

**ALLENHURST PLANNING BOARD – APPLICATION  
CERTIFICATE OF APPROPRIATENESS, MAJOR; SUBDIVISION; SITE PLAN; AND/OR VARIANCE  
ALLENHURST, NEW JERSEY  
MONMOUTH COUNTY**

MEMO TO:               APPLICANT  
FROM:                 PLANNING BOARD SECRETARY  
RE:                    PLANNING BOARD APPLICATION

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ALL APPLICATIONS MUST INCLUDE A ZONING PERMIT DETERMINATION AND AN IMPERVIOUS SURFACE DETERMINATION ISSUED FROM THE BOROUGH ZONING OFFICER, AS WELL AS A CERTIFICATION OF PAYMENT OF TAXES FROM THE TAX COLLECTOR, OR THE APPLICATION WILL BE DEEMED INCOMPLETE AND A HEARING WILL NOT BE SCHEDULED UNTIL SUCH DETERMINATIONS AND CERTIFICATIONS, ALONG WITH OTHER CHECKLIST AND APPLICATION ITEMS, ARE INCLUDED WITH THE APPLICATION.

Complete this application and return it to the Planning Board Secretary at the Allenhurst Borough Hall, making certain that the application Checklist is complete. Once received with all required attachments and documentation, the application may be forwarded to the Board's Professionals for review and comments. Once your application is deemed complete, you will be notified of your hearing date.

Applications are heard on a first-come, first-served basis. Only applications that have been deemed complete by the Board's Professionals can be scheduled for a public hearing on the proposal. The application will be scheduled for the next available meeting, which may not be the next month's meeting.

All property owners within 200 feet of your property must be notified according to the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1 *et seq.*) at least 10 days before the hearing (not counting the hearing date), and proof of notice by Affidavit of Service must be provided according to the M.L.U.L., at least three (3) business days prior to the hearing date. A Certified List of property owners within 200 feet of your property, public utilities, and other entities to whom notice must be delivered can be obtained from the Borough Clerk's office [(732) 531-2757] for a fee of \$35.00. The original list must accompany your Affidavit of Service.

If Notice is made by Certified Mail, all certified mail receipts must be provided to the Board Secretary at least three (3) business days prior to your hearing. If Return Receipts are requested, those received shall also be provided to the Board Secretary at the same time. These materials are required to be submitted as proof of notice, and are required for the Planning Board to have jurisdiction to hear the application at a public meeting of the Board.

When a hearing date is scheduled, Notice of the hearing must also be published in the Borough's official newspaper at least 10 days before the hearing (not counting the hearing date). The Borough's official newspapers are the Coaster, which publishes weekly, on Thursdays, and the Asbury Park Press, which publishes daily. Obtain an Affidavit of Publication from the newspaper, and provide the original to the Board Secretary at least three (3) business days prior to the hearing date.

Affidavits of Service or Affidavits of Publication not received at least three (3) business days prior to your hearing date may require your hearing to be rescheduled. If you have any questions or concerns, please feel free to contact the Planning Board Secretary by email at [planningboard@allenhurstnj.org](mailto:planningboard@allenhurstnj.org).

**INSTRUCTIONS FOR APPLICATIONS FOR A CERTIFICATE OF APPROPRIATENESS, MAJOR; SUBDIVISION,  
SITE PLAN AND/OR VARIANCE APPLICATION  
TO THE  
ALLENHURST PLANNING BOARD**

In order to apply for a Certificate of Appropriateness, Major, Subdivision, Site Plan, and/or Variance to the Allenhurst Planning Board, all Applicants must first submit a Zoning Permit and Impervious Surface Determination Application to the Zoning Officer and obtain a Determination from the Zoning officer on the Borough's forms. These forms are available at the Borough Hall, or may be found on the Borough's web site. The Zoning Officer's Determinations shall be included with the Application submission, and before the application is deemed complete, that Applicant must answer all sections in the application packet and provide a complete Completeness Checklist. The Applicant must also pay the required Administrative Fees and Professional Review Escrow Fees to the Borough in separate checks or money order. The Allenhurst Development Fees Ordinance (chapter 26-8.1, as may be revised), is attached, which explains the details regarding administrative fees and professional review escrow fees. Please pay special attention to subsection b on *initial escrow deposits* and subsection c on *additional escrow funds*.

