



City of Long Branch
Department of Building and Development
Office of Planning and Zoning
344 Broadway
Long Branch NJ, 07740

Phone (732) 571-5647

Fax (732) 222-7755

PLANNING BOARD & ZONING BOARD of ADJUSTMENTS

DEVELOPMENT PLAN

APPLICATION COVER

FILE#: _____

DATE: _____

TITLE OF PROPOSED DEVELOPMENT / FILE NAME: _____

APPLICANT: _____

ADDRESS OF SITE: _____

BLOCK(S): _____ LOT(S): _____

PERSON COMPLETING FORM: _____

ALL ATTACHED APPLICATION AND CHECKLIST FORMS MUST BE FULLY COMPLETED AND RETURNED WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW. THE REVIEW PERIOD IS 45 DAYS. COMPLETE APPLICATION TO BE ON FILE A MINIMUM OF 31 DAYS PRIOR TO HEARING DATE. NO EXCEPTIONS.

1. Application & Plans:
 - a. All Applications:
 1. Fifteen (15) copies of completed application with checklist.
 2. Fifteen (15) copies each of the survey, site plans, architectural and/or engineering plans.
 3. Electronic copies of all submission materials.
 - b. All plans submitted must be folded with the title block showing.
2. Five (5) copies of the Applicant's Letter of Denial or Notice of Violation.
3. Application filing fees (including escrows).
4. Certification by the Tax Collector that all taxes are current.
5. Completed State of New Jersey W-9 form (with ORIGINAL signature).
6. 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).
7. Completed Contribution Disclosure Statement (N.J.S.A. 19:44A-1). [Required City Statement is included as part of this application package. See attached Appendix A for entire Ordinance 69-41 requiring same]

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CONTACT FORM

I. APPLICANT / DEVELOPER INFORMATION

Applicant's Name / Contact: _____
Company Name: (if applicable) _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

II. PROPERTY OWNER INFORMATION (if different from above)

Property Owner's Name / Contact: _____
Company Name: (if applicable) _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

III. ATTORNEY INFORMATION

Contact Person: _____
Company Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

IV. ENGINEER INFORMATION

Contact Person: _____
Company Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

V. ARCHITECT INFORMATION

Contact Person: _____
Company Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

VI. SURVEYOR INFORMATION

Contact Person: _____
Company Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

VII. PLANNER INFORMATION

Contact Person: _____
Company Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CONTRIBUTION DISCLOSURE STATEMENT

NOTE: It is solely the applicant's responsibility to accurately complete this disclosure statement as per Ordinance 69-41 (See "Appendix A" of this document for entire requirement. Failure to do so will automatically deem the application incomplete and may subject the application to be dismissed without prejudice by the appropriate Board.

I. PROPERTY OWNER INFORMATION (May attach separate sheet if necessary).

Property Owner's Name / Contact: _____

a. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

b. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

II. APPLICANT / DEVELOPER INFORMATION (May attach separate sheet if necessary).

Applicant's Name / Contact: _____

a. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

b. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

III. PROFESSIONALS INFORMATION (May attach separate sheet if necessary).

Professional #1, Name and Profession: _____

a. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

b. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

Professional #2, Name and Profession: _____

a. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

b. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

Professional #3, Name and Profession: _____

a. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

b. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

Professional #4, Name and Profession: _____

a. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

b. Contribution Made (in Dollars): _____ on (date): _____

To (person, committee, party, etc.): _____

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION

PLEASE CHECK WHERE APPROPRIATE

<input type="checkbox"/> Zoning Board of Adjustment <input type="checkbox"/> Use Variance <input type="checkbox"/> Variance (area & bulk) <input type="checkbox"/> Site Plan <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Subdivision <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Interpretation <input type="checkbox"/> Revision <input type="checkbox"/> Other _____	<input type="checkbox"/> Planning Board <input type="checkbox"/> Variance (area & bulk) <input type="checkbox"/> Site Plan <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Subdivision <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Revision <input type="checkbox"/> Other _____
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DESCRIPTION OF PURPOSE/STATEMENT OF USE (both existing & proposed):

I. SITE INFORMATION

1. Present Use _____
2. Proposed Use _____
3. Total site area _____ sq. feet
4. Zoning district _____
5. Adjacent cross streets _____
6. Located on a County street? ☐ Yes ☐ No Highway ? ☐ Yes ☐ No
7. Is a new street to be constructed? _____ Name of new street: _____
8. Is an existing street to be changed? _____
9. Is any part of this tract in a flood plain? _____
10. Number of lots applicant owns on this block _____ Lot #'s _____
11. Do any deed restrictions, covenants or easements affect this Tract ? ☐ Yes ☐ No.
If yes, please attach copy.
12. Have there been any previous applications for development concerning this site? ☐ Yes ☐ No
If yes, please attach copy.
13. Are property taxes paid to date? ☐ Yes ☐ No
NOTE: All taxes must be current in order for an application to be deemed complete.

