

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

PHONE: (732) 775-2100
WWW.CITYOFASBURYPARK.COM



JOHN MOOR, MAYOR
AMY QUINN, DEPUTY MAYOR
EILEEN CHAPMAN, COUNCILPERSON
YVONNE CLAYTON, COUNCILPERSON
JESSE KENDLE, COUNCILPERSON

MICHAEL N. CAPABIANCO, CITY MANAGER
CINDY A. DYE, RMC, CITY CLERK

REQUEST TO AMEND A REDEVELOPMENT PLAN APPLICATION FORM

1. APPLICANT INFORMATION:

Name: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

2. PRESENT OWNER (If not applicant):

Name: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

3. PROPERTY INFORMATION:

Address: _____

Block: _____ Lot _____

Existing Use: _____ Proposed Use: _____

Redevelopment Area and Area Subdistrict*: _____

4. ATTORNEY INFORMATION:

Name: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

6. Has the required escrow for anticipated expenses for meeting costs; and, professional services related to review of the application and preparation any reports, resolutions and ordinances of \$3,000 been submitted? (Applications will not be reviewed until the required escrow deposit has been received. At conclusion of the plan amendment procedure, remaining escrow funds will be returned to the applicant.)
-

7. Has the information shown in the application submission checklist been submitted? (Applications will not be reviewed until the required submissions have been received.)
-

Applicant Signature

Applicant Name (please print)

Date

APPLICATION SUBMISSION CHECKLIST**

- Completed Application Form
- Escrow deposit of \$3,000
- A precise written description of the proposed amendment to the redevelopment plan, including proposed uses, and the nature of any deviations from the redevelopment plan requested.
- Conceptual plans to describe the amendment requested and any other deviations required. These can include a sketch site plan and floor plans. Plans need not be prepared by a licensed professional, but must be of sufficient detail to describe the amendment proposed.

**Requests to amend the Waterfront Redevelopment Plan must have the consent of the Master Developer of the Waterfront Redevelopment Area.*

***City professionals and the Mayor and Council may request additional information that will help them complete their review.*

THE PLAN AMENDMENT PROCESS

Within a redevelopment area, “d” type variances (also known as use variances) are not permitted. However, if a use or “d” type variance is necessary for a particular development or redevelopment project is proposed by an applicant, the applicant has the option of approaching the Mayor and Council to request that a redevelopment plan be amended to allow for the project as proposed.

The process for amending a redevelopment plan is as follows:

- A formal application is submitted to the Department of Planning and Redevelopment. Department professionals will review the application, and prepare a report for the Mayor and Council, with copies provided to the applicant.
- The Mayor and Council review the request for the amendment at a public meeting and determine if the request merits additional consideration. If the Council believes that it does, the proposed amendment gets forwarded to the Planning Board for the Board’s review as required by the Local Redevelopment and Housing Law. This referral to the Planning Board is done by resolution of the Mayor and Council.
- The Planning Board then reviews the request at one of their meetings, and makes comments and recommendations on the proposal, which are forwarded to the Council. The Planning Board's comments and recommendations are sent to Council in the form of a report adopted by resolution.
- The Council then reviews the Board's comments and recommendations, and decides whether the redevelopment plan should be amended. If the Council decides yes it should, an ordinance to amend the plan must be introduced. At a subsequent meeting, a public hearing on the ordinance is held and voted upon after public comment.