All sections of the Application and Checklist must be completed, and submitted with all required supporting documents and Application and Escrow Fees before being deemed complete. If a particular section does not apply to your property or Application, write "N/A" on that section of the Application document. The Board, through its administrative officer or Professionals, will advise the Applicant as to whether the Application, Checklist, and associated plans are, in fact, complete, and will advise the Applicant of the specific hearing date to appear before the Allenhurst Planning Board.

At the hearing before the Planning Board, Applicants have the obligation to prove to the Planning Board that they are legally entitled to the relief requested from the strict application of the Land Development Ordinance, Historic Preservation Ordinance, or other Ordinance applicable to the application. Applicants must meet their burden of proof, as required by the provisions of the Municipal Land Use Law, *N.J.S.A. 40:55d-70 et seq. seq.* The Planning Board Members, Secretary, or Board Professionals cannot provide legal advice about what will, or will not, satisfy the burden of proofs.

If approval is granted, a Resolution of the Decision will be approved by the Board, usually at the next available Planning Board Meeting, which will be provided to the Applicant. The Applicant must publish a Notice of Decision in accordance with the requirements of the Planning Board and the Municipal Land Use Law and Borough Ordinances. Any member of the public may appeal from the decision of the Board within forty-five (45) days from the date the Notice of Decision is published.

If an Application is denied, the Board Secretary will publish the Notice of Decision, and deduct the cost for publication from the Applicant's Escrow Account.

Before an Applicant can obtain Construction Permits, the Applicant must (a) submit final plans to the Board that complies with the conditions of any Resolution Granting the Application; (b) provide the Board Secretary with proof of publishing the Notice of Decision with an Affidavit of Publication issued by the

Borough's official newspaper; (c) Satisfy any and all conditions of approval; and (d) pay all outstanding escrow fees, taxes and/or municipal utility charges or property taxes that may be outstanding. The Construction Official may not issue construction permits until (a) the Board Secretary or Board's Professional certifies that all application and escrow fees have been satisfied; (b) the final, approved plans are signed by the Board; (c) a Statement of Compliance is issued by the Board Secretary and/or the Board's professionals, as may be necessary or required; and (d) signed plans and Board Certifications are delivered to the Construction Official. Construction Plans that conform with the Borough of Allenhurst Building Code must also be submitted to the Construction Official, and approved by the Construction Official before permits can issue, or construction can commence. Construction must begin within one year of the granting of the Certificate of Appropriateness, Major and/or Variance(s), subject to an applicant's right to request extensions pursuant to the Municipal Land Use Law and/or Borough's Ordinances.

In certain instances a construction permit may not be required, but a Zoning Permit and/or Impervious Surface Determination, and a Certificate of Appropriateness (Minor or Major), are still required when the construction modifies the buildings or structures in any way (i.e. in the instance of siding, roof or window replacement). In those cases, any and all construction work may still not commence until the applicant has received an approved Zoning Permit and/or Impervious Surface Determination, as well as a Certificate of Appropriateness-Minor or Certificate of Appropriateness-Major, and the Applicant's plans have been approved by, and signed by, the Borough of Allenhurst Planning Board.

Finally, please be aware there is a construction moratorium in the Borough of Allenhurst from June 30 through Labor Day, and only emergency work will be granted a waiver from this provision in the Borough's Ordinances.

