

**BOROUGH OF FREEHOLD  
30 MECHANIC STREET  
FREEHOLD, NEW JERSEY 07728**

**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.

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

**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**

30 Mechanic Street  
Freehold, New Jersey 07728

**Dominica R. Napolitano, Planning Board Secretary**

30 Mechanic Street  
Freehold, New Jersey 07728

Tel.: 732 462-4200

Fax: 732 409-1453

**Matthew Young, Zoning Officer**

30 Mechanic Street  
Freehold, New Jersey 07728

Tel.: 732 462-4903

Fax: 732 409-1453

**Anthony Maltese, PE, PLS, PP, CME,**

**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  
30 MECHANIC 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.

NAME	ADDRESS	INTEREST

**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)).
- \_\_\_\_\_ Variance Relief - Use (N.J.S.40:55D-70D).
- \_\_\_\_\_ Conditional Use Approval (N.J.S.40:55D-67).
- \_\_\_\_\_ 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:**

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

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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):

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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:

<u>AGENCY</u>	<u>YES</u> <u>NO</u>	<u>DATE</u> <u>PLANS SUBMITTED</u>
<u>Manasquan Regional Sewer Authority</u>		
<u>Monmouth County Health Dept.</u>		
<u>Monmouth County Planning Bd.</u>		
<u>Freehold Soil Conservation District</u>		
<u>NJ Dept. of Environmental Protection</u>		
<u>Sewer Extension Permit</u>		
<u>Sanitary Sewer Connection Permit</u>		
<u>Stream Encroachment Permit</u>		
<u>Wetlands Permit</u>		
<u>Potable Water Construction Permit</u>		
<u>Other (Please note.)</u>		
<u>NJ Department of Transportation</u>		
<u>NJ Natural Gas Co.</u>		
<u>JCP&amp;L</u>		
<u>Other (Please note.)</u>		

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).

QUANTITY

DESCRIPTION OF ITEM

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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

**BOROUGH OF FREEHOLD  
30 MECHANIC STREET  
FREEHOLD, N.J. 07728**

**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  
30 MECHANIC 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:**

<u>QUARTER</u>	FOR YEAR _____	FOR YEAR _____
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Other Municipal charges as follows: \$ \_\_\_\_\_

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

<u>QUARTER</u>	FOR YEAR _____	FOR YEAR _____
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

The total amounts due as of this date for the above referenced property are as follows - **TO BE COMPLETED BY TAX COLLECTOR:**

TAXES:	\$ _____
OTHER ASSESSMENTS:	\$ _____
WATER & SEWER:	\$ _____
TOTAL:	\$ _____

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

ss:

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, 30 Mechanic 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, 30 Mechanic 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, 30 Mechanic 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, 30 Mechanic 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  
30 MECHANIC STREET  
FREEHOLD N.J. 07728

LAND USE DEPARTMENT EXHIBIT LISTING

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

APPLICATION NUMBER: \_\_\_\_\_

DATE OF HEARING: \_\_\_\_\_

APPLICANT'S EXHIBITS

EXHIBIT NO.	DESCRIPTION OF EXHIBIT
A-1	
A-2	
A-3	
A-4	
A-5	
A-6	
A-7	
A-8	
A-9	
A-10	
A-11	
A-12	
A-13	
A-14	

BOARD EXHIBITS

(To be completed by the Borough)

EXHIBIT NO.	DESCRIPTION OF EXHIBIT
B-1	
b-2	
B-3	
B-4	
B-5	
B-6	
B-7	
B-8	

**BOROUGH OF FREEHOLD  
30 MECHANIC 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.

	<u>Information Provided</u>	<u>Staff Review</u>
1. Name, address, and title of person preparing site plan.	_____	_____
2. Name and address of applicant.	_____	_____
2. 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.	_____	_____

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

	<u>Information Provided</u>	<u>Staff Review</u>
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.	_____	_____

Information Provided                      Staff Review

- 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 "Anthony Maltese, P.E., P.L.S., P.P., C.M.E., New J License No. 27799". \_\_\_\_\_
  
- 35. If determined to be a "major" site plan, the names of owners of record of adjacent property within 200 ft. \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/AGENTS APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

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

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**

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

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.			
<b>H. Variances:</b>			
1. Appeals (N.J.S.A.40:550-70a):			
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	_____	_____
<b>J. Public Hearing fee for those development applications requiring Notice of Public Hearing</b>			
	\$ 100.00	_____	_____
<b>K. Change of Master Plan or Zone District Request</b>			
	\$ 200.00	_____	_____

	<u>Fee</u>	<u>Applicant Estimate</u>	<u>Staff Review</u>
<b>L. Environmental Impact Statement (EIS):</b>			
1. Required E.I.S.	\$ 500.00	_____	_____
2. For request of waiver of E.I.S.	\$ 200.00	_____	_____
<b>M. Revised Plats:</b> 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	_____	_____
2. 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.			
<b>N. Request for Re-approval or Extensions of Time Where No Change is Required:</b>			
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	_____	_____
<b>O. Site Plan Charges Computation:</b>			
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.			

		BLOCK _____	LOT _____
	<u>Fee</u>	<u>Applicant Estimate</u>	<u>Staff Review</u>
P. Zoning Permits:	\$ 50.00	_____	_____
Q. Sign Appeals	\$ 100.00	_____	_____
R. Review of Sales Map	\$ 450.00	_____	_____
S. Street Signs	Actual Cost	_____	_____
T. Review by Technical Review Committee prior to Formal Application	\$ 100.00/session	_____	_____
<b>TOTAL APPLICATION FEES:</b>		<b>\$ _____</b>	_____

**SCHEDULE B: ESCROW FEES**

	<u>Fee</u>	<u>Escrow To Be Posted</u>	<u>Staff Review</u>
<b>RESIDENTIAL DEVELOPMENT:</b>			
Minor Subdivisions	\$ 1,500.00	_____	_____
Major Subdivisions:			
0 - 5 Units or Lots	2,500.00	_____	_____
6 - 25 Units or Lots	3,000.00	_____	_____
26 or More Units or Lots	7,000.00	_____	_____
 <b>SITE PLAN APPLICATION NOT INVOLVING STRUCTURES, ACRES</b>			
0 - 3	5,000.00	_____	_____
3 +	8,000.00	_____	_____
 <b>Site Plan Application Not Involving Structures - Total Floor Plan:</b>			
1,250 - 1,999 sq. ft.	2,000.00	_____	_____
2,000 - 20,000 sq. ft.	4,000.00	_____	_____
20,000+ sq. ft.	8,500.00	_____	_____
<b>VARIANCE - USE/BULK</b>	2,500.00	_____	_____
Minimum Escrow for those Applications not governed by other Escrow accounts	1,500.00	_____	_____
Interpretations/Sign Applications	1,500.00	_____	_____
 Any action requiring a Written Resolution by the Reviewing Board:			
Conditional Use	1,500.00	_____	_____
 TOTAL ESCROW FEES:		\$ _____	_____

**NOTE: SEPARATE CHECKS REQUIRED FOR THE APPLICATION FEE AND ESCROW FEE.**

FREEHOLD BOROUGH  
HISTORIC PRESERVATION COMMISSION

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](http://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.