

Lakewood Township Zoning Board of Adjustment

APPEAL NUMBER: _____

Applicant: _____ **Phone:** _____
Address: _____
Email: _____

Owner: _____ **Phone:** _____
Address: _____
Email: _____

Attorney: _____ **Phone:** _____
Address: _____
Email: _____

Engineer: _____ **Phone:** _____
Address: _____
Email: _____

Block: _____ **Lot:** _____ **Zone:** _____

Subdivision Number of Lots Requested: _____

Site Plan Requested: Yes: _____ **No:** _____

Has A Previous Application Been Filed? No: _____ **Yes:** _____ **Appeal:** _____

Variance from the provision of Chapter 18 Section _____ of The Lakewood Township Unified Development Ordinance.

Setback Variances	Proposed	Required
Front Yard		
Side Yard		
Rear Yard		

Parking Variances	Proposed	Required
Number of Spaces		

Lot Area	
Lot Frontage	

Name & Location of Project: _____

Narration of Proposed Project:

Present Use	
Proposed Use	
Lot Area	

Signature of Applicant: _____ **Date:** _____

Applicant or authorized agent **MUST BE** present at the regular meeting at which action is taken. If a corporation, applicant must be represented by an attorney.

Escrow Agreement

I understand that the sum of \$ _____ has been deposited in an escrow account. In accordance with the Ordinances of the Township of Lakewood, I further understand that the escrow is established to cover the cost of professional services including, engineering, planning, legal and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned. **UPON NOTIFICATION BY THE BOARD SECRETARY, IF ADDITIONAL SUMS ARE DEEMED NECESSARY, I UNDERSTAND THAT I SHALL ADD THAT SUM TO THE ESCROW ACCOUNT WITHIN FIFTEEN (15) DAYS OF RECEIPT REQUESTED.**

Signature of Applicant

Date

Please provide the name, address and telephone number of a contact person who will be notified when additional escrow is necessary.

Name	
Email	
Phone	
Address	

Escrow Fees

Escrow funds in the amount specified herein shall be required relative to the following applications:

1. Minor Subdivision	\$3,000.00
2. Sketch plat for Major Subdivision, Preliminary Subdivision & Preliminary Site Plan approval for residential use: 0-10 lots/units 11-25 lots/units 26-100 lots/units 101+ lots/units	\$3,500.00 \$4,500.00 \$5,000.00 +\$25 per lot \$6,000.00 +\$20 per lot
3. Final Major Subdivision & Final Site Plan approval for residential use: 0-10 lots/units 11-25 lots/units 26-100 lots/units 101+ lots/units	\$1,250.00 \$1,750.00 \$2,500.00 +\$20 per lot \$3,000.00 +\$15 per lot
4. Variance Applications a. Hear & decide application appeals. b. Interpretation of Zoning Map/Ordinances c. Hardship Variance: 1. Residential: \$150.00 for the first Category, plus \$75.00 for each additional hardship variance (i.e., per dimension, lot unit, etc.) 2. Non-Residential: \$300.00 for the first category, plus \$150.00 for each additional hardship variance (i.e., per dimension, lot unit, etc.) d. Use Variance: 1. Residential 2. Non-Residential e. Conditional Uses f. Building permit in conflict with Official Map or for a lot not related to a street. g. Erection of a structure on an unimproved street pursuant of NJSA C40:55D-36 of the Municipal Land Use Law.	\$250.00 \$250.00 \$500.00 \$1,000.00 \$500.00 \$500.00 \$500.00
5. Amended Development Applications, extensions, re-approvals & Zone Change Requests: 1. Re-approval of Subdivision or Site Plan 2. Extension of Preliminary or Final Major Subdivision or Site Plan approval. 3. Amended Preliminary or Final Major Subdivision or Site Plan approval. 4. Zone change application.	50% of original fee \$750.00 50% of original fee \$1,500.00
6. Miscellaneous Escrow Fees: 1. Exception to Design & Performance Standards: \$250.00 for one category design or performance Standard +\$150 for each additional category. 2. Change of Use in application for a use specifically permitted in a zone	 \$500.00

The foregoing application & escrow fee per revised Ordinance of the Township of Lakewood, amending Chapter XVII, entitled "Zoning" of the Code of the Township of Lakewood, was duly passed upon second reading after public hearing at the regular meeting of the Township Committee, Township of Lakewood, held on December 17, 1998 and was approved by the Mayor on December 17, 1998, and per amended fee schedule pursuant to ordinance no 2006-54 adopted by the Township Committee on August 10, 2006 & ordinance no2010-18 adopted by the Township Committee on March 25, 2010.