**BOROUGH OF ALLENHURST  
PLANNING BOARD APPLICATION  
(Certificate of Appropriateness – Major;  
Subdivision; Site Plan; and/or Variance)**

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

To the Allenhurst Planning Board:

An Appeal and/or Application is hereby made to the Borough of Allenhurst Planning Board for decision pursuant to the Historic Preservation Ordinance, Historic Design Guidelines; relief from the Land Development Ordinance; and/or an Appeal from a Decision of the Zoning Officer, for the following:

(Check all that Apply):

- ☐ Certificate of Appropriateness, Major  
☐ Variance relief (hardship) N.J.S.A. 40:55D-70 (c)(1)  
☐ Variance relief (substantial benefit) N.J.S.A. 40:55D-70(c)(2)  
☐ Variance relief (use) N.J.S.A. 40:50D-70(d)  
☐ Site Plan  
☐ Subdivision  
    ☐ Minor  
    ☐ Major  
☐ Appeal from Decision of the Zoning Officer  
☐ Other

If an Appeal from Decision of the Zoning Officer, the Appeal is based on the decision rendered by the Zoning Officer on \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached hereto.

**DESCRIPTION OF PROPOSED STRUCTURE OR USE**

The PREMISES AFFECTED are known as Lot No. \_\_\_\_\_, Block No. \_\_\_\_\_ on the Tax Map of the Borough of Allenhurst, located at: \_\_\_\_\_, Allenhurst, NJ.

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant's Attorney:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Note: All business entities, except some partnerships, must be accompanied by an Attorney. Also, an Attorney must represent the Applicant if the Applicant will not appear at the public hearing. Applicants may not be represented by any other person or professional on their behalf if they are not attending the hearing.

**Architect:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Request is hereby made for permission to (Circle All that Apply) demolish, erect, alter, convert, use and/or other relief on/for the property as follows: \_\_\_\_\_

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(Attach Additional Sheets if Necessary)

**PROPERTY INFORMATION:**

Address \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Zone: \_\_\_\_\_

Size of lot \_\_\_\_\_ sq. ft. Front \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Width \_\_\_\_\_ ft.

Present Use \_\_\_\_\_ (Add Additional Sheets if Necessary)

Proposed Use \_\_\_\_\_ (Add Additional Sheets if Necessary)

**PRINCIPAL DWELLING INFORMATION:**

Size of Building: Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

Height of Building: Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

# of Stories (include ½): Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

**Front Yard:** Setback: Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

Front yard #2 (corner lots): Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

“Prevailing front set-back” of adjoining buildings within block: \_\_\_\_\_ ft.

% of existing green space: Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

Rear setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Building Height at rear setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Side setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Building Height at side setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Combined side setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Building Coverage (%): Existing \_\_\_\_\_ % Proposed \_\_\_\_\_ %

Impervious surface coverage (%): Existing \_\_\_\_\_ % Proposed \_\_\_\_\_ %

On-site parking: # of bedrooms: \_\_\_\_\_ # of parking spaces: \_\_\_\_\_

**BUILDING PROJECTION INTO YARDS:**

Chimney projection: Rear \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Front \_\_\_\_\_ ft.

Porch projection: Rear \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Front \_\_\_\_\_ ft.

Other Projections: Rear \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Front \_\_\_\_\_ ft.

**ACCESSORY STRUCTURES - GARAGE:**

Garage (# spaces for automobile storage): Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Garage (% coverage of rear yard): Existing \_\_\_\_\_ % Proposed\* \_\_\_\_\_ %

Garage (side setback): Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Garage (rear setback): Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Garage: Width \_\_\_\_\_ ft. Depth: \_\_\_\_\_ ft. Door width: \_\_\_\_\_ ft.

**ACCESSORY STRUCTURES - POOL:**

Front setback: \_\_\_\_\_ ft. Side setback \_\_\_\_\_ ft. Rear setback \_\_\_\_\_ ft.

Setback(s) from Principal Dwelling: \_\_\_\_\_ ft. Height above Grade: \_\_\_\_\_ ft.