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION

II.	<u>BULK REQUIREMENTS</u>	<u>Existing</u>	<u>Proposed</u>	<u>Required</u>
	Lot area	_____	_____	_____
	Total building coverage	_____	_____	_____
	Total lot coverage (all structures)	_____	_____	_____
	Total number of parking spaces	_____	_____	_____
	Total number of loading zones	_____	_____	_____
	Number of employees	_____	_____	_____
	Gross floor area (non-residential)	_____	_____	_____
	Total number of dwelling units	_____	_____	_____
	Total number of bedrooms	_____	_____	_____
	Front lot width	_____	_____	_____
	Lot depth	_____	_____	_____
	Front yard setback	_____	_____	_____
	Rear yard setback	_____	_____	_____
	Side yard setback	_____	_____	_____
	Max. height (ft.) principal structure	_____	_____	_____
	Max. height (stories) principal structure	_____	_____	_____
	Max. height (ft.) accessory structure	_____	_____	_____
	Max. height (stories) accessory structure	_____	_____	_____
	Accessory structure:			
	Use	_____	_____	_____
	Front yard setback	_____	_____	_____
	Rear yard setback	_____	_____	_____
	Side yard setback	_____	_____	_____
	Usable open space	_____	_____	_____

III. VARIANCES REQUESTED – Include Ordinance number and description. (May attach separate sheet if necessary). _____

IV. WAIVERS REQUESTED – Any application or design waivers must be applied for in written form. (May attach separate sheet if necessary).

V. OTHER COMMENTS AND/OR PERTINENT INFORMATION (May attach separate sheet if necessary).

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION

VI. FEES

All fees must be calculated by the applicant according to guidelines of ordinances 23-10 and 23-5.4. Failure to submit required fees will automatically deem application incomplete.

a. Site Plan: Preliminary \$ _____ Final \$ _____ Revision \$ _____
b. Subdivision: Preliminary \$ _____ Final \$ _____ Revision \$ _____
c. Variance: \$ _____

TOTAL ESCROW FEE \$ _____
TOTAL APPLICATION FEE \$ _____

VII. PUBLIC NOTICE REQUIREMENT

Any application for development with the exception of a minor site plan or minor subdivision without variances is required to serve public notice as per procedures as outlined in ORD. 23-5.6. Said notice must be served at least 10 days prior to the public hearing date. Affidavit of publication, affidavit of service and proof of service must be submitted to the Planning & Zoning office at least 5 working days prior to the public hearing date.

VIII. APPLICATION PROCEDURE/PLAN REQUIREMENTS

Any application for development must be accompanied by appropriate plans and follow procedure requirements as outlined in ORD. 20-5.6, 19-5 where applicable. All plans submitted must be folded with the title block showing or additional \$10.00 service fee will be charged.

IX. ADDITIONAL INFORMATION REQUIRED

It is solely the applicant's responsibility to obtain and submit the following information. Failure to do so may deem the application incomplete.

- A. _____ Written confirmation of availability and capacity of service from the public utilities.
(water, gas, electric & telephone)
B. _____ Written confirmation of availability and capacity of service from City Sewer Authority.
C. _____ Written confirmation of approval or un-involvement by County Agencies involved with this proposal. (Planning Board, DOT, etc)
D. _____ Written confirmation of approval or un-involvement by any State Agencies involved with this proposal. (DOT, DEP, CAFRA, Coastal Commission, Army Corp. of Engineers, etc.)

X. CONSENT FOR SITE REVIEW

- a. The applicant and owner realize that as part of the Planning Board/ 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 City of Long Branch Planning Board, Zoning Board of Adjustment, as well as any other City employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

Owner Initials

Date

Applicant Initial

Date

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION

XI. AFFIDAVIT OF APPLICANT

State of NEW JERSEY

County of _____:

I, _____, of full age, being duly sworn according to law, upon my oath, depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn and subscribed to
before me on this _____ day
of _____, 20__.

