the Freehold Borough Municipal Building, 51 West Main Street, Freehold, New Jersey 07728.

This notice is sent to you by the applicant, by order of the Board.

Respectfully,

__________________________________
APPLICANT

Note: This form is provided to the applicant as a courtesy. You should not rely on its legal validity. The Freehold Borough Planning Board strongly urges you to retain an attorney to assist you in the preparation of your application and all required notice documentation.
**BOROUGH OF FREEHOLD**  
51 WEST MAIN STREET  
FREEHOLD N.J. 07728  

**LAND USE DEPARTMENT EXHIBIT LISTING**

PROJECT NAME:  

APPLICATION NUMBER:  

DATE OF HEARING:  

**APPLICANT’S EXHIBITS**

<table>
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<tr>
<th>EXHIBIT NO.</th>
<th>DESCRIPTION OF EXHIBIT</th>
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<tbody>
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<td>A-14</td>
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</table>

**BOARD EXHIBITS**  
(To be completed by the Borough)

<table>
<thead>
<tr>
<th>EXHIBIT NO.</th>
<th>DESCRIPTION OF EXHIBIT</th>
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<tbody>
<tr>
<td>B-1</td>
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<td>b-2</td>
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<td>B-3</td>
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<td>B-4</td>
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<td>B-7</td>
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<td>B-8</td>
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</tbody>
</table>
BOROUGH OF FREEHOLD
51 WEST MAIN STREET
FREEHOLD NEW JERSEY 07728

LAND USE DEPARTMENT APPLICATION WITNESS LIST

PROJECT NAME: _____________________________________________________

APPLICATION NUMBER: _______________________________________________

DATE OF HEARING:    _______________________________________________

1. Name:   _________________________________________________________
   Field of Expertise:  _______________________________________________
   Address:  _________________________________________________________
   Telephone No.:  _____________________ Fax No.:_________________

2. Name:   _________________________________________________________
   Field of Expertise:  _______________________________________________
   Address:  _________________________________________________________
   Telephone No.:  _____________________ Fax No.:_________________

3. Name:   _________________________________________________________
   Field of Expertise:  _______________________________________________
   Address:  _________________________________________________________
   Telephone No.:  _____________________ Fax No.:_________________

4. Name:   _________________________________________________________
   Field of Expertise:  _______________________________________________
   Address:  _________________________________________________________
   Telephone No.:  _____________________ Fax No.:_________________
**SITE PLAN CHECKLIST – PRELIMINARY APPROVAL**

**NAME OF APPLICANT:** ____________________________________________

**BLOCK:** ___________________ **LOT:**_________________________

**TRADING AS:** ___________________________________________________

**SITE ADDRESS:** _________________________________________________

**INSTRUCTIONS:** The applicant is to check off each item with which he has complied. If he believes the item is not applicable, then he should enter “N.A.” For those items not complied with, there must be a letter seeking a waiver and the reasons for granting the waiver.

<table>
<thead>
<tr>
<th>Information Provided</th>
<th>Staff Review</th>
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<tbody>
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</tbody>
</table>

1. Name, address, and title of person preparing site plan.
   
2. Name and address of applicant.
   
3. Name and address of owner of the land.
   
4. The municipal tax map lot and block numbers of the lot(s) shown on the site plan and the tax sheet number or numbers.
   
5. Key Map.
   
6. A date, scale and north arrow on each sheet of the site plan.
   
7. The zoning district or districts in which the lot or lots are located.
   
8. If the site plan includes more than one sheet, each sheet shall be numbered and titled.
   
9. The location of all existing watercourses, wood areas, easements, right-of-ways, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures, or any other feature if such feature has an effect upon the said property.
   
10. The location of all existing and proposed landscaped areas and all existing trees over six inch caliper.
    
11. The location, use, finished grade level and ground area of each existing and proposed building, structure, or any other land use, including all setback dimensions.
    
12. The location, names and widths of all existing and proposed streets (including cross sections and profiles) abutting the lot or lots in question and within 200 ft. of said lot.
13. The location, type and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking space areas and the layout thereof and all off-street loading areas, together with the dimensions of all the foregoing. 