Schedule B Application Fees

1. Certified list of Property Owners	\$10.00
2. Minor Subdivision	\$350.00 +\$75.00 per lot
3. Major Subdivision: Preliminary Final	\$1,000.00 \$500.00
4. Preliminary Site Plans	\$1,000.00
5. Final Site Plan	\$500.00
6. Revisions/amendments to approval plan (each submission)	\$250.00
7. Resubmission/extension of expired approvals (reaffirmation)	\$250.00
8. For Administrative Approval review & comment, change in permitted use	\$250.00
9. Publication of Notice of Determination *THIS FEE IS REQUIRED FOR ALL SUBMISSIONS.	\$50.00
10. Appeals & interpretation of zooming map	\$100.00
11. For variance or other appeal where the premises involve an existing single-family dwelling.	\$100.00 +\$25 each additional variance.
12. Bulk Variance	\$200.00 +\$50 each additional variance
13. Variance or other appeal/interpretation involving a use or structure: Residential Non-Residential	\$300.00 600.00
14. Zone change application	\$250.00
15. Conditional Use Permit	\$250.00
16. Building permit in conflict w/ official map or building permit for a lot not related to a street	\$150.00
17. Erection of a structure on an unimproved street pursuant to NJSA C40:55D-36 of Municipal Land Use Law	\$150.00
18. For a Zoning Permit	\$25.00
19. Plot Plan New Construction Addition	\$100.00 \$50.00
20. Tax Map Maintenance: MINOR SUBDIVISION For the first (2) lots created For each additional lot MAJOR SUBDIVISION Less than 10 Lots 11-50 Lots 51-100 Lots 100+ Lots *\$250.00 for each additional 50 lot increment or portion thereof Residential Condominium Projects	\$100.00 \$50.00 \$500.00 \$750.00 \$1,000.00 \$1,500.00 \$500+ \$10.00 Per Unit
21. Concept Pan Review	\$100.00

The foregoing application fee per revised ordinance of the Township of Lakewood, amending Chapter XVII entitled "Zoning" code of the Township of Lakewood, was duly passed upon second reading after public hearing at the regular meeting of the Township Committee, Township of Lakewood, held December 17, 1998 & was approved by the Mayor on December 17, 1998, and per amended fee schedule pursuant to ordinance no. 2006-54 adopted by the Township Committee on August 10, 2006. The foregoing application fees were further amended & supplementing Chapter II (Administration) Section 2-36.4 (Fees) of the revised General Ordinances of the Township of Lakewood, adopted by the Township Committee on December 5, 2013 & ordinance no 2016-16 adopted by the Township Committee on March 17, 2016.

Land Development Checklist

PLAT SPECIFICATIONS	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Major Site Plan	Minor Site Plan
1. Plat clearly & legibly drawn or produced at a scale not smaller than one-inch equals 50 feet.	X	X	X	X	X
2. Sheet size: 8.5"x11", 11x17, 15x21, 18x24, 24x36, 30x42.	X	X	X	X	X
3. Plans shall be prepared by an architect or engineer if the application involves only the location of proposed buildings and their relationship to the site and the immediate environs.				X	X
4. Plans shall be prepared by an architect, planner, or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress & egress.				X	X
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plan of ten acres or more, or involving storm water detention facilities, or traversed by water course.				X	
6. Plans shall be prepared by a licensed land surveyor which shows existing conditions & exact location of physical features including metes & bounds, drainage, waterways, specific utility locations & easements. Survey information may, however, be transposed to a site plan if the date of the survey and by whom & for whom it was prepared by a licensed land surveyor must accompany the site plan submission	X	X	X	X	X
7. Property line shown in degree, minutes, & seconds.	X	X	X	X	X
8. Key map or tax map showing location of tract to be considered in relation to surrounding area.	X	X	X	X	X
9. Title block containing name of preparer, lot & block numbers, tax map sheet number, date prepared, and a date of last amendment.	X	X	X	X	
10. Each block & lot numbered in conformity with the municipal Tax Map as determined by the municipal tax accessor.	X	X	X	X	
11. Scale of map, both written & graphic.	X	X	X	X	X
12. North arrow giving meridian.	X	X	X	X	X

