



LAND USE BOARD APPLICATION

NOTICE TO APPLICANTS

In every New Jersey community, every application for variance before a Municipal Land Use Board is subject to provisions of New Jersey State Land Use Act.

Be advised, a Variance is a request for development or construction that is otherwise prohibited by local ordinance adopted pursuant to the State Land Use Act.

An Applicant should have no expectation, nor should an Applicant believe, there is a "right" that an application and plan for Variance presented to the local Land Use Board be approved in its entirety.

Prior to, or during the application process citizen members of the Land Use Board are expressly prohibited by law from discussing a proposed variance with the applicant or the applicant's professionals. Each application deemed complete will receive a hearing open to the public.

Separate and apart from the elected Governing Body, the Land Use Board functions as a quasi-judicial body whose decisions are subject to appeal in the Superior Court of the State of New Jersey. If an Applicant is unfamiliar with the NJ Land Use Law, the Applicant should consult an Attorney. Applicants that are corporations must be represented by an Attorney for the application and hearing.

The Applicant must present the Board with the legal proofs of "hardship" for granting the variance sought. The proofs of "hardship" are specifically prescribed in the LAW and responsibility of the Applicant, not the citizen-members of the Board, to identify and articulate.

An Applicant should always be prepared to discuss alternatives/ alterations to the plans presented.

The Board has no legal authorization to issue a building permit. Every approval, decision of the Board, is subject to a 45 day citizen appeal. Appeals are filed in Ocean County Superior Court.



**PROCEDURES FOR APPLICATION SUBMITTAL
TO THE BOROUGH OF PINE BEACH LAND USE BOARD**

1. All applications, supporting plans, documents, and reports must be submitted to the Board Engineer, Attorney, and Land Use Board Secretary. The application packets must be **collated into sets** with each set containing all items in the proper order (see Application Item Summary form on p.3). Engineer review for completeness may take up to 45 days as per MLUL. Once the application is deemed complete, the secretary will notify you of the exact date of your scheduled hearing. Meetings are generally held on the third Tuesday of the month.
2. Refer to the attached escrow and fee schedules for applicable fees to be submitted in separate checks made out to “Borough of Pine Beach” and submitted to the Land Use Board Secretary.
3. Refer to the distribution list below of all required information. Distribution of materials is the responsibility of the applicant.
4. The following is a list for distribution:

Board Engineer – (One set)

Mark Rohmeyer, PE (732-473-3400)
T&M Associates
1144 Hooper Ave., Suite 202
Toms River, NJ 08753
E-mail: mrohmeier@tandmassociates.com

Board Attorney – (One set)

Terry Brady, Esq. (732-240-4600)
Brady & Kunz, PC
680 Hooper Ave,
Building C, Second Floor
Toms River, NJ 08753
E-mail: tbrady@bradyandkunz.com

Secretary of the Land Use Board – (Original set plus 12 sets)

Include separate checks made to the Borough of Pine Beach:

- 1) Escrow Fee of \$1,500.00
- 2) Filing, Education and Application Fees – vary based on application; see list of fees.
[Note: A fee for Map Maintenance, if necessary, will be determined and charged subsequent to hearing.]

Secretary of the Land Use Board (732-349-6425)
Pine Beach Borough Hall
599 Pennsylvania Avenue, PO Box 425
Pine Beach, NJ 08741
E-mail: pinebeachadminassistant@comcast.net



BOROUGH OF PINE BEACH LAND USE BOARD FEES RELATED TO VARIANCE APPLICATIONS

Land Use Board fees to be paid by the applicant as a condition for consideration of applications:

A-ESCROW DEPOSIT

All applicants are required to deposit escrow funds at a minimum of **\$1,500**, schedule as per Chapter 108, § 108-12 (separate check made out to the "Borough of Pine Beach")

A second separate check is required for filing fee, education fee, and variance application fee (the following fees may be combined in check to the "Borough of Pine Beach"):