14. The capacity of proposed off-street parking areas and location of all off-street parking spaces (including handicapped spaces). 

15. The location and size of proposed loading berths. 

16. The location and treatment of existing and proposed entrances and exits to public rights-of-ways, including the possible utilization of traffic signals, channelization, acceleration/deceleration lanes, additional width and any other device necessary to traffic safety and/or convenience. 

17. The location, size and nature of all existing and proposed rights-of-ways, easement and other encumbrances which may affect the lot or lots in question, and the location, size, and description of any lands to be dedicated to the municipality or the County of Monmouth. 

18. Description of interior traffic circulation. 

19. The location, type, and size of all exterior lighting of parking, loading and driveway areas. 

20. The location and identification of proposed open spaces, parks, or other recreation areas. 

21. The location and design of buffer areas and screening devices to be maintained. 

22. Existing topography based upon New Jersey Geodetic Control Survey datum and proposed grading both with a maximum of two foot contour levels. 

23. The location type and size of all existing and proposed catch basins, storm drainage facilities and utilities, plus all required design data supporting the adequacy of the existing or proposed facility to handle future storm flows (design calculations for a 25 year storm). 

24. The location of all existing and proposed signs (If sign is non-conforming, please note herein if request is being made for a Design Waiver as part of this application); standards, utility poles and their size, type of construction, and location of water supply and sewage disposal systems.
25. The location of all existing property lines adjoining the tract and all lines within 200 ft. of the boundary lines of the major tract and the name of the owner of each property.

26. The location, size and nature of the entire lot in question, and any contiguous lots owned by the applicant, or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought.

27. Complete construction specifications to include description, materials and method of construction for all required improvements shall be submitted with all site plan applications. A schedule of events and time sequence shall also be submitted for all required improvements. A preconstruction conference shall be required prior to the construction of any required improvements between the owner, contractor and engineer, and shall be a condition of any approval.

28. Preliminary architectural plans for any proposed buildings or structures indicating typical floor plans, elevations, height and general design or architectural styling. Such plans shall include the name, address, and title of the person preparing the plans.

29. Any other information required by the Planning Board or the Monmouth County Planning Board which is reasonably necessary to ascertain compliance with the provisions of this chapter or other Federal, State, County or Municipal laws, rules or regulations.

30. Site Plan Scale not smaller than 1” = 50’, and not larger than 1” = 10’

31. Submission has been made to the County Planning Board, and their comments/approval are attached to the site plan.

32. The location of and disposal process for all refuse and recyclable materials.

33. Compliance with Handicap Regulations.

34. Signature block for Chairperson, Secretary, and Borough Engineer and signature block for County Planning Board if applicable.

PLEASE NOTE: Underneath the title of engineer, there should be listed “William T. Wentzien, P.E., New Jersey License No. 27799”.

35. If determined to be a “major” site plan, the names of owners of record of adjacent property within 200 ft.
INSTRUCTIONS: The applicant is to estimate his required fees by filling in the first column. **Two (2) checks are required with the application:** one for application fees (Schedule A), and a second for escrow fees (Schedule B) both checks payable to the Borough of Freehold. Schedule A fees are non-refundable. Schedule B fees are used to offset the costs of professional reviews and inspections as permitted by law, and any remaining balance will be refunded to the Applicant upon completion of the project, or the withdrawal/denial of the project.

For major subdivisions and site plans, the final application and approval fee can be paid after preliminary approval, if desired. Inspection fees must be paid prior to the start of construction.

