



# BOROUGH OF BELMAR

DEPARTMENT OF CONSTRUCTION, PLANNING & ZONING

601 Main Street  
Post Office Box A  
Belmar, NJ 07719

Phone: (732) 681-3700 x225

Fax: (732) 681-3434

Web: [www.belmar.com](http://www.belmar.com)

## DEVELOPMENT APPLICATION

DATE RECEIVED: \_\_\_\_\_ APPLICATION NO: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ FEE AMOUNT PAID: \_\_\_\_\_

(Items above to be filled out by the Borough)

Date Prepared: 12/3/2020 (Please Print) Zone: R75

Block(s): 83 Lot(s): 9

Site Address: 417 South Lake Drive

Name of Owner(s): John O'Connor

Owner Address: 417 South Lake Drive, Belmar, NJ 07719

Phone #: (908) 433-2372 Email: johnconnor@parishmgt.com

Name of Applicant (if different than owner): same as owner

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

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

Name of Professional Preparing Plan: Joseph Kociuba, P.E., P.P. License #: GE 45850

Name of Firm: KBA Engineering Services, LLC

Firm Address: 2517 Route 35, Bldg. E, Ste. 203, Manasquan, NJ 08736

Phone #: (732) 722-8555 Email: joe@kbaengineers.com

Name of Attorney Representing Applicant: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

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

**1. Application Request**

a. The applicant is hereby requesting an application for the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Minor Subdivision                               | <input type="checkbox"/> Final Major Site Plan                               |
| <input type="checkbox"/> Preliminary Major Subdivision                   | <input type="checkbox"/> Appeal of Zoning Officer's Decision ("A")           |
| <input type="checkbox"/> Final Major Subdivision                         | <input type="checkbox"/> Interpretation of Zoning Ordinance ("B")            |
| <input type="checkbox"/> Conditionally Exempt Site Plan                  | <input checked="" type="checkbox"/> Hardship or Flexible Bulk Variance ("C") |
| <input type="checkbox"/> Minor Site Plan                                 | <input type="checkbox"/> Use Variance ("D")                                  |
| <input type="checkbox"/> Preliminary Major Site Plan                     |  |
| <input type="checkbox"/> Amended Preliminary, Final or Minor Subdivision |  |
| <input type="checkbox"/> Amended Preliminary, Final or Minor Site Plan   |  |

Is a variance or conditional use approval required? yes If so, please specify the section of the Ordinance: \_\_\_\_\_ and provide a detailed explanation of the variances needed and attach explanation hereto.

**2. Items of Proposed Development**

- a. Address: 417 South Lake Drive
- b. Zoning District: r75
- c. Number of Existing Lots: 1 Number of Proposed Lots: 1
- d. For the construction of: (check all that apply and provide # of each type)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Single Family Dwelling _____ | <input type="checkbox"/> Accessory Use _____                            |
| <input type="checkbox"/> Two Family Dwelling _____               | <input checked="" type="checkbox"/> Addition <u>covered front porch</u> |
| <input type="checkbox"/> Other Residential _____                 | <input type="checkbox"/> Commercial Structure(s) _____                  |
| <input type="checkbox"/> Other (Describe) _____                  |   |

Number of units that will qualify as Affordable Units \_\_\_\_\_ for sale and \_\_\_\_\_ for rent.

If installing A/C Unit or Generator, provide setback and location \_\_\_\_\_

- e. Provide brief description of proposed development: \_\_\_\_\_

Applicant proposes to construct a covered porch addition to the front yard.

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

**3. Consent for Site Review**

- a. The applicant and owner realize that as part of the Planning Board / Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Borough of Belmar's Planning Board and Zoning Board of Adjustment as well as any other Borough employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

Joe                      12/30/20                      Joe                      12/30/20  
Owner Initials                      Date                      Applicant Initials                      Date

**5. Certificate of Concurrence & Statement of the Landowner**

- a. I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board / Zoning Board of Adjustment.
- b. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- c. Permission is hereby granted to: \_\_\_\_\_, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser if applicable): \_\_\_\_\_.

