

# Borough of Red Bank

DEPARTMENT OF PLANNING AND ZONING

90 Monmouth Street  
Red Bank, NJ 07701

Glenn R. Carter, P.P. Director

Phone: (732) 530.2752

Fax: (732) 530.8846

Website: [www.redbanknj.org](http://www.redbanknj.org)

[gcarter@redbanknj.org](mailto:gcarter@redbanknj.org)

## **APPLICANT CHECKLIST** **PLANNING BOARD & ZONING BOARD OF ADJUSTMENT**

The following is required to proceed with a Board application:

1. The Development Permit Application (DPA) should be filled out in detail and the Affidavit of Applicant/Owner signed and notarized.
2. Intent to Proceed Form and Property Ownership Disclosure Form
3. Narrative of Intent: Please state a description of what is proposed in the application or in the case of an appeal, the reasons relief is requested.
4. Two checks payable to the Borough of Red Bank, one for the Application Fee and the other for the Escrow Fee; Escrow Agreement Form and W-9. The Borough Engineer will calculate the fee amount based on the Ordinance requirement. The Escrow fee is an estimate, therefore, if the account fund becomes deficient, the applicant will be billed accordingly.
5. Site plan details (with written request of any waivers of details not on the plan) and a recent survey of the property. **Four (folded) copies** should be submitted initially.
6. Letter of certificate from the Tax Collector that taxes have been paid to date. (Request this from Municipal Building, 90 Monmouth St. (Phone Number 530-2742, 2743 or 2745)
7. Obtain a list of names and addresses of property owners within 200 feet of the property. List should be requested from the Tax Assessor, 1<sup>st</sup> floor, Municipal Building, 90 Monmouth St. (Phone Number 530-2767) There is a \$10.00 fee for the list, made payable to the Borough of Red Bank.

The Borough Engineer will review for completeness. Once the application is deemed complete; the Applicant will be advised of the hearing date.

The following must be submitted as soon as possible, but, no later than **10 days prior** to the hearing. Failure to submit these items may result in the application being re-scheduled to a later date:

- 1) **PDF** of site plan, survey and architectural plans.
- 2) **PDF** of any other reports related to the application (Traffic Report, Drainage Report, etc.).

Once the application is scheduled, please complete the following:

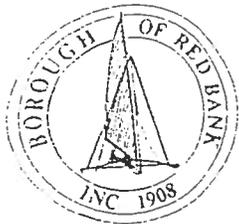
- 1) At least 10 days prior to the date of the hearing (the day of the meeting should not be included in the count) send a public notice to the surrounding property owners by certified mail (***Return receipt required***). It is necessary that each addressee on the list be noticed and that the certified mail receipt reflects the correct name, address and post office date stamp. Failure to comply with this requirement of the Municipal Land Use Law can cause your application to be removed from the agenda. \* \* **Submit a copy of this notice to the Board Secretary.** \* \*
- 2) At least 10 days prior to the date of the hearing, not including the date of the meeting, publish the same notice in a designated newspaper, Asbury Park Press, Two River Times; StarLedger) for one day and request an "Affidavit of Publication".
- 3) When the mailing is completed and the notice is published, submit the white certified mail slips (and green return receipt cards), Proof of Service form, Tax Certification Letter, Disclosure of Ownership Form (if applicable) and the Affidavit of Publication from the newspaper to the Board Secretary.

**AFTER APPROVAL**, a resolution will be forwarded to you within 10 days of it being memorialized. Conditions of approval must be met prior to a development permit being issued. ***BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY CAN NOT BE APPLIED FOR UNTIL THE DEVELOPMENT PERMIT IS ISSUED!***

Notice of the approval must be published in the newspaper, following the same procedure as the publication of the hearing. An "Affidavit of Publication" must be submitted to the Board Secretary.

If the approvals require the posting of performance guarantees or inspection fees the Borough Engineer will calculate the fees after the approval. Contact Glenn Carter, Director, at 530-2752 with any questions about this requirement.

If an Escrow Fee was paid, you may request a refund of any unused portion by submitting a written request to Glenn Carter. Application Fees are non-refundable.



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## INTENT TO PROCEED

I HEREBY MAKE FORMAL APPLICATION TO THE

\_\_\_ RED BANK PLANNING BOARD

\_\_\_ RED BANK ZONING BOARD OF ADJUSTMENT

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

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

\_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

Initial Review Escrow Paid: \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

Minimum \$ 500.00 – Exempt Applications (Single, Two Family Dwellings; Signs)

Minimum \$1,000.00 – Commercial Applications

Minimum \$2,000.00 – Site Plan, Subdivisions

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date Received by Board Secretary: \_\_\_\_\_

(Date of Commencement of Statutory 45-day Completeness Review Period)

Signature of Board Secretary: \_\_\_\_\_