Setbacks from Accessory Structures: Structure (i.e. Garage) \_\_\_\_\_ Setback: \_\_\_\_\_ ft.

Structure (i.e. Shed) \_\_\_\_\_ Setback: \_\_\_\_\_ ft.

Structure (other) \_\_\_\_\_ Setback: \_\_\_\_\_ ft.

**OTHER ACCESSORY STRUCTURE:** Describe Structure: \_\_\_\_\_

Side setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Rear setback: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

Width \_\_\_\_\_ ft. Depth: \_\_\_\_\_ ft. Door width: \_\_\_\_\_ ft.

Height of Building: Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

Stories: Existing \_\_\_\_\_ Proposed\* \_\_\_\_\_

*(Add Page for Each Structure)*

Driveway width: Existing \_\_\_\_\_ ft. Proposed\* \_\_\_\_\_ ft.

***“Proposed” shall mean changes relating to the new structure(s)/improvements proposed only***

Has there been any previous appeal/Applications involving these premises? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, state character of appeal/Application(s) and date of disposition: \_\_\_\_\_

\_\_\_\_\_

Describe any deed restrictions affecting the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ADD ADDITIONAL PAGES AS NECESSARY)

**APPLICATIONS THAT REQUEST  
CERTIFICATE OF APPROPRIATENESS, MAJOR**

☐ **DEMOLITION** of building or portions of building, including, but not limited to roofs of houses roofs of garages or other historic buildings, roofs of dormers, roofs of Porte-cochere, roofs of towers, roofs of balconies, parapets, pediments, porch roofs, or the frame of non-linear, oval or Palladian windows. For Certificates of Appropriateness, Major, Notice is required to be delivered.

DESCRIBE PLANS FOR DEMOLITION, REASONS FOR RELIEF, AND DETAILS REQUIRED PURSUANT TO THE BOROUGH'S HISTORIC PRESERVATION ORDINANCE, 26:11.1 ET SEQ. & THE BOROUGH HISTORIC PRESERVATION GUIDELINES

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☐ **MAJOR ALTERATION** - The addition, change or modification of major architectural elements to a building, which effects the design, shape, pitch or existence of the roof including, but not limited to, main roofs, dormers, roofs of bay or cantilevered windows, pediments, parapets, towers, porches, cupolas, Porte Cocheres and balconies, as well as alterations, including demolition of non-linear (e.g. oval, Palladian, etc.) window frame outlines. Major alterations would additionally include changes by additions or complete conversion or alteration of the traditional predominant substance, texture or finish of a building (e.g. changing from wood to stucco, stucco to brick), and changes by additions or complete conversion or alteration of columns and railings on any exterior elevation. Notice is required.

\_\_\_\_\_ - Alteration \_\_\_\_\_ - Addition \_\_\_\_\_ - New Construction

PROVIDE A DESCRIPTION OF THE PROPOSED ALTERATIONS, ADDITIONS AND/OR NEW CONSTRUCTION, PROVIDING SUFFICIENT DETAILS AS REQUIRED IN THE BOROUGH'S HISTORIC PRESERVATION ORDINANCES AND THE BOROUGH HISTORIC DESIGN GUIDELINES AND REASONS FOR RELIEF OR DECISION IN FAVOR OF THE APPLICATION

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**APPLICATIONS WITH VARIANCE RELIEF REQUESTED:**

Provide a statement of facts and legal argument why relief should be granted pursuant to N.J.S.A.  
40:55D-70: \_\_\_\_\_

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(Attach additional sheets if more space is needed.)

Names and addresses of all expert witnesses proposed to be used:

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(Attach additional sheets if more space is needed.)

