

**Borough of Allenhurst Planning Board Completeness Checklist  
for Certificate of Appropriateness, Major and/or Variance Application  
Pursuant to NJSA 40-55D-10.3**

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by NJSA 40-55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of initial application.

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

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

Block No.: \_\_\_\_\_ Email: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Phone: \_\_\_\_\_

**Attorney Information:**

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

Firm: \_\_\_\_\_

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

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

**Engineer Information:**

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

Firm: \_\_\_\_\_

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

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

**Surveyor Information:**

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

Firm: \_\_\_\_\_

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

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

**Architect Information:**

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

Firm: \_\_\_\_\_

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

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

**General Requirements:**

	Yes	No	N/A	Waiver
1. Provide identification of subject/property /properties’ Special Flood Hazard Area Zone	( )	( )	( )	( )
2. Applicant/Owner to provide verification of taxes paid (this will be further verified by the Administrative Officer	( )	( )	( )	( )
3. Copy of Zoning Permit and Impervious Surface Determination/Denial	( )	( )	( )	( )
4. Six (6) copies of signed and sealed survey prepared by a New Jersey Licensed Professional Land Surveyor	( )	( )	( )	( )
5. Six (6) copies of Soil Erosion & Sediment Control Plans and proof of submission to Freehold Soil Conservation District or letter of exemption from FSCD	( )	( )	( )	( )
6. Plot Plans shall not be drawn at a scale smaller than 1" = 50' and no larger than 1" = 10'	( )	( )	( )	( )
7. The site plan shall be based on a monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, “Preparation of Land Surveys” dated September 1984 and as amended. The date of the survey and the name of the individual who prepared the survey shall be shown on the site plan. The survey must be dated six (6) months of the application date or submitted with a survey affidavit of no change executed by the property owner.	( )	( )	( )	( )

**Title Block:**

	Yes	No	N/A	Waiver
8. Tax Map Sheet, block and lot number	( )	( )	( )	( )
9. Date of original and all subsequent revisions	( )	( )	( )	( )
10. Name, signature, address and license number of the engineer, architect, land surveyor, or planner who prepared the plan with their embossed seal.	( )	( )	( )	( )

**Plot Plan:**

11. Zoning Table:

Zone District: \_\_\_\_\_

Bulk Requirements	Permitted	Existing	Proposed
Lot Area			
Minimum Lot Frontage			
Minimum Lot Width			
Minimum Lot Depth			
Minimum Front Yard Setback			
Minimum Side Yard Setback			
Minimum Combined Side Yard Setback			
Minimum Side Yard Setback (50% of Bldg. Height)			
Maximum Rear Yard Setback (% Lot Depth)			
Minimum Rear Yard Setback Principle Dwelling			

Maximum Building Coverage			
Maximum Impervious Coverage			
Building Height			
Minimum First Floor Area			
Minimum Gross Floor Area			
Maximum Porch Projection			

		Yes	No	N/A	Waiver
12.	Signature Block for Planning Board Chairman, Secretary & Engineer (every sheet)	( )	( )	( )	( )
13.	Date Scale & North Arrow	( )	( )	( )	( )
14.	Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.	( )	( )	( )	( )
15.	A key map, at a scale of not less than one (1) inch equals one thousand (1,000) feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is two hundred (200') feet radius.	( )	( )	( )	( )
16.	All lot lines and property owner’s structures, building setbacks, lot lines, addresses, lot and block numbers within two hundred (200') feet radius.	( )	( )	( )	( )
17.	Dimensions of the lot, setback lines for front, side and rear yards	( )	( )	( )	( )
18.	The location of curbs and sidewalks	( )	( )	( )	( )
19.	Cross sections showing the composition of pavement areas, curbs and sidewalk	( )	( )	( )	( )

**Pool Plot Plan**

20. Zoning Table:

Pool	Permitted	Proposed
Maximum Water Surface Area		
Minimum Distance to Structure		
Minimum Distance to Rear Property Line		
Minimum Distance to Side Property Line		
Ocean High Water Mark		
Street Curb		