Applicant's signature

Notary Public

XII. 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 Planning Board / 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 and subscribed to
before me on this _____ day
of _____, 20__.

Owner's signature

Notary Public

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CHECKLIST

***NOTE:** It is solely the applicant's responsibility to accurately complete this checklist in its entirety. Failure to do so will automatically deem the application incomplete and may subject the application to be dismissed without prejudice by the appropriate Board.*

If a **waiver** is requested from any of the following items, "**W**" should be written where provided and an explanation of the reasons for the waiver explained under Part 12, Waivers. Should an item **not be applicable** to this development, please write "**N/A**" where provided.

PLEASE CHECK OFF OR WRITE "W" OR "N/A" WHERE APPROPRIATE
PLEASE NOTE: ALL SPACES MUST BE FILLED IN TO BE CONSIDERED COMPLETE.

(A) APPLICATION CHECKLIST:

1. ☐ BULK VARIANCES
 - a. ☐ All items noted in Item B
 - b. ☐ Item C3 (b) and C3 (c)
 - c. ☐ Item C5 (c) and C5 (d)
 - d. ☐ All of Item C7
 - e. ☐ Item C8 (a)
 - f. ☐ Item C9 (a)

2. ☐ HEIGHT VARIANCES
 - a. ☐ All items noted in Item B
 - b. ☐ Item C1 (a) and C1 (b)
 - c. ☐ Item C3 (b) and C3 (c)
 - d. ☐ Item C5 (c) and C5 (d)
 - e. ☐ All of Item C7
 - f. ☐ Item C8 (a)
 - g. ☐ Item C9 (a)

3. ☐ USE VARIANCES
 - a. ☐ All items noted in Item B
 - b. ☐ Item C2 (a)
 - c. ☐ Item C4 (a)
 - d. ☐ Item C7 (c) and C7 (d)
 - e. ☐ Item C8 (a)

4. ☐ SITE PLAN AND SUBDIVISION APPLICATIONS
 - a. ☐ All items noted in Item B
 - b. ☐ All items noted in Item C

(B) ADMINISTRATIVE DATA (ALL APPLICATIONS)

(Any resubmission must conform to items 1 through 7 inclusive)

1. ☐ ALL Applications:
 - a. ☐ Fifteen (15) paper copies of plans and documents.
 - b. ☐ Fifteen (15) copies of completed application with checklist.
 - c. ☐ Electronic copies of all submission items.
2. ☐ One (1) Mylar copy of plans for final subdivision only.
3. ☐ Five (5) copies of applicant's Letter of Denial or Notice of Violation prepared by the Zoning Office.
4. ☐ W-9 form with **ORIGINAL** signature.

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CHECKLIST

5. () Certification by the Tax Collector that all taxes, including current taxes and assessments for local improvements are paid.
6. () Applicable administration and escrow fees.
7. () Disclosure of 10% ownership interest of Corporation for Partnership which is 10% owner of applying Corporation or partnership (N.J.S.A. 40:550, 48.2)
8. () Completed Contribution Disclosure Statement (N.J.S.A. 19:44A-1). See Appendix A for directions.
9. () Final Approval Only:
 - a. () Three (3) copies of Subdivider's Agreement on City form.
 - b. () Three copies of Performance Guarantee on City form and cash portion on performance guarantee.
 - c. () Engineering Inspection Fees.
10. () Corporate Resolution authorizing officers to act if applicant is a corporation.
11. () All plats must have the correct signature blocks including Board Chairperson, Board Secretary and Board Engineer. Applicants and/or agents shall sign appropriate signature blocks in black ink
12. () For all applications having a public hearing an affidavit of notice must be filed prior to the public hearing together with a copy of the certified list of property owners, the certified mail receipts obtained when the notices were mailed, the certified mail returned receipts, and an affidavit of publication from an official newspaper of the City. **Notices must be provided by law.**
13. () Name and license number of Site Planner or Professional Engineer with documents signed and sealed.
14. () Date and revision dates of drawings.
15. () Scale or graphic scale not smaller than 1"-50' and not larger than 1" – 10'.
16. () North Arrow.
17. () Key map not smaller than 1"= 2,000' showing location in the City.
18. Zoning Schedule Requirements:
 - a. () Total area of site in acre and sq. feet.
 - b. () Total building area in sq. feet and percentage of lot coverage.
 - c. () Number of parking stalls and stall dimensions.
 - d. () Number of employees, total and maximum in one shift.
 - e. () Ratio of parking to building size or occupancy or both, depending on use.
 - f. () Total impervious coverage, including all structures (driveways, roads, building) in percentage.
 - g. () Existing and proposed streets with dimensions.
 - h. () All property line dimensions, directions, calculated areas, setback lines, and lot numbers.
 - i. () Existing zoning, zone boundaries and contiguous land zone.
 - j. () 200-foot radius map.
 - k. () Names of all adjacent property owners within 200-foot radius with lot and block numbers.
 - l. () Tax map sheet, block and lot numbers.
 - m. () Completed Zoning Table on plan showing all bulk requirements and variances requested.
19. Survey Requirements:
 - a. () Prepared by a NJ licensed surveyor, not more than five years old.
 - b. () All existing and proposed lot lines.
 - c. () All setback lines with dimensions.
 - d. () Existing and proposed lot and numbers as assigned by the City.
 - e. () Deeds of: easement, right of way, drainage, sewer, sight triangle, open space, etc.