ATTACHED HERETO AND MADE PART HEREOF, I SUBMIT THE FOLLOWING:

- (a) Copy of initial Zoning Permit Application and decision of Zoning Officer.
- (b) Copy of Impervious Surface Determination Application and Decision of Zoning Officer.
- (c) Sealed Survey, prepared to scale, of the property showing all existing structures and improvements, and indicating the relationship of the existing structures with adjoining properties and structures (If the Survey older than six (6) months, a Survey Affidavit of No Change affirmed by the owner must be submitted).
- (d) Plot Plan(s) (Residential Properties), Site Plan(s) (Commercial Properties), and/or Subdivision Plan prepared by a licensed surveyor, engineer, or architect, prepared to scale, showing all existing and proposed structures and improvements, as well as the relationship of existing and proposed structures with adjoining properties and structures.
- (e) Architectural drawings (Scaled to not less than .25"= 1') of the existing and proposed buildings and structures, which shall sufficiently identify all changes, alterations or additions proposed.

**These drawings shall be sufficiently specific and dimensioned to clearly show all existing conditions, the nature of the work and changes proposed, and to address the Historic Preservation Ordinance and Design Guidelines. For residential applications, it is recommended that such drawings be prepared, signed and sealed by an Architect licensed in the State of New Jersey, though not mandatory. For non-residential applications, drawings MUST be prepared by a New Jersey licensed Architect. If the application is granted, plans submitted for construction permits must also be prepared to conform to all requirements for building/construction permits.**

Drawings must consist, as a minimum of the following:

1. Provide separate Drawings depicting Existing Conditions of the structure(s) in question on all floors, including basements, crawl spaces and attics, depicting all dimensions, architectural elements and treatments, and all exterior elevations as follows.
  - a. Floor plans of each floor of the existing structure of each and every floor, including basements & attics that specifically identify each room and/or space within the dwelling and in each room, shall be labeled as to the present use. i.e. Living Room,

- kitchen, family room/den, bedroom, Closet, etc. Floor plans shall provide the dimensions of each room with overall dimensions of the exterior walls. All window and door openings shall be indicated on the plans.
- b. Exterior Elevations of the existing structure of each and every face of the building. The height of each elevation shall be dimensionally indicated, using the formula set forth for building height in the Borough's Development Ordinance at 26-2.1. The elevations shall indicate all windows, doors, architectural features, materials, surface treatments, etc. so as to provide a clear and unambiguous record of existing conditions. Where such elements as columns, railings, balustrades, siding, window trim, doors, etc. are to be replaced, indicate the dimensions (height, width & spacing between such features) for each of those features.
  - c. Each drawing shall contain the following information: "The Architect of Record hereby certifies as to the accuracy of the existing conditions of this structure as indicated herein."
2. Provide separate Drawings indicating Proposed Alterations and/or Additions and/or New Construction. Drawings shall contain the same information as required for the existing conditions plans, as indicated above, and shall clearly and unambiguously indicate all room sizes, dimensions, architectural details, etc. which are proposed to be constructed.
- (f) Photographs of the land and all exterior sides of the buildings involved in the application;
  - (g) Submitted disk or thumb drive containing scanned copies of the Zoning Permit w/ Zoning Determination/Denial; Impervious Surface Determination/Denial; Certificate of Appropriateness, Major; Subdivision; Site Plan; and/or Variance Application; Survey, Plot Plan and/or Site Plan; Architectural drawings; and Photographs.
  - (h) Application and Escrow Fees
  - (i) Proof of payment of all taxes due and owing on premises;

**BOROUGH OF ALLENHURST  
CERTIFICATION OF PAYMENT OF TAXES**

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I, hereby certify that real estate taxes for Lot \_\_\_\_\_, Block \_\_\_\_\_, are current through  
\_\_\_\_\_, Quarter, 20\_\_\_\_\_.

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Tax Collector

(Please note: A letter or a copy of an email from Borough Hall that has been cc'd to the Planning Board Secretary will be accepted as proof of tax status. Please contact Borough Hall regarding tax balances.)