B—FILING FEE

Filing fee for Tax Assessor's 200 foot mailing list of property owners and county road/planning board or state road/commissioner and neighboring municipalities: **\$10.**

&

C—EDUCATION FEE – Due and payable at time of submission of application:

Application for preliminary approval of Major Subdivision or Site Plan: **\$50.**

Application for Conditional Use permit/variances pursuant to N.J.S.A. 40:55-D70(d): **\$50**

Application for Minor Subdivision or Minor Site Plan: **\$50** (as of 1/1/23)

Variance pursuant to N.J.S.A. 40:55D-70(c) not connected with any other approval: **\$50** (as of 1/1/23)

&

D—VARIANCE APPLICATION FEE

(1) Hearings pursuant to N.J.S.A. 40:55D-70a or b: **\$200**

(2) Variance applications pursuant to N.J.S.A. 40:55D-70c:

(a) Residential-**\$200** plus addt'l **\$100** for 1st bulk variance, then **\$75** for each addt'l

(b) Commercial-**\$300** plus addt'l **\$150** for 1st bulk variance, then **\$75** for each addt'l

(3) Use variance applications pursuant to N.J.S.A. 40:55D-70(d):

\$300 plus an additional **\$150** if any bulk variances are required

(4) Minor subdivision applications:

\$200 plus **\$50** for each new lot to be created

(5) Major subdivision applications:

(a) Preliminary: **\$500** plus **\$75** for each new lot created

(b) Final: **\$500** plus **\$75** for each new lot created

(6) Minor site plan applications: **\$275**

(7) Major site plan applications:

(a) Preliminary: **\$1,500** plus **\$100** per acre

(b) Final: **\$500** plus **\$100** per acre

(8) In addition to the fees set forth above, any applicant whose application will result in a change of the Official Tax Map of the Borough shall pay the estimated cost of making such change as shall be estimated by the engineer retained by the borough for maintenance of the Tax Map.

(9) Inspection of site improvements by engineer; **3% of the cost** of the improvements.

(10) For any application for which a specific fee is not set forth above: **\$200.**

BOROUGH OF PINE BEACH
LAND USE BOARD APPLICATION

DATE: _____

APPLICANT: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

OWNER: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

ATTORNEY: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

ENGINEER: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

LOCATION OF PROPERTY

BLOCK (S) _____ LOT (S) _____

ZONE _____ TAX MAP SHEET# _____

AREA OF TRACT _____

LOCATION _____

OF PROPOSED LOTS _____

EXISTING USE: _____

PROPOSED USE _____

TYPE OF APPROVAL REQUESTED:

_____ MINOR SUBDIVISION

_____ MAJOR SUBDIVISION

_____ MINOR SITE PLAN

_____ PRELIMINARY PLAT

_____ STATUTORY EXTENSION

_____ FINAL PLAT

_____ BULK VARIANCE, NJSA 40:55D-70c

_____ USE VARIANCE, NJSA 40:55D-70d

_____ OTHER: _____

_____ MAJOR SITE PLAN

_____ PRELIMINARY PLAT

_____ FINAL PLAT

DESCRIBE NATURE OF APPLICATION AND IF APPLICABLE TYPE OF VARIANCE REQUESTED AND/OR OTHER PERTINENT INFORMATION FOR THIS APPLICATION:

WAIVERS OF VARIANCES REQUESTED	ORD. SECTION	REQUIRED	PROPOSED
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

Signature of Applicant: _____ Date _____

Printed First and Last Name of Applicant _____

Affidavit of ownership: If the applicant is not the owner, indicate the applicant's interest in the property as tenant, contract purchaser, lien holder, etc. with the consent of landowner attached.

ZONING AND SUBDIVISION

175 Attachment 1

Development Plan Checklist

Project Name:

Owner:

Engineer/Designer:

Person Completing this Form:

Date:

Block(s)

Lot(s)

Application No.

