

CITY OF ASBURY PARK  
ONE MUNICIPAL PLAZA  
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100  
WWW.CITYOFASBURY PARK.COM



**JOHN MOOR, MAYOR**  
**AMY QUINN, DEPUTY MAYOR**  
ANGELA AHBEZ-ANDERSON, COUNCILMEMBER  
EILEEN CHAPMAN, COUNCILMEMBER  
YVONNE CLAYTON, COUNCILMEMBER

LILLIAN L. NAZZARO, ESQ., CITY MANAGER  
LISA ESPOSITO, RMC, CITY CLERK

## APPLICATION FOR SUBDIVISION

Application # _____
Date Filed ____/____/____
Hearing Date ____/____/____

Planning Board \_\_\_\_\_ Zoning Board of Adjustment \_\_\_\_\_  
Preliminary Major \_\_\_\_\_ Final Major \_\_\_\_\_ Minor \_\_\_\_\_  
Variances: "C" \_\_\_\_\_ "D" \_\_\_\_\_

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### FILL IN ALL BLANKS

Property Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

#### APPLICANT INFORMATION:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 2. ATTORNEY INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 3. ARCHITECT INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

4. ENGINEER INFORMATION:

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

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

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

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

5. PRESENT OWNER (If not applicant)

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

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

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

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

6. Interest of applicant, if other than owner: \_\_\_\_\_

7. Existing Use \_\_\_\_\_

8. Property is located in zone \_\_\_\_\_ as per Asbury Park Land Development Ordinance.

9. Property is \_\_\_ is not \_\_\_ unknown \_\_\_ located in a Historical District. Historic District \_\_\_\_\_.

10. Description of Variance(s) Requested if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Number of existing lots \_\_\_\_\_ Proposed lots \_\_\_\_\_ Area of entire tract \_\_\_\_\_

Area of each proposed lot \_\_\_\_\_

Proposed Use \_\_\_\_\_

12. Development plans:

Sell lots without construction: Yes \_\_\_ No \_\_\_ New construction: Yes \_\_\_ No \_\_\_

New construction description \_\_\_\_\_.

Has there been any previous appeal or approval involving these premises? \_\_\_\_\_.  
If so, please attach a copy of the decision.

**AFFIDAVIT OF APPLICATION**

State of New Jersey}  
County of Monmouth} SS:

\_\_\_\_\_ of full age, being duly sworn according to law,  
on oath depose and say that all the above statements are true.

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

Sworn to and subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

**AUTHORIZATION**

(If anyone other than the owner is making application, the following authorization must be executed).

\_\_\_\_\_ is hereby authorized to make the within  
application.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Owner

**STATEMENT FROM TAX COLLECTOR**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Status of Municipal Taxes \_\_\_\_\_

Status of Municipal Sewer Fees \_\_\_\_\_

Status of Assessments for local improvements \_\_\_\_\_

Date: \_\_\_\_\_ Authorizing signature \_\_\_\_\_

RS 40:55D-46.1 requires that a corporation or partnership applying for approval of a site plan to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest of the partnership, as the case may be (Please use a separate sheet)

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**SUBDIVISION**  
Completeness Checklist

Please Check all that apply:

Major Subdivision: Preliminary \_\_\_\_\_ Final \_\_\_\_\_ Minor Subdivision \_\_\_\_\_

Planning Board \_\_\_\_\_ Zoning Board of Adjustment \_\_\_\_\_

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This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Sub-section 30-55.5 Subdivision Ordinance of the City of Asbury Park for further details of submission requirements and procedures.

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

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

APPLICANT'S ADDRESS \_\_\_\_\_

\_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

**AFFIDAVIT OF COMPLETENESS**

I, the undersigned, affirm that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1, *et.seq.* and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Asbury Park and the City of Asbury Park Checklist.

I further affirm that all information contained herein is complete and accurate.

Date \_\_\_\_\_

\_\_\_\_\_  
Name - Print or Type

\_\_\_\_\_  
Signature/Seal & License #

## Subdivision Application and Checklist Part A Submission Documents

(Subsection 30-45.4)

(Ord. No. 2015-52, Exhibit H)

An application must be deemed complete by the Development Coordinator to receive a hearing date.

C	N	N/A	<b>ALL PLANS MUST BE FOLDED AND COLLATED</b>
—	—	—	1. Application form: For initial submission, submit one (1) copy of form. Upon being deemed complete, submit (13) copies.
—	—	—	2. Drawing or Plans showing the existing and proposed buildings, structures and tract improvements on the property as per the technical checklist. For initial submission, submit one (1) full size set at 24" x 36" and one (1) full set at 11" x 17" Upon being deemed complete, submit Three (3) full size sets at 24" x 36" and Ten (10) 11" x 17" size sets, for a total of 13 sets.
—	—	—	3. A signed and sealed copy of the current survey (within the last 5 years), prepared by a professional land surveyor, upon which the subdivision plan is based, and fourteen (12) photocopies.
—	—	—	4. Three (3) copies of the Tree Preservation Plan. (where applicable)
—	—	—	5. Certificate of payment of taxes and sewer fees.
—	—	—	6. Proof of submissions to Monmouth County Planning Board.
—	—	—	7. Notice and proofs of service, due five (5) days prior to meeting.
—	—	—	8. Application fee paid \$_____.
—	—	—	9. Escrow Fee paid \$_____.
—	—	—	10. Zoning Determination from the Zoning Officer (if applicable).
—	—	—	11. Photographs of the tract and particularly the portion of tract to be affected. Photographs on all submitted copies should be in color. Digital copies are also encouraged. Submit (13) copy sets.
—	—	—	12. Contribution Disclosure Statement for all owners, applicant and professionals.

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD. In addition, a digital copy of the submission must be emailed to the Development Coordinator to be deemed complete.