		Yes	No	N/A	Waiver
21.	Grading and drainage plan prepared, signed and sealed by a professional engineer, licensed in the state of New Jersey	( )	( )	( )	( )
22.	Exterior lighting plan, including the location, direction of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features	( )	( )	( )	( )
23.	Fence detail (no less than fifty (50%) percent open)	( )	( )	( )	( )

- |     |   | Yes | No  | N/A | Waiver |
|-----|---|-----|-----|-----|--------|
|     |   | ( ) | ( ) | ( ) | ( )    |
| 24. | A full depth soil boring, soil log, soil analysis and groundwater analysis, including establishment of depth to the seasonal high groundwater table shall be provide with any residential swimming pool permit application. A report on the soil and groundwater conditions shall be prepared by a licensed geotechnical engineer and submitted as part of any proposed pool application, including any recommended construction details. | ( ) | ( ) | ( ) | ( )    |
| 25. | Plans shall specify the dimensions of the proposed pool, location thereof with respect to building, property lines and curb lines, the material proposed to be used in the construction, plumbing layout and safety provisions.   | ( ) | ( ) | ( ) | ( )    |
| 26. | Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover  | ( ) | ( ) | ( ) | ( )    |
| 27. | Parking requirements per Ordinance Section 26-4.4K  | ( ) | ( ) | ( ) | ( )    |

**Private Garage**

28. Zoning Table

Garage	Permitted	Existing
Minimum Side Yard Setback		
Minimum Rear Yard Setback		
Percentage of Rear Yard Area		
Minimum Garage Width		
Minimum Garage Depth		

**Accessory Structure**

29. Zoning Table

Accessory Structure	Permitted	Existing
Height		
Square Footage		
Side Property Line		
Rear Property Line		

**Certificate of Appropriateness**

- |     |   | Yes | No  | N/A | Waiver |
|-----|---|-----|-----|-----|--------|
|     |   | ( ) | ( ) | ( ) | ( )    |
| 30. | Property Classification                       | ( ) | ( ) | ( ) | ( )    |
| 31. | Design Guidelines for Historic Preservation   | ( ) | ( ) | ( ) | ( )    |
| A.  | Exterior walls and surface treatment material | ( ) | ( ) | ( ) | ( )    |
| B.  | Windows                                       | ( ) | ( ) | ( ) | ( )    |
| C.  | Doorways and porches                          | ( ) | ( ) | ( ) | ( )    |
| D.  | Trim  | ( ) | ( ) | ( ) | ( )    |
| E.  | Railing                                       | ( ) | ( ) | ( ) | ( )    |
| F.  | Roof  | ( ) | ( ) | ( ) | ( )    |
| G.  | Exterior painting                             | ( ) | ( ) | ( ) | ( )    |

		Yes	No	N/A	Waiver
	H. Rhythm & directional emphasis	( )	( )	( )	( )
	I. Building element	( )	( )	( )	( )
	J. Mechanical system	( )	( )	( )	( )
	K. Compatibility of new construction	( )	( )	( )	( )
32.	Floor plans and building elevation drawings of all existing structures for every floor, including basement, attic, and all habitable floors, and all facades	( )	( )	( )	( )
33.	Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated	( )	( )	( )	( )
34.	Construction table outlining demolition, additions, floor area, patio area (s), and covered porch area	( )	( )	( )	( )

### **All Applications**

		Yes	No	N/A	Waiver
35.	Written request for waivers from any of the above requirements must be attached to the land development application	( )	( )	( )	( )

The following items are not required for application completeness, but may require by the Engineer for further technical review:

1. Method of solid waste storage and disposal
2. Soil erosion & sediment control plan
3. Drainage calculations

The list above indicates the general requirements for information necessary for an application to be considered reasonably complete and sufficient for review by the Board.

All documents and application must be submitted directly to the Board Secretary. Individual submission to board professional may delay the project review.