Date submitted:

New

Revised

Date submission declared complete:

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED: FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE AND WILL BE REJECTED.

PRELIMINARY SITE PLAN

(WAIVER) (YES) (NO)

- 1. Fifteen copies of complete application.
2. Fifteen copies of site plan upon which the following information must be depicted pursuant to Section 175-14 et seq. of Site Plan Review Ordinance. Refer to Site Plan Review Ordinance 175-14 et seq. for detailed submission requirements. Failure to comply with submission requirements will result in application being rejected as incomplete.

ANY INFORMATION THAT CANNOT BE CONTAINED ON ANY OF THE MAPS SUBMITTED, SHOULD BE ATTACHED THERETO: i.e.

- (a) Scale, not to exceed one inch equals 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, per ordinance.
(b) Detailed description of proposed use.
(c) All lot lines, approximate location of all structures and owners of lots within 200 feet of the site
(d) Location of all proposed buildings or structures to be created
(e) The lot and block number, tax map number, exact dimensions and acreage of property to be built upon
(f) The size, height, location and arrangement of all existing and proposed structures and signs, including proposed total building coverage in acres or square footage and the percent of the lot coverage, with an architect's scale elevations of the front, side and rear of any structure, and sign to be erected or modified to appraise the Board of the scope of the proposed work. Elevation details should depict exterior composition including trim materials. Refer to Ordinance Section 175-15 for further detail and specificity required of plans or attached exhibits

PINE BEACH CODE

PRELIMINARY SITE PLAN	(WAIVER)	(YES)	(NO)
(g) Existing structures on the site shall be identified either to remain or to be removed	()	()	()
A. Circulation Plan:	()	()	()
(1) Access streets and street names, acceleration and deceleration lanes, and such other information as is required	()	()	()
B. Landscaping and Environmental Plan:	()	()	()
(1) Refer to Ordinance Section 175-17 for specifications and details required of this plan	()	()	()
C. Facilities Plan:	()	()	()
(1) Including proposed locations of all drainage, open space, common property, fire, gas, electric, telephone, sewerage, water line locations, solid waste collection and disposal methods and such other additional information as required by the Ordinance	()	()	()
(2) Refer to Ordinance Sections 175-17 and 18 for additional specification and detail	()	()	()
D. Offstreet Parking and Loading Plan:	()	()	()
(1) Plan for access to lots.	()	()	()
(2) Plan for access to loading and parking spaces.	()	()	()
(3) Curbing plan.	()	()	()
(4) Drainage plan.	()	()	()
I hereby certify that all the required Improvements have been installed or a bond posted in compliance with all applicable codes and ordinances	()	()	()
(If improvements Installed)			
<hr style="width: 50%; margin-left: 0;"/>			
(Borough Engineer)	(Date)		
(If bond posted)			
<hr style="width: 50%; margin-left: 0;"/>			
(Borough Clerk)	(Date)		
(Building Permit Issued)			
Approved by the Planning Board:			
Preliminary _____			
Final _____			
<hr style="width: 50%; margin-left: 0;"/>			
(Chairman)	(Date)		
(5) Name and License number of site planner or Professional Engineer with documents sealed with raised seal	()	()	()
(6) Date and revision dates of drawing and plans.	()	()	()

ZONING AND SUBDIVISION

PRELIMINARY SITE PLAN	(WAIVER)	(YES)	(NO)
3. As a condition for any approval required under this chapter, no taxes or assessments for local improvements or liens may be due or delinquent on the property for which the application is made. The tax collector will provide proof that no taxes or assessments for local improvements or liens are due and delinquent prior to approval	()	()	()
4. Payment of all applicable fees for preliminary site plan review pursuant to Ordinance	()	()	()
5. Storm water management plan.	()	()	()
6. Referral to Ocean County Planning Board for review and approval, if applicable	()	()	()
7. Three copies of completed checklist.	()	()	()
8. Deeds of Easement, right-of-way, drainage, sewer, sight, open space, etc. approved by Board Attorney and Engineer	()	()	()
9. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership (N.J.S.A. 40:55D-48.2)	()	()	()
10. Applicant for a project located within a flood hazard area to apply for approval in conformance with the "90 Day Construction Permit Act"	()	()	()
11. State ingress and egress approval, where applicable.	()	()	()
12. Waiver required from Section(s) Reason:	()	()	()
13. Owners signed Certificate of Concurrence with the plan	()	()	()