\_\_\_\_\_  
Owner Initials                      Date                      Applicant Initials                      Date

**6. Escrow Agreement**

- a. The ordinances of the Borough of Belmar require the Applicant to pay certain sums into an escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property.
- b. The Applicant shall submit an escrow payment to the Borough of Belmar in the amount of to be held by the Borough in an interest bearing account pursuant to N.J.S.A. 40:55D-53.1.
- c. The Borough has the right to withdraw funds from said escrow account for payment of all invoices submitted by the professionals reviewing the application on behalf of the Borough pursuant to N.J.S.A. 40:55D-53.2.
- d. If the escrow account is reduced to 25% of its original amount or if additional payments are deemed necessary by the Planning Board / Zoning Board of Adjustment / Borough, the Applicant shall be notified of such and agrees to make an additional payment within twenty-one (21) days of receipt of request pursuant to Borough Code.

Joe                      12/30/20                      Joe                      12/30/20  
Owner Initials                      Date                      Applicant Initials                      Date

7. **Final Certification**

Owner

Applicant (if other than owner)

Name: John O'Connor

\_\_\_\_\_

Address: 417 South Lake Drive

\_\_\_\_\_

Belmar, NJ 07719

\_\_\_\_\_

Signature: *John O'Connor*

\_\_\_\_\_

Notary Public

Attorney on behalf of Applicant/Owner

Name: *Theresa Spina*

\_\_\_\_\_

Address: *11 Seventh St.*

\_\_\_\_\_

*Peelham, NY 10803*

\_\_\_\_\_

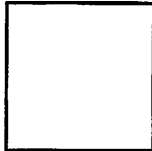
Signature: *Theresa Spina*

\_\_\_\_\_

Stamp:

THERESA SPINA  
Notary Public, State of New York  
No. 01SP6259221  
Qualified in Westchester County  
Commission Expires April 9, 2024

Seal:



Applicant continued

Professional Engineer/Architect

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

Company Name: KBA Engineering Services, LLC

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

Address: 2517 Route 35, Bldg. E, Ste. 203

\_\_\_\_\_

Manasquan, NJ 08736

\_\_\_\_\_

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

Contact Name: Joseph Kacimba, P.E., P.P.

Signature: \_\_\_\_\_

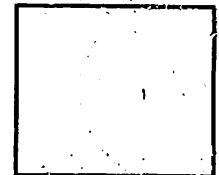
Signature: \_\_\_\_\_

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

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

Block: 83 Lot: 9

License No.: GE 45850



Seal

Street Address of Property: 417 South Lake Drive



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

Borough of Belmar  
601 Main Street  
Belmar, NJ 07719  
Fax: 732-681-3434

Attn: April Claudio, Borough Clerk

**Re: Certified List of Property Owners  
Borough of Belmar Development  
Application**

Dear Ms. Claudio:

I hereby request a certified list of property owners within two-hundred (200') feet of the property listed below:

Block(s): 83 Lot(s): 9

I have enclosed my check in the amount of \$10.00 which is the fee for this certification.

Should you have any questions, I can be reached at 732-722-8555.

Thank you.

Very truly yours,

Name: KBA Engineering Services, LLC

Address: 2517 Route 35, Bldg. E, Ste. 203

Manasquan, NJ 08736

Signature: 

**Note: If your property is within 200 feet of a neighboring town, you must also obtain a Certified List of Property Owners from that town. A copy of the list received must be submitted to the Borough of Belmar.**

**BOROUGH OF BELMAR APPLICATION CHECKLIST  
SUBDIVISIONS, SITE PLANS AND VARIANCE APPLICATIONS**

**Type of Application**

(Check all that apply)