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CHECKLIST

(C) SITE PLAN AND SUBDIVISION APPLICATIONS

1. TOPOGRAPHY

- a. ☐ Existing and proposed grades (for site and adjacent properties) based on NJ Geodetic Control Survey Datum at 2-foot contour intervals except when slope is 10% or greater, use 5-foot intervals.
- b. ☐ First floor elevations of all proposed buildings.
- c. ☐ Significant existing features: ponds, trees, vegetation, wooded areas, floodplains, etc.
- d. ☐ Benchmarks indicated on plan.
- e. ☐ Limits of cut and fill areas.
- f. ☐ City topography on site and adjacent streets.

2. BUILDINGS AND STRUCTURES

- a. ☐ Location of all existing and proposed structures and buildings and any other physical elements on and within 200' of site to remain or be removed.
- b. ☐ Provision for refuse and garbage, with details.

3. DRAINAGE AND STORM SYSTEMS, SANITARY SEWERS & UTILITIES

- a. ☐ Existing and Proposed Drainage area maps accurately showing:
 - a. ☐ Tributary areas on and off site before and after development
 - b. ☐ Areas contributing to each storm drain facility
- b. ☐ Location, type and size of all existing and proposed catch basins, storm drainage structures, facilities, water courses, and ditches on property and adjacent streets.
- c. ☐ Show by means of contours and/or spot grades and drainage arrows that lot drains adequately into existing water ways and storm drains and will not affect neighboring properties.
- d. ☐ Location, type and size of waste disposal system and sanitary sewer lines.
- e. ☐ Location and type of utilities: electric, cable TV, gas, telephone, and water indicating any and all underground lines, present and proposed connections or extensions.
- f. ☐ Location of all easements related to drainage, conservation, and flood hazard areas.
- g. ☐ Storm drainage calculations for 100 year storm certified by a Professional Engineer.
- h. ☐ Signed contract for water and letters of service from other utilities.
- i. ☐ Letter from Sewer Authority stating service is available.
- j. ☐ Show flood hazards boundaries, buffer areas, floodplains.
- k. ☐ Provision for stormwater detention basins where required including details of detention basins & recharge
- l. ☐ Supportive calculations for detention basins and water quality for review.

4. SIGNS

- a. ☐ Provide location(s) on survey and elevation(s).
- b. ☐ Provide graphic detail illustrating the size, color(s), wording, letter size(s), illumination and materials of construction.

5. LANDSCAPING

- a. ☐ Show existing trees over 6' in diameter. Indicate trees to be saved.
- b. ☐ Tree Removal and Required Tree Replacement as per Chapter 319, Trees; Chapter 345-47.3
- c. ☐ Proposed landscaping within the site including parking areas and planting beds.
- d. ☐ Buffer areas including location of landscape screen and fencing.
- e. ☐ Planting plan with location, size, species and spacing of proposed plant material.
- f. ☐ Indicate any areas of environmental concern such as wetlands, wooded areas, natural habitats.
- g. ☐ Soil Erosion and Sediment Control Plan and Details for certification by Freehold Soil Conservation District

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CHECKLIST

6. FIRE PROTECTION

- a. ☐ Fire protection systems, fire lanes and fire zones.
- b. ☐ Hydrants, existing and proposed.
- c. ☐ Proposed use of all buildings and sections thereof, together with number of units.
- d. ☐ Location and description of all existing and proposed signs.
- e. ☐ Loading areas and dimensions.