13. Space for signatures of chairman, secretary, & engineer of the approving authority & all required certifications pursuant of the NJ Map Filing Law.	X	X	X	X	X
14. Names of all property owners within 200 feet of subject property attached thereto.	X	X		X	X
15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X
16. Zoning district in which parcel is located & a zoning schedule listing all requirements of the zone district & a notation of any variances.					
17. General notes identifying the name & address of the property & applicant, acreage of affected parcel to the nearest hundredth of an acre, & the existing & proposed use.	X	X	X	X	X
18. Number & size of lots after subdivision to be designated.	X	X	X	X	X

SITE FEATURES	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Major Site Plan	Minor Site Plan
1. Topography of the site.	X	X		X	X
2. Topography within 200 feet thereof.		X		X	
3. Contours on the site to determine the natural drainage of the land.	X	X		X	X
4. Contours of the area within 200 feet of the site boundaries.		X		X	
5. Flood plains, wetland buffers. If any portion of the project contains wetlands buffers, proof of submission of a letter of interpretation to the NJDEP shall be required.	X	X	X	X	X
6. Natural & artificial water courses, streams, shorelines, water boundaries & encroachment lines.	X	X	X	X	X
7. Wooded Areas	X	X		X	X
8. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X	X
9. Man-made features on-site.	X	X	X	X	X
10. Man-made features within 200 feet thereof.		X		X	

Improvements	Minor Subdiv ision	Preliminary Major Subdivision	Final Major Subdivisi on	Major Site Plan	Minor Site Plan
1. Location of existing & proposed structures & their setbacks from existing property lines.	X	X	X	X	X
2. Location of all existing & proposed easements or right of way, including power lines.	X	X	X	X	X
3. Location of existing railroads, bridges, culverts, drainpipes, water & sewer mains, and other man-made installations affecting the tract.	X	X	X	X	X
4. Location of existing & proposed wells & septic systems.	X	X	X	X	X
5. When applicant intends to use conventional septic disposal system, location of test holes, test results & approximate location of the intended disposal field.		X		X	
6. Plans & profiles of a proposed utility layouts such as sewers, storm drains, & water, showing feasible connection to existing proposed utility systems.		X		X	X
7. Location & description of monuments & other survey markers whether set or to be set.	X		X		
8. Location, names & widths of all existing & proposed streets on the property & within 200 feet of tract.	X	X	X	X	X
9. Required road dedication or road widening easements.	X		X	X	X
10. Shade Trees		X	X	X	X
11. Proposed or existing easements (i.e., utility, sight triangle, access).	X	X	X	X	X
12. Proposed drainage easements where required.	X	X	X	X	X
13. Environmental Impact Statement		X		X	
14. Tree Protection Management Plan		X		X	
15. Landscaping plan including the types, quantity, size & location of all proposed vegetation. The scientific & common names of all vegetation shall be included.				X	
16. Soil erosion & sediment control plan consistent with requirements of the local soil conservation district.		X		X	

17. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run off requirements.		X		X	
18. The purpose of any proposed easement of land reserved or dedicated to the public or common use shall be designated & the proposed use of sites other than residential shall be noted.		X	X	X	X
19. Identification by type and nearest street intersection of existing public utilities.				X	
20. Shade tree easement, if necessary.	X	X	X	X	
21. Architectural drawings of the proposed structures- generalized elevations (all four sides of non-residential) & floor plans.				X	X

Plans Prepared By:

Company & Preparers Name

Preparer's Signature

Date

Waivers Requests: (Submit Reason)

REAL ESTATE AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF OCEAN

ZB# _____

RE: Block: _____ Lot: _____

Block: _____ Lot: _____

Block: _____ Lot: _____

Property Address: _____

Name of Applicant: _____

Type of Application: _____

Pursuant to the Revised General Ordinances of the Township of Lakewood, Chapter 2, Section 15A10, the applicant and/or owner of the aforesaid properties must show proof that all outstanding real estate taxes are current on the aforementioned properties.

