

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

Application No.: _____
(Filled in by Borough)

Name of Applicant: MB1 Belmar LLC

Block: 86

Lot: 1

Street Address of Property: 801-803 Main Street

Date Filed: _____

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 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 checked="" 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	Eighteen (18) copies of the completed Borough of Belmar "Development Application" forms.	X	X	X		X	X	X	X	X	X	X		X					
2	Eighteen (18) 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			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					

Name of Applicant: _____

Application No.: _____
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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	
7	Certified list of property owners within 200 feet of the property as prepared by the Borough Clerk.	X	X	X	X	X	X	X	X	X	X	X			X			
8	Municipal Tax Status Request form filled out and submitted as part of the package.	X	X	X	X	X	X	X	X	X	X	X		X				
9	Eighteen (18) copies of the plans, signed and sealed by an architect or engineer licensed in the State of New Jersey	X	X	X	X	X	X	X	X	X	X	X		X				
10	Eighteen (18) copies of the full Environmental Impact Report. If applicant is requesting a waiver provide a letter stating such.	X	X	X	X	X	X									X		
11	Eighteen (18) copies of the Stormwater Management Report	X	X	X	X	X	X							X				
12	Eighteen (18) copies of the Traffic Report.	X	X	X	X	X	X											
13	Eighteen (18) copies of all proposed written descriptions including metes and bounds for all easements, covenants and deed restrictions affecting the property in question.	X	X	X		X	X			X	X					X		
14	Eighteen (18) copies of all written explanations for waiver requests documenting the section and paragraph of the Borough code the applicant is requesting a waiver for and the corresponding item number on the checklist.	X	X	X		X	X	X	X	X	X	X		X				
15	An affirmative statement in writing indicating how all applicable conditional use standards are met.					X	X	X								X		

Section 2 – Plat 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	
16	Plat drawn to scale not smaller than 1 inch = 100 feet or larger than 1 inch = 20 feet.	X	X	X		X	X	X	X	X	X	X		X				
17	Name and address of property owner/applicant. Name signature, license number, seal of architect/engineer/surveyor.	X	X	X		X	X	X	X	X	X	X		X				
18	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				
19	Key map depicting the entire site plus 500 feet in all directions shall be provided on the plat.	X	X	X		X	X	X	X	X	X	X			X			
20	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				
21	Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density both required and proposed.	X	X	X		X	X	X	X	X	X	X			X			
22	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.	X	X	X		X	X	X						X				
23	Area of parcel in square feet and acres, both to the nearest hundredth.	X	X	X		X	X	X						X				
24	Location and description of monuments whether set or to be set (if applicable) in accordance with Map Filing Law.	X	X	X		X	X	X								X		
25	Approval signature blocks for the Board Chairman & Secretary, Borough Engineer, Borough Clerk and certification of the Professional Land Surveyor and any other signature blocks required by the Map Filing Law	X	X	X		X	X	X								X		
26	Overall preparation of plat has been completed in full accordance with the Map Filing Law and Borough Code.	X	X	X		X	X	X								X		

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								X		
33	Site Triangles	X	X	X		X	X	X								X		
34	Landscaping Plan	X	X	X		X	X	X	X	X	X	X				X		

Section 5 - Miscellaneous Items Required on the Plans or in the Submission Package

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	
35	Soil borings documenting the permeability and seasonal high water table sufficiently enough to design the stormwater system, any septic systems and basement floor elevations.		X	X			X	X										
36	Locations of any solid waste and recyclable storage facilities.				X	X	X	X						X				
37	Details for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).	X	X	X	X	X	X	X								X		

Section 6 - Miscellaneous Items Required on the Plans or in the Submission Package

38	Drainage Plan		X	X	X	X	X	X								X		
39	Utility Plan.		X	X	X	X	X	X								X		
40	Lighting Plan including luminaire calculations, specifications and details		X	X	X	X	X	X								X		
41	Signing and Striping Plan including location and dimensions of all off street loading areas, parking requirement calculations and actual number of spaces provided pre- vs. post construction. Graphically depict all and dimension (Section 188 - 106 & 107).		X	X	X	X	X	X								X		
42	Traffic Signal Plan & Public Entrance Plan (if any).		X	X			X	X								X		

Name of Applicant: MB1 Belmar LLC

Application No.: _____
(Filled in by Borough)

Applicant

Professional Engineer/Architect

Company Name: MB1 Belmar LLC

Company Name: Barlo Governale & Associates, LLC

Address: 801E Main Street

Address: 92 Mantoloking Road

Belmar, New Jersey 07719

Brick, New Jersey 08732

Contact Name: Joel S. Brydner

Contact Name: Daniel Governale, RA, AIA

Signature: _____

Signature: SEE SUBMITTED PLANS

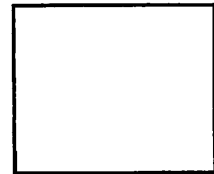
Jennifer S. Krimko, Esq., Attorney for Owner/Applicant

Date Submitted: 4.7.21

Date Submitted: 4.7.21

Block: 86 Lot: 1

NJ 21A102022200
License No.: COA 21AC00103800



Seal

Street Address of Property: 801-803 Main Street

WRITTEN EPLANATION FOR WAIVER REQUEST

RE: MB1 Belmar LLC/Amended Site Plan Application
PQ: 801-803 Main Street
Block 86, Lot 1

Section 1 – Administrative Completeness Requirements:

3. **Properly calculated escrow review fee with payment submitted via cash or individual check made out to the Borough of Belmar:** Temporary waiver, as the application instructions indicate that the Borough Engineer will advise as to the required fees after the application is submitted and reviewed.
4. **Application fee as required by the Board Secretary or Borough Engineer:** Temporary waiver as the application instructions indicate that the Borough Engineer will advise as to the required fees after the application is submitted and reviewed.
7. **Certified list of property owners within 200 feet of the property as prepared by the Borough Clerk:** Temporary waiver as the list will be ordered once a hearing date has been scheduled. A copy of the list will be submitted with the proof of service package.

Section 2 – Plat Requirements:

19. **Key map depicting the entire site plus 500 feet in all directions shall be provided on the plat:** Due to the limited scope of the proposal and that no building additions or site changes are proposed, such information is not necessary. No plat is proposed. Just a floor plan.
21. **Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density both required and proposed:** No changes are proposed that will impact the Zoning Schedule over what was previously approved.

Section 3 – General Plan Information Requirements:

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:** Due to the limited scope of the proposal and that no building additions or site changes are proposed, such information is not necessary. Applicant will present an aerial of the site at the hearing, if necessary.