7. ARCHITECTURAL PLANS AND DETAILS

- a. ☐ Elevations of the building and structures to ensure an architectural harmonious relationship to the community and community standards.
- b. ☐ Indicate existing and proposed exterior materials including trim.
- c. ☐ Existing Floor Plans showing existing layout of each floor including basement.
- d. ☐ Proposed Floor Plans showing proposed layout of each floor. Include proposed basement and attic if changes are proposed.
- e. ☐ Soil boring information and recommendation.
- f. ☐ Construction details.
- g. ☐ Historic structures and private cemeteries.

8. PARKING AREAS, TRAFFIC CONTROL & LIGHTING

- a. ☐ Parking areas showing the number of spaces, locations, sizes and striping.
- b. ☐ Driveway(s) and fire lanes showing sizes, circulation, traffic flow and control signs.
- c. ☐ Existing and proposed streets abutting the site with rights-of-way and paved widths.
- d. ☐ Location and size of fire zones and loading zones.
- e. ☐ Sidewalks and other pedestrian ways with accessible ramps.
- f. ☐ Proposed surface of parking area, slopes, and barriers.
- g. ☐ Curbing at ingress, egress and parking areas, showing curb radii and sight triangles.
- h. ☐ Light fixtures and utility poles indicating size, height, type, construction, and details.
- i. ☐ Lighting plan indicating spacing, height, foot-candles, and provisions for elimination of sky glow, glare, angle and/or light spread.
- j. ☐ Location of signs and sign details.
- k. ☐ Analysis of parking, including trips generated by existing conditions and proposed development.
- l. ☐ Barrier free accessible parking stalls, signs, striping and curb cuts.

9. DRIVEWAYS, WALKWAYS, FENCING & CURBS

- a. ☐ Location and dimensions of all driveways, walkways, fences and curbing.
- b. ☐ Cross sections and profiles of all existing and proposed streets within 250 feet, if required.
- c. ☐ Details of driveway and road intersections.
- d. ☐ Location, size and nature of all existing and proposed rights-of-way, easements and encumbrances.
- e. ☐ Acceleration and deceleration lanes.
- f. ☐ Construction access location and details (include phasing if necessary).

10. MISCELLANEOUS

- a. ☐ Staging plan.
- b. ☐ Current letter from City Assessor certifying that he has assigned block and lot numbers.
- c. ☐ Prior to final submission, a list of proposed street names must be submitted.
- d. ☐ Environmental Impact Report.

CITY OF LONG BRANCH
DEVELOPMENT PLAN APPLICATION
CHECKLIST

11. AGENCY APPROVALS

- a. () Copy of any covenants or deed restrictions.
- b. () Soil Erosion and Sediment Control Plan and Soil Conservation District approval (if project involves the disturbance of more than 5,000 Sq. Feet of land surface area).
Date applied for: _____
- c. () Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90 Day Construction Permit Act"
Date applied for: _____
- d. () County Planning Board Review and Approvals
Date applied for: _____
- e. () NJDOT Approval(s)
Date applied for: _____
- f. () NJDEP Approval(s)
Date applied for: _____
- g. () CAFRA Approval(s)
Date applied for: _____

12. WAIVERS (May attach additional pages if necessary)

WAIVER REQUIRED FROM: _____
REASON: _____

WAIVER REQUIRED FROM: _____
REASON: _____

WAIVER REQUIRED FROM: _____
REASON: _____

WAIVER REQUIRED FROM: _____
REASON: _____

IF APPLICATION IS INCOMPLETE IN ANY OF THE ABOVE REQUIREMENTS, THE DOCUMENTS WILL BE RETURNED TO THE APPLICANT AND WILL NOT BE ACCEPTED AS A COMPLETE APPLICATION.



City of Long Branch
Department of Building and Development
Office of Planning and Zoning
344 Broadway
Long Branch NJ, 07740

Phone (732) 571-5647

Fax (732) 222-7755

APPENDIX A

ORDINANCE 69-41 ET.SEQ.

ARTICLE VI, Contribution Disclosure in Development Applications
[Added 6-8-2004 by Ord. No. 19-04]

§ 69-41. Purpose.

The purpose of this article is to enhance the City's commitment to openness in government and to provide further guarantees for a fair and impartial variance, waiver and exception application process by requiring the disclosure of political contributions made by property owners, developers and professionals as part of the application process for certain approvals under the Municipal Land Use Law. Such disclosure will effectuate the purposes of the Municipal Land Use Law to promote the morals and general welfare of the community through ensuring additional guarantees of openness in government and a fully informed public.

