

# TOWNSHIP OF MANALAPAN

## Department of Planning & Zoning

120 Route 522 & Taylors Mills Road, Manalapan, NJ 07726  
Fax (732) 446-0134

Administrative Officer  
NANCY DEFALCO  
732-446-8322



Planning/Zoning Board Clerk  
LISA NOSSEIR  
732-446-8367  
JANICE MOENCH  
732-446-8350

### **BOARD OF ADJUSTMENT** **SUBMISSION REQUIREMENTS**

*PLEASE TAKE NOTICE, the official recording device used by the Manalapan Township Board of Adjustment is a CD recording device. Any applicant is welcome to bring his own court reporter to his Public Hearing. If the court reporter is certified, the Board will adopt the court reporter's transcript as its official recording.*

#### **PRELIMINARY SUBMISSION:**

Submit required documents and forms for completeness review. All fees must be paid upon submission of complete application (including sketch plat, site plan or survey maps) at the time of filing prior to the first meeting.

1. Preliminary application fee of \$210.00. Escrow fee of \$500.00. Check(s) should be made out to Township of Manalapan.
2. Two page variance application.
3. Contribution Disclosure Statement.
4. Affidavit of Ownership and Consent Form.
5. Twenty photocopies of survey (to scale) showing proposed construction (fence, deck, addition, etc.) and measurements (in feet) to the affected property line(s).
6. Twenty elevation sketches if your project involves a deck, addition, shed, garage, gazebo, etc. (not necessary for fences). ~ **Sample Attached**
7. For house additions only – Twenty informal (not professionally drafted) floor plans showing existing floor plan and proposed floor plan.
8. If variance(s) have been granted in the past, please include a copy of variance resolution(s).
9. Copies of any existing or proposed deed restrictions or covenants.

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Application # \_\_\_\_\_

**BOARD OF ADJUSTMENT  
APPLICATION FOR APPEAL FROM THE REQUIREMENTS OF  
THE ZONING ORDINANCE**

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. (Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

LESSEE \_\_\_\_\_ ADDRESS \_\_\_\_\_

**APPLICATION IS HEREBY MADE FOR THE FOLLOWING  
VARIATION OF THE ZONING ORDINANCE**

1. Premises affected are situated at (address of construction) \_\_\_\_\_
2. Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_
3. To permit the (describe proposed change and type of construction) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Size of lot \_\_\_\_\_ Frontage (feet) \_\_\_\_\_ Depth (feet) \_\_\_\_\_
5. Size of building/structure (street level) \_\_\_\_\_  
Feet Front \_\_\_\_\_ Feet Deep \_\_\_\_\_
6. Present type of use or occupancy \_\_\_\_\_
7. Proposed type of use or occupancy \_\_\_\_\_
8. How long has present owner held title to property until appeal? \_\_\_\_\_
9. Has the property been granted any variances in the past? \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
E-MAIL ADDRESS

The undersigned hereby applies for a Zoning Certificate to be issued on the basis of the representation contained in this application.

- 1. Location of property \_\_\_\_\_
- 2. Name of owner \_\_\_\_\_  
Address \_\_\_\_\_
- 3. Name of applicant \_\_\_\_\_  
Address \_\_\_\_\_
- 4. If applicant is not owner, applicant's interest in this land is: \_\_\_\_\_  
\_\_\_\_\_
- 5. Proposed: \_\_\_\_\_  
Use \_\_\_\_\_  
New construction \_\_\_\_\_
- 6. Sketch or survey of the entire property showing existing and proposed roads, existing and proposed structures, is attached.
- 7. Remarks \_\_\_\_\_

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

Variation of Section No. \_\_\_\_\_

Located in Zoning District \_\_\_\_\_

Zoning permit filed: \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_

**DENIAL OF ZONING CERTIFICATE**

On the basis of the above application, the representations in which are a part hereof, the proposed usage is found to be not in accordance with the Township Zoning Ordinance, and the application for a Zoning Certificate is hereby DENIED for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNED** \_\_\_\_\_

**CONTRIBUTION DISCLOSURE STATEMENT**

The following list specifies the amount, date and the recipient of any and all contributions made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, this municipality, made up to one year prior to filing the variance application and/or during the pendency of the application process and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.:

Date of Contribution	Recipient of Contribution	Amount of Contribution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This list must be submitted in accordance with Section 95-12.2 of the Code of the Township of Manalapan. Please provide any additional contribution information on a separate sheet of paper. If no contributions have been made, please write No Contributions Made.

\_\_\_\_\_  
Name of Contributor

**CERTIFICATION**

I hereby certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to punishment.

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

Signature: \_\_\_\_\_

**CONSENT FOR SITE REVIEW**

The applicant and owner realize that as part of the Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Township of Manalapan's Zoning Board of Adjustment, Environmental Commission as well as any other Township employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

\_\_\_\_\_  
Owner Initials                      Date                      Applicant Initial                      Date

**AFFIDAVIT OF APPLICANT**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, 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 papers submitted herewith are true.