DEVELOPMENT PLAN CHECKLIST

Project Name:

Owner:

Engineer/Designer:

Person Completing this Form:

Date:

Block(s)

Lot(s)

Application No.

Date submitted:

New

Revised

Date submission declared complete:

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER WHEN FILED: FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE AND WILL BE REJECTED.

FINAL SITE PLAN APPLICATION	(WAIVER)	(YES)	(NO)
1. Fifteen copies of complete application for Final Site Plan Approval	()	()	()
2. Fifteen copies of site plan in final form including all information depicted on the Preliminary Plan and satisfaction of all conditions of preliminary approval	()	()	()

PINE BEACH CODE

FINAL SITE PLAN APPLICATION	(WAIVER)	(YES)	(NO)
3. Payment of all Final Site Plan filing fees.	()	()	()
4. Date and revision dates of plans, drawings and/or reports	()	()	()
5. Certification from the Collector that all taxes are current on the property through the current month quarter	()	()	()
6. The purposes of all easements and rights-of-way and all land reserved for or dedicated to public use of lots other than residential shall be noted	()	()	()
7. Final plat to contain all information required.	()	()	()
8. Final site plan to contain all information otherwise required	()	()	()
9. Final Site Plan preparation to contain the following required information pursuant to Ordinance 175-15 for compliance with details set forth therein:	()	()	()
a. Scale of one inch equal 10 feet, 20 feet, 30 feet, 40 feet, or 50 feet, as applicable	()	()	()
b. Plans to be signed and sealed by architect or engineer licensed in New Jersey	()	()	()
c. Accurate depiction of lot lines certified by licensed land surveyor submitted on the standard sheet sizes of 8 1/2 inch by 13 inch; 12 inch by 18 inch; 9 inch by 12 inch; 15 inch by 21 inch; 18 inch by 24 inch; 21 inch by 36 inch	()	()	()
d. All sheets and plans shall include the following data (if one sheet is not sufficient to contain the entire territory of the tract, the tract may be divided into sections to be shown on separate sheets of equal sizes; all sheets consisting of same scale with cross-references to the adjoining sheet(s):	()	()	()
(i) Name of proposed development.	()	()	()
(ii) Legend for placement of signature of Planning Board Chairman and Secretary	()	()	()
(iii) Dates of official Board action and dates of signature	()	()	()
(iv) A small key map giving general location of the tract to the remainder of the community; zone of district in which the lots are located	()	()	()
(v) North arrow.	()	()	()
(vi) Date of the original plan and each subsequent revision date, together with a notation describing the substance of each revision	()	()	()
(vii) Graphic scale.	()	()	()
(viii) Total tract coverage to one 1/100 of an acre.	()	()	()
(iv) Reserved.	()	()	()
(x) Boundary survey of tract certified by a licensed plan surveyor	()	()	()
(xi) Existing and proposed streets and street names	()	()	()