<input type="checkbox"/>	Minor Subdivision
<input type="checkbox"/>	Preliminary Major Subdivision
<input type="checkbox"/>	Final Major Subdivision
<input type="checkbox"/>	Conditionally Exempt Site Plan
<input type="checkbox"/>	Minor Site Plan
<input type="checkbox"/>	Preliminary Major Site Plan

<input type="checkbox"/>	Final Major Site Plan
<input type="checkbox"/>	Appeal of Zoning Officer's Decision ("A" Variance)
<input type="checkbox"/>	Interpretation of Zoning Ordinance ("B" Variance)
<input checked="" type="checkbox"/>	Hardship or Flexible Bulk Variance ("C" Variance)
<input type="checkbox"/>	Use Variance ("D" Variance)

<input type="checkbox"/>	Amended Preliminary, Final or Minor Subdivision
<input type="checkbox"/>	Amended Preliminary, Final or Minor Site Plan
<input type="checkbox"/>	Extension of Time

**Notes:**

- 1) An application shall not be considered complete until all applicable materials and information specified below have either been submitted, or a WRITTEN "Waiver Request" is made by the applicant for the non-submitted applicable item. Failure to submit a properly completed application checklist is reason for application incompleteness. Items denoted with an "X" are applicable for the type of application being submitted.
- 2) Applications for amended site plans and subdivisions shall comply with all checklist items below for site plans and subdivisions. Applications for extensions of time shall not be subject to the application checklist requirements below.

Item #	Site Plan Item Description	Subdivision				Site Plan				Variances				Applicant Mark			Township Mark		
		Minor Preliminary Major	Final Major	Minor Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Complies	Waiver	N/A	Complies	Does Not Comply	N/A				

**Section 1 - Administrative Completeness Requirements**

1	Fourteen (14) copies of the completed Borough of Belmar "Development Application" forms.	X	X	X		X	X	X	X	X	X	X		X					
2	Fourteen (14) copies of the completed Borough of Belmar "Application Checklist" forms.	X	X	X		X	X	X	X	X	X	X		X					
3	Properly calculated escrow review fee with payment submitted via cash or individual check made out to the Borough of Belmar	X	X	X		X	X	X	X	X	X	X		X					
4	Application fee as required by Board Secretary or Borough Engineer.	X	X	X		X	X	X	X	X	X	X							
5	Statement of Corporate or other Ownership on the form provided. (if applicable)	X	X	X		X	X	X	X	X	X	X				X			







**BOROUGH OF BELMAR APPLICATION CHECKLIST  
SUBDIVISIONS, SITE PLANS AND VARIANCE APPLICATIONS**

**Section 3 - General Plan Information Requirements**

Item #	Item Description	Subdivision			Site Plan			Variances				Applicant Mark			Borough Mark			
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Complies	Waiver	N/A	Complies	Does Not Comply	N/A	
27	Plans drawn to scale not smaller than 1 inch = 50 feet or larger than 1 inch = 20 feet.	X	X	X		X	X	X	X	X	X	X		X				
28	Sheet size shall be no smaller than 11" x 17", 24" x 36" or 30" x 42".	X	X	X		X	X	X	X	X	X	X		X				
29	Scale, north arrow and reference meridian both written and graphic. The reference source (i.e. deed, Filed Map, etc.) of the meridian shall be identified.	X	X	X		X	X	X	X	X	X	X		X				
30	Key map showing location of parcel to be considered in relation to surrounding area, with two hundred foot (200') offset shown and block and lots labeled.	X	X	X		X	X	X	X	X	X	X		X				
31	Title block containing contact information of professional, lot and block number, site or subdivision name, date prepared and date of last revision by revision block.	X	X	X		X	X	X	X	X	X	X		X				
32	Parking plan showing spaces, size, and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.	X	X	X		X	X	X										
33	Site Triangles	X	X	X		X	X	X										
34	Landscaping Plan	X	X	X		X	X	X	X	X	X	X						