Sworn to and Subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 201\_\_\_\_.

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

\_\_\_\_\_  
Notary Public

**AFFIDAVIT OF OWNERSHIP & STATEMENT OF THE LANDOWNER**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

- a. I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Zoning Board of Adjustment.
- b. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- c. Permission is here by granted to: \_\_\_\_\_  
otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser):

Sworn to and Subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_ Owner's Signature

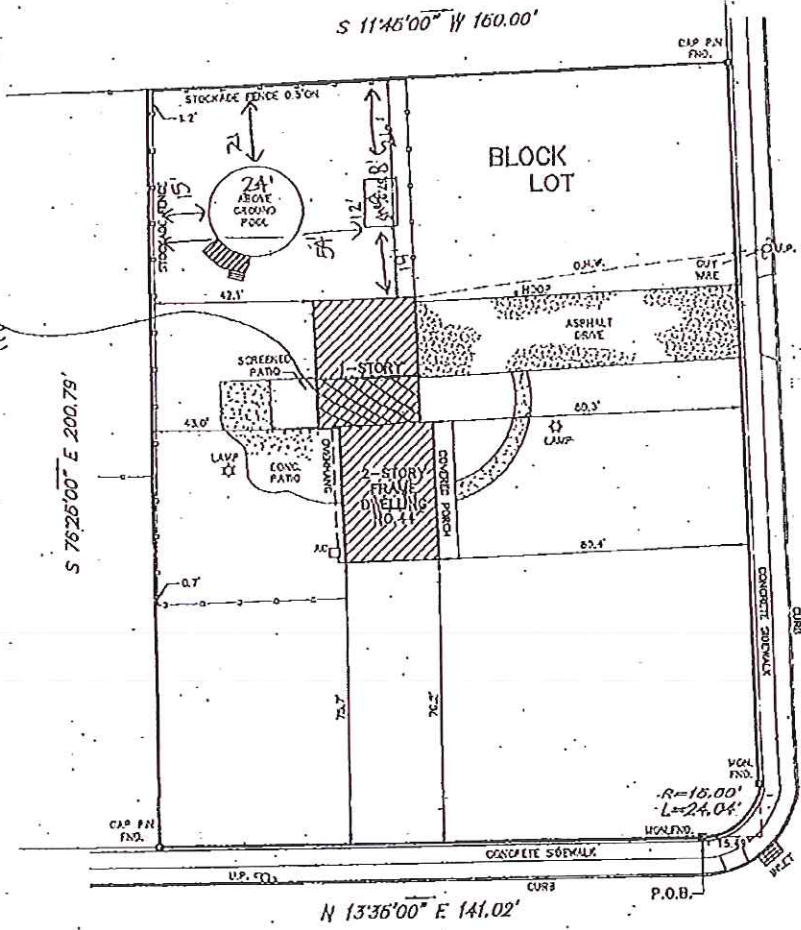
\_\_\_\_\_  
Notary Public



Sample



12' x 20'  
PROPOSED  
2ND STORY  
ADDITION  
ABOVE  
EXISTING ONE  
STORY



KIPLING WAY  
(50' R.O.W.)

Sample

THOREAU DRIVE  
(50' R.O.W.)

I certify that this  
survey is a true &  
exact representation  
of my property as  
it exists today

THIS SURVEY IS CERTIFIED TO:

DEED DESCRIPTION:  
BEING KNOWN AND DESIGNATED AS LOT IN BLOCK AS SHOWN ON A MAP ENTITLED, "MAP OF  
MANALAPAN TOWNSHIP, MONMOUTH COUNTY, N.J." WHICH MAP WAS FILED IN THE MONMOUTH COUNTY  
CLERK'S OFFICE ON

- NOTES:
1. ALSO KNOWN AS LOT IN BLOCK AS SHOWN ON THE OFFICIAL TAX MAPS OF THE TOWNSHIP OF MANALAPAN,  
MONMOUTH COUNTY, NEW JERSEY, SHEET No.
  2. UNDERGROUND UTILITIES NOT LOCATED BY THIS SURVEY

SURVEY OF PROPERTY		
LOT	BLOCK	
TOWNSHIP OF MANALAPAN	MONMOUTH COUNTY	NEW JERSEY
Charles Surmonte P.E. & P.L.S. New Jersey Professional Engineer and Land Surveyor License No. 35885 1500 A-62a Avenue, Suite 104, Ocean, N.J. 07712 (Phone 732-650-0505 For 2000-2001 732-650-0104)		

NO ATTEMPT WAS MADE TO DETERMINE IF ANY  
PORTION OF THE PROPERTY IS CLAIMED BY THE  
STATE OF NEW JERSEY AS TIDELANDS, ENVIRONMENTALLY  
SENSITIVE AREAS, IF ANY ARE NOT  
LOCATED BY THIS SURVEY.  
THIS SURVEY IS SUBJECT TO CONDITIONS WHICH  
MIGHT BE DISCLOSED BY AN ACCURATE TITLE  
SEARCH