Pursuant to the Township of Lakewood regulations, the Tax Collector's Office for the Township of Lakewood, certifies that all real estate taxes assessed against the above-mentioned properties are: **Current:** _____ **Not Current:** _____

Taxes are opened for _____ + years-quarters _____

Outside Tax Liens: _____, subject to Tax Sale: **Yes** _____ **No** _____

The Collector's Office further certifies that the tax records of the Township of Lakewood reflect that the above-mentioned properties are not subject to any municipal tax liens as of this date.

Please return to Fran Siegel

Tax Collector's Office Certification
Signature of Person Attesting
Title: _____
Date: _____

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY COUNTY OF _____.

_____ of full age, being duly sworn according to law,
deposed and says that he/she resides at _____
in the municipality of _____, County of _____
and State of _____; that _____
is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being
in the municipality aforesaid, and known the designated as Block/Lot _____.

(Applicant Signature)

Sworn/affirmed to me, this _____ Day of _____, 20_____.

_____ A Notary Public of New Jersey.

Authorization

(If anyone other than the above owner is making this application, the following must
be executed):

To the Board of Adjustment:

_____ is hereby authorized to make the within application

Date: _____

Owner Signature: _____

**CERTIFICATE OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
(P.L. 1997 CHAPTER 336)**

Listed below are names and address of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/partnership.

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	

Please Check the appropriate box:

Corporation of New Jersey	
Partnership	
L.L.E. of New Jersey	
Other	

* Where corporation/partnerships own 10% or more of the stock/interest in the undersigned of in another corporation/partnership so reported, this requirement shall be followed until the names and address of the non-corporate stockholders/individuals partners exceeding the 10% ownership criterion have been listed.

Signature of Officer/Partner Date

Name of Applicant Corporation/Partnership

APPLICANTS OFFER TO ABUTTING PROPERTY OWNERS

Date	
Property Location	
Block	
Lot	
Zone	

To Whom It May Concern,

I have made application to the Township Zoning Board for variance(s) on the above referenced property, which abuts your property. This letter is required whether you would be interested in selling me a portion of your lot in order to make my lot conform or more nearly conform with current zoning. In the alternative, you may have an interest in purchasing my lot at the “fair market value” which in this instance means a building lot price as if the variance had been granted.

It is my intention to demonstrate to the Lakewood Zoning Board that a “hardship” exists as I am unable to either acquire additional land or sell my land at it’s fair market value.

If you have no interest in selling your lot, or a portion of your lot to me or in purchasing my lot, please contact me.

Applicant	
Address	
Telephone	

Zoning Board of Adjustment

212 4th Street
Lakewood, NJ 08701
732-364-3760 Ext:5601
abormida@lakewoodnj.gov

Request for Certified List

Date: _____

RE: Block: _____

Lot: _____

I hereby request a list of property owners within 200 ft. of the above referenced Block & Lot.

Enclosed is a check in the amount of \$10.00 which is the fee for the list.

A copy of the tax map with the Lot(s) highlighted is recommended but not required.

Name: _____

Address: _____

Telephone: _____

Email: _____

Preferred Method of Delivery:

- Email**
- Mail**
- Pickup**

NOTICE OF APPEAL
TOWNSHIP OF LAKEWOOD
ZONING BOARD OF ADJUSTMENT

Please take notice that on the _____ day of _____, 2023, at the Lakewood Municipal Building, 231 Third Street, the Zoning Board of Adjustment will hold a hearing on the application if the undersigned, at which time and place all interested persons will be given an opportunity to be heard. Said meeting will take place at 7:00 PM

Applicant _____ hereby proposes to

Location: _____

Block: _____ Lot: _____ by reason of its being in violation of Chapter 18 Section _____ of the Revised General Ordinances of the Township of Lakewood and having been denied by the Zoning Officer. All the maps, plot plans, etc., are on file in the office of the Secretary of the Zoning Board of Adjustment at 212 Fourth Street, Lakewood, New Jersey and may be inspected between the hours of 8:00 AM & 4:00 PM, Monday through Friday.

Signature of Applicant

Address

Date