### Schedule A: Non-Refundable Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Applicant Estimate</th>
<th>Staff Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Publication of Notice of Any Decision</td>
<td>$ 50.00</td>
<td></td>
</tr>
<tr>
<td>B. List of Property Owners Within 200 ft.</td>
<td>$ 0.25 per name, or $10.00, whichever is greater.</td>
<td></td>
</tr>
<tr>
<td>C. Minor Subdivision Approval:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Each Informal Review</td>
<td>$ 100.00</td>
<td>XX</td>
</tr>
<tr>
<td>2. Application Fee</td>
<td>$ 100.00</td>
<td></td>
</tr>
<tr>
<td>3. Plat Review Fee</td>
<td>$ 200.00</td>
<td></td>
</tr>
<tr>
<td>D. Major Subdivision Approval:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Each informal Review</td>
<td>$ 100.00</td>
<td>XX</td>
</tr>
<tr>
<td>2. Preliminary Application Fee</td>
<td>$ 100.00 + $200.00 per lot</td>
<td></td>
</tr>
<tr>
<td>3. Final Plat Application Fee</td>
<td>$ 100.00 + $100.00 per lot</td>
<td></td>
</tr>
<tr>
<td>E. Minor Site Plan Approval: (Less than 2,000 sq. ft. of building area, and five or fewer parking spaces):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Each Informal Review</td>
<td>No Fee</td>
<td></td>
</tr>
<tr>
<td>2. Application Fee</td>
<td>$ 100.00</td>
<td></td>
</tr>
<tr>
<td>3. Preliminary Review Fee</td>
<td>$ 200.00</td>
<td></td>
</tr>
<tr>
<td>4. Final Review Fee</td>
<td>$ 200.00</td>
<td></td>
</tr>
<tr>
<td>F. Waiver of Site Plan Detail Request</td>
<td>$ 250.00</td>
<td></td>
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<tr>
<td>G. Major Site Plan Approval:</td>
<td></td>
<td></td>
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<tr>
<td>(2,000 or more sq. ft. of building area and/or more than five parking spaces):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Each Informal Review</td>
<td>$ 100.00</td>
<td></td>
</tr>
<tr>
<td>2. Preliminary Application Fee</td>
<td>$ 100.00</td>
<td></td>
</tr>
<tr>
<td>3. Preliminary Approval Review Fees:</td>
<td></td>
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<tr>
<td>a. Residential - The sum of:</td>
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</tbody>
</table>

---
I. For each new dwelling unit $ 50.00

II. For each remodeled, reconstructed, refurbished or rehab dwelling unit $ 30.00

III. For each new or additional parking space:
a. First 100 spaces $ 25.00 ea.
b. Over 100 spaces $ 20.00 ea.

b. Other Uses $ 200.00 +

(The sum of each of the following fees if applicable):

I. For each full 1,000 sq. ft. of affected lot area (See (O) below):
a. First 50,000 sq. ft. $ 10/1,000 sf.
b. Over 50,000 sq. ft. $ 5/1,000 sf.

II. For each full 1,000 sq. ft. proposed new gross floor area:
a. First 50,000 sq. ft. $ 50/1,000 sf.
b. Over 50,000 sq. ft. $ 20/1,000 sf.

III. For each proposed new or additional parking spaces:
a. First 100 spaces $ 20/sp
b. Over 100 spaces $ 10/sp

IV. For each 1,000 sq. ft. of remodeled existing gross floor area $10/1,000 sf.

V. For each reconstructed, resurfaced or improved existing paved parking space $ 10/1,000 sf.

4. Final Application Fee $ 200.00

5. Final Approval Review Fees – fifty percent (50%) of fees for preliminary approval set forth above.

H. Variances:
a. Single family residential uses $ 100.00
b. Other $ 200.00

2. Interpretation of the Land Use Ordinance or Map (N.J.S.A.40:55D-70b) $ 250.00

3. Hardship or Bulk Variance, (N.J.S.A.40:55D-70c):
a. Single-family residential uses $ 200.00
b. Other $ 300.00

4. Use Variance (N.J.S.A.40:55D-70d)
a. Proposed single-family residential use $ 250.00
b. Other Uses $ 500.00

I. Conditional Uses:

$ 500.00

J. Public Hearing fee for those development applications requiring Notice of Public Hearing $ 100.00

K. Change of Master Plan or Zone District Request $ 200.00
L. **Environmental Impact Statement (EIS):**
   1. Required E.I.S. $ 500.00
   2. For request of waiver of E.I.S. $ 200.00

M. **Revised Plats:** Any proposed revisions to a plat, including all supporting maps and documents previously approved by the Reviewing Board which approval is still in effect, shall require submission of revised plat and payment of fees in accordance with the following and with sufficient copies of the revised plans:
   1. Additional information or changes requested by the Reviewing Board or Borough Engineer NO FEE XX XX
   2. Minor changes which do not involve any additional building or parking or significant change in the design of the site or subdivision $ 50.00
   3. Changes which involve additional buildings or parking or a significant change in the design of the site or subdivision, an application and application fee equal to one-half the fee required for the initial submission.
   4. A change in use and/or major alteration of the design concepts of the plat shall be considered a new application.