§ 69-42. Definitions.

As used in this article, the following terms shall have the meanings indicated:

APPLICATION CHECKLIST -- The list of submission requirements adopted by ordinance and provided by municipal agencies to a developer pursuant to N.J.S.A. 40:55D-10.3.

DEVELOPER -- A developer as defined by N.J.S.A. 40:55D-4, i.e., the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

PROFESSIONAL -- Any person or entity whose principals are required to be licensed by New Jersey law and who supplies legal representation, expert testimony or written reports in support of an application. Professionals shall include both any individuals supplying the representation, testimonies or reports and the firms or entities in which said individuals practice.

CONTRIBUTION -- Every loan, gift, subscription, advance or transfer of money or other thing of value, including any item of real property or personal property, tangible or intangible (but not including services provided without compensation by individuals volunteering a part or all of their time on behalf of a candidate, committee or organization), made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee and any pledge, promise or other commitment or assumption of liability to make such transfer. For purposes of reports required under the provisions of this article, any such commitment or assumption shall be deemed to have been a contribution upon the date when such commitment is made or liability assumed.

CONTRIBUTION DISCLOSURE STATEMENT -- A list specifying 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 the City of Long Branch, made prior to filing the application with or seeking approval from the City and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq. The disclosure shall include all such contributions made during the time period measuring from one year prior to filing the application seeking approval from the City through to the time of filing said application. Additionally, there shall be a continuing disclosure responsibility to require continuing disclosure of any

such contributions made following the filing of the contribution disclosure statement and during the pendency of the application and/or approval process.

MUNICIPAL AGENCY -- The Municipal Planning Board or the Municipal Zoning Board of Adjustment, as applicable.

§ 69-43. General provisions.

A. Disclosure requirements.

- (1) Any applicant for a variance pursuant to N.J.S.A. 40:55D-70d or a variance pursuant to N.J.S.A. 40:55D-70c in conjunction with any application for a subdivision not considered a minor subdivision pursuant to local ordinance or a site plan not considered a minor site plan pursuant to local ordinance, as well as any application for a subdivision not considered a minor subdivision pursuant to local ordinance or site plan not considered a minor site plan pursuant to local ordinance requiring waivers or exceptions pursuant to N.J.S.A. 40:55D-51, shall include in its application with and/or submit to the relevant municipal agency a contribution disclosure statement for all developers involved in the said application; all associates of said developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2 shall also be subject to this requirement; and all professionals who apply for or provide testimony, plans or reports in support of said application or who have an enforceable proprietary interest in the property or development which is the subject of the application or whose fee in whole or part is contingent upon the outcome of the application shall also be subject to this requirement. Regardless of whether the owner of the property which is the subject of the application falls in any of the categories established in the preceding sentence, the applicant shall include in its application to the relevant municipal agency a contribution disclosure statement for said owner.
- (2) During the pendency of the application process until the final approval associated with the application is granted, any applicant required to comply with this article shall amend its contribution disclosure statement to include continuing disclosure of all contributions within the scope of disclosure requirement of the above subsection.

B. Inclusion of contribution disclosure statements as an element of the application checklist.

- (1) An application checklist Ordinance is hereby adopted pursuant to N.J.S.A. 40:55D-10.3 to require that the contribution disclosure statements specified in Subsection A of this section be submitted by the applicant for all applications for variance relief pursuant to N.J.S.A. 40:55D-70d, as well as for relief pursuant to N.J.S.A. 40:55D-70c, or for relief pursuant to N.J.S.A. 40:55D-51 in applications for site plan and subdivision approval not considered to be minor site plans or minor subdivisions pursuant to local ordinance.
- (2) The City's Municipal Agencies shall amend application checklists to include contribution disclosure statements specified in Subsection A of this section.
- (3) An application shall not be deemed complete by the administrative official or accepted for public hearing by the municipal agency until the required contribution disclosure statements are submitted.

C. Availability of contribution disclosure statements. All contribution disclosure statements shall be available in the office of the administrative officer for review by any member of the public.

D. Intent of contribution disclosure statements. It is the intent of this article that contribution disclosure statements shall serve solely as a means to inform the public and shall not serve in any manner as evidence relevant to the decision-making criteria for granting or denying requested variances or other approvals. Such decisions shall continue to be governed strictly under the relevant criteria set forth in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., or other relevant law.