ZONING AND SUBDIVISION

FINAL SITE PLAN APPLICATION	(WAIVER)	(YES)	(NO)
(xii) Existing and proposed contour lines at two foot intervals inside the tract and within 50 feet of tract's boundaries	()	()	()
(xiii) Existing and proposed streams and easements	()	()	()
(xiv) Flood hazard areas based on 100 years plus storms	()	()	()
(xv) All dimensions and areas needed to verify compliance with zoning ordinances such as, but not limited to, building area, lot lines, parking and loading spaces, setbacks, buffers and yard areas	()	()	()
10. Compliance with building setback lines.	()	()	()
11. Block numbers and lot numbers in accordance with established standards and in conformity with the Borough Tax Maps and as approved by the Tax Assessor	()	()	()
12. The names, exact locations and widths along the property lines of all existing or recorded streets intersecting the said boundaries or lying within 200 feet thereof; the delineation name and block and lot numbers of all bordering subdivisions; the names of the owner of all bordering unsubdivided acreage	()	()	()
13. Complete off-site information, including calculations concerning final disposition of storm water runoff from the downstream end of the property being developed to a point 2,000 feet downstream of and from the property being developed or the Borough's boundaries, whichever is greater distance. The information shall include culverts, slopes and cross-section areas for the length specified	()	()	()
Complete off-site information and disposition of sanitary sewers, including connections of all proposed facilities	()	()	()
14. Proposed spot elevations or finished elevations at all property corners, curb opposite property corners, corners of all proposed structures or dwellings, drainage and how designating direction of overland drainage flow on each lot	()	()	()
15. Final centerline profile grades, correct to 0.01 feet with full information concerning vertical curve elevations	()	()	()
16. All centerline elevations of each street at a minimum interval of 50 feet; cross sections and profiles of streets	()	()	()
17. Complete construction details for all structures including, but not limited to, manholes, inlets, headwalls, yard drains, culverts, bridges, and pumping stations	()	()	()
18. Location and description of all survey monuments.	()	()	()
19. Certificate by the Tax Collector that all taxes levied against the land have been paid to date	()	()	()
20. Copy of executed restrictive covenants, easements and proposed restrictions to the fee use of the land to be recorded	()	()	()

PINE BEACH CODE

FINAL SITE PLAN APPLICATION

(WAIVER) (YES) (NO)
 () () ()

21. Waiver requested from Section(s) of Site Plan Ordinance. Reason for requested waiver. Applicant must specifically and comprehensively explain reason(s) necessitating waiver from provisions of Site Plan and/or Land Use Development Ordinances. Use separate sheet of paper to explain reasons if space provided hereafter is inadequate and attach same to this Checklist

ATTORNEY: _____

ADDRESS: _____

Attach appropriate Submission Checklist.

PHONE: _____

Application No. _____

Received By: _____

Date Submitted: _____

Fee Paid: _____

Date Approved: _____

Denied: _____

- _____ Subdivision
- _____ Site Plan
- _____ Informal Plat
- _____ Preliminary Plat
- _____ Final Plat or Minor Subdivision

1.

	Applicant	Landowner	Person Preparing Plan
Signature*	_____*	_____*	_____*
Name	_____	_____	_____
Address	_____	_____	_____
Phone	() _____	() _____	() _____
			Lic.# _____ SEAL

*NOTE: The signatures indicate an understanding of all the matters that are part of this application, including the plans attached hereto.

2. INTEREST OF APPLICANT IF OTHER THAN THE LANDOWNER

3. Disclose ownership interest in Section 9 of this application in accordance with the requirements of 40:55D-48.

4. STATEMENT OF LANDOWNER WHERE THE APPLICANT IS NOT THE LANDOWNER

I, _____, The Owner of Lot(s) _____, in Block(s) _____ in the Borough of Pine Beach, Ocean County, N.J., hereby acknowledge that the application of _____ for development on said lot(s) _____ is made with my complete understanding and permission in accordance with an agreement of purchase or option agreement entered into between me and the applicant herein stated.

Signature by Owner

ZONING AND SUBDIVISION

5. Is a variance or conditional use approval needed? _____
 If so, specify applicable section of statutes _____
 and applicable section of Ordinance: _____
 and provide detailed explanation of variances needed in Section 9 of this application.

