

**ORDINANCE #2018-08**  
**AN ORDINANCE REVISING THE BOROUGH CODE OF THE**  
**BOROUGH OF ALLENHURST, CHAPTER XXV ENTITLED “LAND USE**  
**PROCEDURES” REGULATING THE PROCEDURES EMPLOYED BY**  
**THE BOROUGH’S COMBINED BOARD**

Offered By:     Comm. McLoughlin

Seconded By:     Mayor McLaughlin

**WHEREAS**, it has been determined that there is a need to have an application completeness checklist as part of the submission package for any person making an application to the combined Planning/Zoning Board of the Borough of Allenhurst; and

**WHEREAS**, the Municipal Land Use Law, specifically N.J.S.A. 40:55D-10.3 provides that an application has to be deemed complete within a certain time frame upon submission; and

**WHEREAS**, an application checklist will assist both an applicant and the Borough in the smooth processing and review of said applications to determine their completeness; and

**WHEREAS**, on May 16, 2018, the Board adopted a Resolution requesting that the Borough Council adopt the within Completeness Checklist; and

**WHEREAS**, the Borough Council of the Borough of Allenhurst has determined that it is in the best interests of the community to revise certain portions of its existing Borough Code concerning the Procedures employed by the Borough’s combined Planning/Zoning Board;

**NOW THEREFORE, BE IT ORDAINED** by the Borough of Allenhurst, County of Monmouth, State of New Jersey, that the Borough Code of the Borough of Allenhurst be and is hereby amended and supplemented as follows:

- I.** Chapter XXV subsection “25-3.18” entitled “Applications; Procedures for Filing” be and is hereby amended to include the following checklist for completeness:

**BOROUGH OF ALLENHURST PLANNING BOARD COMPLETENESS CHECKLIST FOR**  
**CERTIFICATE OF APPROPRIATENESS, MAJOR AND/OR VARIANCE APPLICATION**  
**PURSUANT TO N.J.S.A. 40-55D-10.3**

(An application for development shall be complete for purposes of commencing the applicable time for action by the Planning Board when so certified by the Planning Board or its authorized committee or designee that the following documents having been properly submitted in completed form.)

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

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

\_\_\_\_\_

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

**Complete       Not Complete   Not Applicable**

\_\_\_\_\_

1. Application for Zoning Permit & Zoning Officer’s Determination/Denial.

\_\_\_\_\_

2. Impervious Surface Determination, with Zoning Officer’s Determination/Denial.

\_\_\_\_\_

3. Application for Certificate of Appropriateness, Major and/or Variance, Including Affidavit of Applicant, and

Affidavit of Ownership.

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | 4. Current ALTA/ACSM Survey by a N.J. Licensed Surveyor prepared to scale, showing all existing structures and improvements, and relationship of existing structures with adjoining properties and structures. The survey must be dated within six (6) months of the Application Date, or submitted with a Survey Affidavit of No Change executed by the property owner. |
| _____ | _____ | _____ | 5. Plot Plan (Residential Properties) or Site Plan (Commercial Properties), 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.  |
| _____ | _____ | _____ | 6. Architectural Drawings of the existing and proposed buildings and structures, which shall sufficiently identify all changes, alterations, or additions proposed. Such plans shall be prepared on a scale of not less than .25"=1", and preferably prepared by an Architect licensed in New Jersey.  |
| _____ | _____ | _____ | 7. Photographs of Land and Building(s) Involved in Application.  |
| _____ | _____ | _____ | 8. Submitted disk or thumb drive containing scanned copies of the Zoning Permit w/ Zoning Determination/Denial; Impervious Surface Determination/Denial; Certificate of Appropriateness and/or Variance Application; Survey, Plot Plan and/or Site Plan; Architectural drawings; and Photographs.  |
| _____ | _____ | _____ | 9. Application Fee Paid \$_____  |
| _____ | _____ | _____ | 10. Escrow Fee Paid \$_____  |
| _____ | _____ | _____ | 11. Tax Collector Certification that Real Estate Taxes have been paid. (To be obtained from Tax Collector and submitted with completed Original Application and copies)  |
| _____ | _____ | _____ | 12. Certification by Board Secretary that Administrative/ Application Fee and Initial Escrow Deposit received<br><b>(To be Completed Planning by Board Secretary)</b>  |
| _____ | _____ | _____ | 13. Certification of Complete Application and Certification that copies of the hard copy of survey, plans, etc. and the disk/thumb drive contents have been delivered to, and emailed to the Planning Board Secretary<br><b>(To be Completed by Board Secretary)</b>   |

\_\_\_\_\_ 14. List of Property Owners within 200' of Applicant's Property, and public utilities, etc., certified by Borough Official.

**SEPARATE CHECKS OR MONEY ORDERS MUST BE SUBMITTED FOR THE APPLICATION FEE, AND FOR THE ESCROW FEES, AND MUST ACCOMPANY YOUR APPLICATION**

**All checks must be made payable to: Borough of Allenhurst**

**Note: Applicant's and their representatives should familiarize themselves with the Allenhurst Planning Board's Instructions for Certificate of Appropriateness, Major and/or Variance Application (attached), and the Board's Hearing procedures (available at the Borough Municipal Offices).**

**II.** All ordinances and parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency; and, it is further

**ORDAINED** that except as herein above provided, the remainder of Chapter XXV subsection "25-3.18" entitled "Applications; Procedures for Filing" shall remain unaltered and in full force and effect; and it is further

**ORDAINED** that the provisions of these ordinances are declared to be severable, and if any section, subsection, sentence, clause or phrase hereof shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, clauses and phrases of these ordinances shall stand notwithstanding the invalidity of any part; and it is further

**ORDAINED** that the Borough Clerk be and is hereby directed to give notice at least ten (10) days prior to hearing on the adoption of this Ordinance to the Monmouth County Planning Board and to the Clerks of each adjacent municipality pursuant to N.J.S.A. 40:55D-15. Upon the adoption of this Ordinance after public hearing thereon, the Borough Clerk is further directed to publish notice of the passage hereof and to file a copy of the Ordinance as finally adopted with the Monmouth County Planning Board as required by N.J.S.A. 40:55D-16. The Borough Clerk shall also forthwith transmit a copy of this Ordinance after final passage to the Borough Tax Assessor as required by N.J.S.A. 40:49-2.1; and it is further

**ORDAINED** that this Ordinance shall take effect twenty (20) days after the first publication thereof after final passage as provided by law.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

**APPROVED:** May 22, 2018

**ADOPTED:** June 12, 2018