N. **Request for Re-approval or Extensions of Time Where No Change is Required:**
   1. Minor Subdivision - Re-approval Only $ 200.00
   2. Major Subdivision and site plans $ 400.00
   3. Other applications for development (Soil removal, etc.) $ 100.00

O. **Site Plan Charges Computation:**
In cases where only a portion of a parcel or site are to be involved in the proposed site plan, the charge shall be based upon an area extending twenty feet (20 ft.) outside the limits of all construction, including grading and landscaping, as well as other areas on the site the Borough Engineer believes are reasonably affected by the development application. The twenty feet (20 ft.) around the disturbed area shall not extend beyond the property lines. The Borough may still require reasonable improvements and upgrading to portions of the site not within the disturbed or affected area.
<table>
<thead>
<tr>
<th>Block</th>
<th>Lot</th>
<th>Fee</th>
<th>Applicant Estimate</th>
<th>Staff Review</th>
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</thead>
<tbody>
<tr>
<td>P.</td>
<td></td>
<td>$ 50.00</td>
<td>______</td>
<td>______</td>
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<tr>
<td>Q.</td>
<td></td>
<td>$ 100.00</td>
<td>______</td>
<td>______</td>
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<tr>
<td>R.</td>
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<td>$ 450.00</td>
<td>______</td>
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<tr>
<td>S.</td>
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<td>Actual Cost</td>
<td>______</td>
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<tr>
<td>T.</td>
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<td>$ 100.00/session</td>
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**TOTAL APPLICATION FEES:** $ ______ ______
### SCHEDULE B: ESCROW FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Escrow To Be Posted</th>
<th>Staff Review</th>
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**RESIDENTIAL DEVELOPMENT:**

<table>
<thead>
<tr>
<th>Minor Subdivisions</th>
<th>$ 1,500.00</th>
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<tbody>
<tr>
<td>Major Subdivisions:</td>
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<tr>
<td>0 - 5 Units or Lots</td>
<td>$ 2,500.00</td>
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<tr>
<td>6 - 25 Units or Lots</td>
<td>$ 3,000.00</td>
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<tr>
<td>26 or More Units or Lots</td>
<td>$ 7,000.00</td>
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**SITE PLAN APPLICATION NOT INVOLVING STRUCTURES, ACRES**

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<tbody>
<tr>
<td>0 - 3</td>
<td>$ 5,000.00</td>
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<tr>
<td>3 +</td>
<td>$ 8,000.00</td>
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**Site Plan Application Not Involving Structures – Total Floor Plan:**

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<tbody>
<tr>
<td>1,250 - 1,999 sq. ft.</td>
<td>$ 2,000.00</td>
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<tr>
<td>2,000 - 20,000 sq. ft.</td>
<td>$ 4,000.00</td>
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<tr>
<td>20,000+ sq. ft.</td>
<td>$ 8,500.00</td>
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**VARIANCE – USE/BULK**

|                | $ 2,500.00 |     |     |

- Minimum Escrow for those Applications not governed by other Escrow accounts
- Interpretations/Sign Applications
- Any action requiring a Written Resolution by the Reviewing Board:
  - Conditional Use

**TOTAL ESCROW FEES:**

$ [___][___]

**NOTE:** SEPARATE CHECKS REQUIRED FOR THE APPLICATION FEE AND ESCROW FEE.
The Freehold Borough Mayor and Council have established a Historic Preservation District in an effort to retain the historic value of the town. If an applicant’s project appears within this district, the Historic Preservation application must be completed. The application can be found on the Freehold Borough website. www.freeholdboroughnj.gov

There are no fees associated with this. The applicant will need to complete the review with the Historic Preservation Commission prior to the Land Use Hearing.

A map of the Historic Preservation District appears at the end of this application.

You will also find a series of guidelines for signage and building improvements for properties within this zone. Please review these, along with a corresponding amendment, as you prepare this application.