6. PROPOSED DEVELOPMENT

Title of Plat:
 Street Address:
 Block and lot nos.:
 Zoning districts(s):
 Area of Tract: _____ (acres)
 Number of proposed lots: _____ including remaining portion of the original tract
 Total building coverage: _____ Sq. Ft. = _____ % of lot area
 Total lot coverage: _____ Sq. Ft. = _____ % of lot area
 Development Plans:
 {i1} Sell Lots Only = _____ Yes; _____ No
 {i1} Construct single family dwelling _____ = _____ Number
 {i1} Construct Commercial = _____ Type
 Total number of parking spaces: _____
 Total number of loading spaces: _____

7. GENERAL FACILITIES

	YES	NO
Each lot served by existing public street	_____	_____
New street being constructed	_____	_____
Existing street being widened	_____	_____
Existing public water available to tract	_____	_____
Public water being extended to tract	_____	_____
Other method of providing water (explain below)	_____	_____
Existing sewerage available	_____	_____
Off-tract sewage treatment to be extended to development	_____	_____
Other method of sewage treatment (explain below)	_____	_____
Are there deed restrictions; covenants, or easements affecting tract?	_____	_____
{i1} If yes, attach three copies	_____	_____
All utilities to be underground?	_____	_____
Are any streams proposed as stormwater impoundment or detention?	_____	_____
If yes, attach copy of State approval(s)	_____	_____
Is any part of the tract in a 100-year flood plain?	_____	_____

8. EXTENSION OF TIME FOR APPROVING AUTHORITY ACTION

PINE BEACH CODE

Previous Deadline for Action by the Approving Authority	Request of Consent to Extend the Deadline to the Following Date	Signature of Landowner/Application
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. OTHER COMMENTS OR EXPLANATIONS AND DISCLOSURE OR OWNERSHIP INTEREST

**BOROUGH OF PINE BEACH
LAND USE BOARD**

APPLICATION ITEM SUMMARY

Initial application packets must be **collated into sets**, each including materials in the following order. Deliver 1 set each to Attorney and to Engineer, and deliver 1 original set plus 12 additional sets, plus payments, to Land Use Board Secretary at Pine Beach Borough Hall. Additional requirements may apply depending on application type; see application instructions in Chapter 175. Zoning and Subdivision Article III. Site Plans § 175-15 & 175-15.1.

- _____ 1. Completed application form including Development Plan Checklist and this Application Item Summary page.
- _____ 2. Plot plan, drawings, survey, maps, renderings and other plans, pre-folded, and prepared as per application instructions.
- _____ 3. Photographs of all structures within 200 ft, with explanations as to locations, direction of view, lot and block, as per application instructions.
- _____ 4. Location map prepared as per application instructions.
- _____ 5. List of all property owners within 200 feet their property, by block and lot (see Addendum A form).
- _____ 6. Certificate from Tax Collector, indicating property taxes and any assessments for the property are paid through the current quarter, no liens or balances due or delinquent (see Addendum B form).
- _____ 7. Appropriate fee(s) – Escrow, Application, Education, Map Maintenance – submitted with application packet on separate checks & delivered to the Land Use Board Secretary at Borough Hall [Note: Map Maintenance Fee, if necessary, will be determined and charged subsequent to hearing]

Office use only #1-6 date recv'd:

Subsequent application submissions that are required after hearing date is set:

*The following items and an updated copy of this checklist must be submitted to Land Use Board Secretary at least three (3) days, **NOT** including the date of hearing, prior to the scheduled hearing date (due by the **Friday** of the week before a scheduled hearing):

- _____ *8. A copy of the Notice to Property Owners (Addendum C), which must include:
 - a. Date, time & place of hearing.
 - b. Nature of matters and relief sought.
 - c. Identification of property proposed for development, by street address, and block and lot numbers.
 - d. Location and time at which maps and documents, for which approval is sought, are available for public inspection.
- _____ *9. Affidavit of Proof of Service of notice to 200-foot property owners (including those in neighboring municipalities, if applicable). Must be served and received at least ten (10) days before hearing **NOT** including the date of the hearing. Provide green/white Certified & Return Receipt Mail slips, or if delivered in person, receipt signatures by named property owners only for all properties are required.
- _____ *10. Affidavit of Publication in Official Newspaper, Asbury Park Press or Star Ledger. Ad must run at least ten (10) days before hearing **NOT** including the date of the hearing (note: ad must run by the **Friday** that is 10 days before the hearing).