**AFFIDAVIT OF APPLICANT**

STATE OF \_\_\_\_\_ :  
SS:  
COUNTY OF \_\_\_\_\_ :

\_\_\_\_\_ 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, and that the Applicant(s), pursuant to "Instructions For Certificate of Appropriateness, Major and/or Variance Application to the Allenhurst Planning Board," shall be prepared at the Public Hearing to be conducted by the Allenhurst Planning Board to prove to the Planning Board that the Applicant(s) is/are entitled to the relief requested for a Certificate of Appropriateness; for Variance(s) from the strict application of Borough's Land Development Ordinance; and/or an Appeal of a Decision by the Zoning Officer, pursuant to the Land Use and Development Ordinances of the Borough of Allenhurst, the Historic Preservation Ordinance of the Borough of Allenhurst, the Historic Preservation Guidelines, and/or the New Jersey Municipal Land Use Law. Applicant shall be prepared to demonstrate that they meet the burden of proof as required by the provisions of the Municipal Land Use Law, N.J.S.A. 40:55D-70.

\_\_\_\_\_  
(Applicant Sign Here)

Sworn to and subscribed  
Before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Notary Public or an Attorney at Law of the State of New Jersey

**AFFIDAVIT OF OWNERSHIP**

(TO BE SUBMITTED WHEN THE APPLICANT IS NOT ALSO THE OWNER OF THE PROPERTY)

STATE OF \_\_\_\_\_ :  
SS:  
COUNTY OF \_\_\_\_\_ :

\_\_\_\_\_ of full age being duly sworn according to law on oath deposes and says, that deponent resides at \_\_\_\_\_ in the (Borough)(City)(Town)(Township) of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_. I affirm that I/We are the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Borough of Allenhurst aforesaid, having an address at: \_\_\_\_\_, Allenhurst, NJ, and known and designated as Lot \_\_\_\_\_ in Block \_\_\_\_\_ of the Tax Map of the Borough of Allenhurst.

I further am aware of, and acknowledge that, the Applicant, \_\_\_\_\_, is authorized to make an Application for a Certificate of Appropriateness and/or Variances for the aforesaid property, as set forth in the Application to which this Affidavit is annexed.

\_\_\_\_\_  
(Applicant Sign Here)

Sworn to and subscribed  
Before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Notary Public or an Attorney at Law of the State of New Jersey

**BOROUGH OF ALLENHURST**  
**Escrow Agreement**

I/we fully understand an "Escrow Account" will be established to cover the costs of the professional services which may include engineering, legal, planning, architectural and any other expenses incurred in connection with the review of this application before the Allenhurst Planning Board. The amount of the Escrow Deposit will be determined by the Borough of Allenhurst Land Development Ordinance, Section 26-8.1, as may be amended.

It is the policy of the Borough of Allenhurst that once an Escrow Account falls below 24% of the original deposit amount, the account must be replenished to its original amount. The only exception would be when the application is nearing completion. Applicants will be notified of any anticipated charges and the amount of the deposit, or additional deposit, required.

Payments shall be due within fifteen [15] days of receipt of the request for additional Escrow Funds. If payment is not received within that time, Applicant will be considered to be in default, and such default may jeopardize appearance before the Board or hold up any and all pending approvals and building permits. Continued refusal will result in legal action against the property.

Also in accordance with N.J.S.A. 40:55D-53.1, all unused portion of the escrow account will be refunded upon written request from the applicant, and verification by the board's professionals who reviewed the application.

By signature below, I/we acknowledge that we have reviewed the Borough of Allenhurst Land Development Ordinance Section 26-8.1 for Application and Escrow Fees, and agree to all conditions and obligations.

Name of Applicant: \_\_\_\_\_  
[Print Name]

Property Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Owner's Name: _____	_____
[Print Name]	[Signature of Owner]

Owner's Name: _____	_____
[Print Name]	[Signature of Owner]

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

**BOROUGH OF ALLENHURST**  
**CERTIFICATION OF ADMINISTRATIVE FEE AND INITIAL ESCROW DEPOSIT,**  
**AND VERIFICATION OF OWNERSHIP**

I, the Borough of Allenhurst Planning Board Secretary, do hereby certify that the Administrative fee of \$ \_\_\_\_\_ and Initial Escrow Deposit of \$ \_\_\_\_\_ has been paid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Further, I have verified that the Applicant and the owner are the same, or that the Owner has provided written authorization for the Applicant to submit this Application for the property.

PROPERTY ADDRESS: \_\_\_\_\_

BLOCK \_\_\_\_\_, LOT \_\_\_\_\_, BOROUGH OF ALLENHURST, NJ

\_\_\_\_\_  
Planning Board Secretary

**BOROUGH OF ALLENHURST PLANNING BOARD  
CERTIFICATION OF COMPLETE APPLICATION AND CERTIFICATION  
THAT HARD COPIES OF SURVEY, PLANS, ETC. AND THE DISK/THUMB DRIVE  
CONTENTS HAVE BEEN DELIVERED TO, AND EMAILED TO, THE PLANNING BOARD SECRETARY**

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TO: \_\_\_\_\_  
\_\_\_\_\_

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, it was determined that all check list items are in order, the application is complete, and the Planning Board Secretary has received the required hard copies of survey(s), Plan(s), etc., and a disk/thumb drive of the Application contents have been delivered to, and emailed to, the Planning Board Secretary. The time within which the Board must act on the application pursuant to N.J.S.A. 40:55D-1 et seq., has commenced to run from this date. Your scheduled hearing date is \_\_\_\_\_, 20\_\_\_\_ at 7:30 P.M. at Borough Hall, 125 Corlies Avenue, New Jersey.

If any changes are made to the plans before the hearing date, all such changes must be delivered to the Board Secretary at least ten (10) days prior to the hearing date. You must also provide a list of all Exhibits and Witnesses at least ten (10) days prior to the hearing date. Further, you must give notice according to the New Jersey Municipal Land Use Law, and an Affidavit of Service and an Affidavit of Publication must be submitted to the Board Secretary at least three (3) business days prior to the hearing date. Failure to comply with these instruction may result in the Board rescheduling your hearing.

\_\_\_\_\_  
Planning Board Secretary/Engineer

**Please note: This is not a form to be submitted with your application, but is a sample notice you may receive when the application is deemed complete.**

**BOROUGH OF ALLENHURST  
PUBLIC NOTICE IN BOROUGH'S OFFICIAL NEWSPAPER  
(SAMPLE ONLY)**

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PUBLIC NOTICE is hereby given that \_\_\_\_\_  
has made an application to the Allenhurst Planning Board for a Certificate of Appropriateness, Major  
and/or Variance [INCLUDE ALL THAT APPLY] to permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Specific Detail of the Application and Relief Requested is required for M.L.U.L. Compliance]

In the \_\_\_\_\_ Zone on the premises designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the  
Borough of Allenhurst Tax Map, and also known as \_\_\_\_\_,  
[Street address], Allenhurst, NJ 07711.

A PUBLIC HEARING will be held at the Allenhurst Borough Hall, 125 Corlies Avenue, 2<sup>nd</sup> Floor,  
Allenhurst on the \_\_\_\_\_ [DAY] of \_\_\_\_\_ [MONTH], \_\_\_\_\_ [YEAR] at 7:30 P.M.

Documents and plans filed by the Applicant are available for inspection during regular business  
hours at Borough Hall, 125 Corlies Avenue Allenhurst, NJ.