Office use only #7-9 date recv'd:

**BOROUGH OF PINE BEACH
TAX ASSESSOR'S OFFICE**
Application for List of Property Owners within 200 Feet

Tax Assessor
Borough of Pine Beach
599 Pennsylvania Ave.
Pine Beach, NJ 08741

Re: Block _____, Lot(s) _____

Dear Tax Assessor:

Please provide a certified list of the property owners within 200 feet of the above referenced property within 7 days of this request, as per Municipal Land Use Law.

A \$10 check is enclosed made out to "Pine Beach Borough."

Sincerely,

Printed Name of Applicant

Signature of Applicant

<p>Contact information for returning the completed list:</p> <p><input type="checkbox"/> E-mail to e-mail address: _____</p> <p><input type="checkbox"/> Pick up at Borough Hall in person</p> <p><input type="checkbox"/> Mail to: Name _____</p> <p style="padding-left: 40px;">Address _____</p> <p style="padding-left: 40px;">_____</p>
--

The Tax Assessor's office hours are Tuesdays 4:00 pm - 6:00 pm. This request and payment may be dropped off then or during Borough Hall regular hours, Monday through Friday, 9:00 am - 4:00 pm.

ADDENDUM B

Date: _____

BOROUGH OF PINE BEACH
TAX COLLECTOR'S OFFICE
Application for Certification of Tax

Tax Collector
Borough of Pine Beach
599 Pennsylvania Ave.
Pine Beach, NJ 08741

Re: Block _____, Lot(s) _____

Dear Tax Collector:

Please provide the undersigned with a certificate that taxes have been paid to date for the above referenced property. This certificate is required for an application before the Pine Beach Land Use Board.

Sincerely,

Printed Name of Applicant

Signature of Applicant

Note: The Tax Collector's office hours are Tuesdays 4:00 pm - 6:00 pm. This request and payment may be dropped off then or during Borough Hall regular hours, Monday through Friday, 9:00 am - 4:00 pm. You may send an email to pbtaxcollector@comcast.net.

Pine Beach Tax Collector
Pine Beach Borough Municipal Building, 599 Pennsylvania Ave., Pine Beach, NJ 08741
732-349-6425 ▪ pbtaxcollector@comcast.net

BOROUGH OF PINE BEACH
Notice of Variance Hearing for Property Owners within 200 Feet

To whom it may concern:

Notice is hereby given that on Tuesday, the _____ day of _____ 20____
at 7:30 PM at the Pine Beach Borough Municipal Building, 599 Pennsylvania Avenue, Pine
Beach, NJ 08741, the Land Use Board of said Borough will hold a hearing on the appeal or
application of the undersigned, at which time and place all interested persons will be given an
opportunity to be heard.

Location of Property:

Block Number: _____ Lot Number(s): _____

Nature of application or appeal: (give detailed information)

_____ and any other variances as deemed by this Board.

The maps and documents supporting this application are available for public inspection at the
Pine Beach Municipal Building Monday through Friday, 9:00 AM – 4:00 PM.

Print Name of Applicant or Appellant

Signature of Applicant or Appellant

[NOTE: This notice must be served on all property owners, including those in neighboring municipalities, within
200 feet of the property involved at least ten (10) days prior to the hearing date NOT counting the date of the
hearing.]

[NOTE: Legal advertisement of this notice must be published at least ten (10) days prior to the hearing date NOT
counting the date of the hearing in official newspaper, Asbury Park Press or Star Ledger.]