\_\_\_\_\_  
[Name of Applicant]

**[Note: Publication of the above Notice shall be arranged by the Applicant in The Coaster, Asbury Park  
Press or other Official Newspaper of the Borough of Allenhurst. Said Notice to be published NO LATER  
than ten (10) days prior to the hearing date (not counting the day of the hearing.)]**

**(PLEASE NOTE: THIS IS AN EXAMPLE OF THE NOTICE FORMAT ONLY, AND MAY NOT BE RELIED UPON  
BY THE APPLICANT TO COMPLY WITH THE NOTICE REQUIREMENTS UNDER THE NEW JERSEY LAND USE  
LAW. IT IS ADVISED THAT YOU SEEK LEGAL COUNCIL REGARDING NOTICE REQUIREMENTS).**

**BOROUGH OF ALLENHURST  
NOTICE TO PROPERTY OWNERS (SAMPLE ONLY)**

TO: \_\_\_\_\_  
\_\_\_\_\_  
(Address)

PLEASE TAKE NOTICE:

The undersigned has appealed to the Planning Board of the Borough of Allenhurst for a Certificate of Appropriateness, Major and/or Variance from the terms of Section(s) of the Zoning Ordinance so as to permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Specific Detail of the Application and Relief Requested is required for M.L.U.L. Compliance]

On the premises at [Lot]\_\_\_\_\_ [Block]\_\_\_\_\_ on the Tax Map of the Borough of Allenhurst, and also known as [Address]\_\_\_\_\_, Allenhurst, NJ 07711, which is within 200 feet of the property owned by you, or you have some other interest in the application. A hearing will be held by the Borough of Allenhurst Planning Board on [Day]\_\_\_\_\_[Date]\_\_\_\_\_, 20\_\_ at 7:30 P.M. in the Borough Hall, 125 Corlies Avenue, Allenhurst, New Jersey, at which time you may appear either in person or by attorney, and present any comments or objections which you may have to the Application.

This notice is sent to you by the Applicant, by order of the Planning Board. Documents and plans filed by the Applicant are available for inspection during regular business hours at the Borough Hall, 125 Corlies Avenue, Allenhurst, New Jersey 07711.

Respectfully,

\_\_\_\_\_  
[Name of Applicant]

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

**(PLEASE NOTE: THIS IS AN EXAMPLE OF THE NOTICE FORMAT ONLY, AND MAY NOT BE RELIED UPON BY THE APPLICANT TO COMPLY WITH THE NOTICE REQUIREMENTS UNDER THE NEW JERSEY LAND USE LAW. IT IS ADVISED THAT YOU SEEK LEGAL COUNCIL REGARDING NOTICE REQUIREMENTS).**

**BOROUGH OF ALLENHURST  
AFFIDAVIT OF SERVICE  
(SAMPLE ONLY)**

STATE OF \_\_\_\_\_ :  
SS:  
COUNTY OF \_\_\_\_\_ :

\_\_\_\_\_, of full age, being duly sworn according to law, upon oath,  
deposes and says:

1. Deponent resides at \_\_\_\_\_.

2. Deponent (or \_\_\_\_\_) is the Applicant in a proceeding before the Borough of Allenhurst Planning Board, for relief requested in the attached Notice pursuant to the Borough's Land Development Ordinance, Historic Preservation Ordinance, or other applicable Allenhurst Ordinance, which relates to premises in Borough of Allenhurst, bearing the street address:

\_\_\_\_\_ and known as  
Lot(s) \_\_\_\_\_, Block \_\_\_\_\_ on the Allenhurst Tax Map.

3. Deponent gave written notice of the hearing of this appeal to each and all of the owners of property affected by said appeal as listed on the Tax Assessor's property owner's list annexed to this Affidavit and in the manner indicated thereon. Also attached hereto are return receipts received on each notice.

\_\_\_\_\_  
[Name of Applicant]

Sworn and subscribed to before  
Me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of the State of New Jersey

**(PLEASE NOTE: THIS IS AN EXAMPLE OF THE AFFIDAVIT OF SERVICE FORMAT ONLY, AND MAY NOT BE RELIED UPON BY APPLICANT TO COMPLY WITH THE REQUIREMENTS OF THE NEW JERSEY LAND USE LAW. IT IS ADVISED THAT YOU SEEK LEGAL COUNCIL REGARDING NOTICE REQUIREMENTS).**