



Borough of Lake Como

formerly South Belmar
Incorporated 1924
Monmouth County

Lawrence G. Chiaravallo
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

Application for Residential Certificate of Occupancy Sales and Rentals

All Applications must contain the following information before they will be Accepted:

Note: If Application is incomplete it Will Not be Accepted and will be Returned.

- All Applications **MUST BE Typed**.
- All Applications **MUST BE** Complete.
- Applications **WILL NOT** be accepted without Tenant's Information and Signed Affidavits.
- All Signatures Required.
- Review, Complete and Sign the Check List.
- A Copy of Driver's License or Legal Identification.
- Agent may sign for Owner (Seller) or Buyer. Agent **CANNOT** sign for a Tenant.
- Please review the Applications carefully for completeness.
- Applications **MUST BE** submitted seven (7) days prior to the inspection.

**IMPORTANT: All Applications MUST contain the above information or they WILL NOT be accepted and will be Returned.
Buying, Selling or Renting property without the Issuance of a Certificate of Occupancy is punishable by law, with fines not exceeding \$1,250.00.**

BLOCK _____
LOT _____ QUAL _____
TAX _____ W/S _____

Residential Certificate of Occupancy

*All Applications **MUST BE** typed. Any Applications hand written **WILL NOT** be accepted.*

Utilities must be on prior to inspection

A new Certificate of Occupancy is required with any change of tenant.

I hereby request an inspection and issuance of a Certificate of Occupancy as provided for in the Borough Ordinance
No. 9-4.1.

Name of Prospective Buyer or Tenant: _____ Telephone #: _____

*(This person is responsible for **ALL** Violations and/or Notices.)*

Present Address _____ City: _____ State: _____ Zip: _____

(List All Occupants and Ages of all Children on page two (2) of the C.O. Application.)

Driver's License #: _____ State: _____

Date of Occupancy: _____ Date of Closing (For Sale): _____

ADDRESS OF INSPECTION: _____ Unit #: _____

Please Mark(X): Sale() Rental() (If Rental Mark if Seasonal or Yearly) Seasonal() Yearly()

Present Owner: _____ Telephone #: _____

Address _____ City: _____ State: _____ Zip: _____

INSPECTION DATE REQUESTED (THURSDAYS ONLY): _____

*Application **MUST BE** made at least seven (7) days prior to Inspection. Key(s) **MUST BE** attached or owner/agent **MUST** accompany the Inspector. Application **WILL NOT** be considered complete unless **ALL** Information is filled out and the Real Estate Taxes and Water/Sewer Bills are Paid.*

FEES: \$120.00 For the Rental or Sale of **EACH** Dwelling House or Dwelling Unit.

 \$75.00 For **EACH** Re-Inspection over two (2)

 \$50.00 Tourism Fee for **EACH** Rental Dwelling or Unit

Separate Check Required *Fees are **NOT** Refundable*

*If an Agent signs for the seller or buyer, Agent **MUST** complete Agency Information.*

AGENT MAY NOT SIGN FOR A TENANT

Signature of Seller/Owner/Agent: _____

*Agency Name: _____ Agent: _____

Address: _____ Telephone Number: _____

Signature of Buyer/Agent _____

*Agency Name: _____ Agent: _____

Address: _____ Telephone Number: _____

SIGNATURE OF TENANT: _____

(MANDATORY FOR RENTALS)

*FAILURE TO APPLY FOR OR OBTAIN A C.O. FOR EACH RENTAL OR SALE OF A DWELLING UNIT IS
PUNISHABLE BY A FINE NOT TO EXCEED \$1250.00*

*****FOR OFFICIAL USE ONLY*****

C.O. FEE _____ TOURISM FEE _____ RECEIVED BY _____ DATE _____

INSPECTED BY _____ INSPECTION DATE _____

CERTIFICATE OF OCCUPANCY # _____ OCCUPANCY _____ DATE ISSUED _____

ALL TENANTS MUST SIGN AN AFFIDAVIT:
STATE WHETHER ADDRESS IS (PR) PREVIOUS OR (PE) PERMANENT

AFFIDAVIT

I certify that the following information is true regarding this application:

NAME:

ADDRESS:

TEL#

SIGNATURE:

DATE:

AFFIDAVIT

I certify that the following information is true regarding application:

NAME:

ADDRESS:

TEL#

SIGNATURE:

DATE:

AFFIDAVIT

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AFFIDAVIT

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NAME:

ADDRESS:

TEL#

SIGNATURE:

DATE:

Checklist

Your C.O. Application **WILL NOT** be Processed if the Following Requirements are not met.

Requirements:

- All Certificate of Occupancy's, (C.O.'s), **MUST** Be **Typed** and **Complete**.
- Renter **MUST** Sign the Applications and Submit a copy of their Driver's License or another form of Legal Identification.
- Agent may sign for the Owner, Seller or Buyer. Agent **MAY NOT** Sign for Tenant.
- All Utilities **MUST** be on Before the inspection.
- All Water/ Sewer and Taxes **MUST BE** Paid.
- Prior to closing, Water Meter(s) **MUST** be Read. There is a \$20.00 Charge for each Meter Reading.
- Carbon Monoxide Detector(s) Required.
 - ▶ One (1) within the Vicinity of each Bedroom (No Greater than 10ft from Occupied Bedrooms)
- Smoke Detectors Required.
 - ▶ In Basement and on Every Floor
- Fire Extinguishers Required.
 - ▶ One (1) within 10ft of Kitchen
 - ▶ 2 Lbs ABC Rated
- See Inspection Checklist for additional information.

All Rules and Regulations Regarding the Proper Disposal of Garbage, Recycling, Bulk Items, Etc **MUST** be Followed. Municipal Calendars Containing this helpful Information can be Obtained at the Borough Hall as well as Online. www.lakecomonj.org

All State Statutes and Borough Ordinances **WILL BE** Strictly Adhered to.

A Copy of this Checklist **MUST BE SIGNED**, Dated and Submitted with the C.O. Application.

Owner, Buyer or Agent Signature Required

Date

Checklist for Inspection for Certificate of Occupancy

Stephen Roe
Code Enforcement Officer
(732)681-5793

Inspection Hours
8:00 AM- 4:00 PM
Thursday

Exterior	Interior
Peeling Paint	Smoke Detector Required
Drainage, Gutters and Down Spouts	Plumbing Bathroom(s)/ Kitchen
Screens and Windows	Locks, Windows, Doors, Walls, Floors, Ceilings
Handrails and Steps (Treads)	Handrails
Sidewalks	Evidence of leaks
Roof and Eaves	Cellar water
Siding	Pop off valve and Pipe Sump Pump
Structural Deterioration	Sufficient Electrical
Weeds	Outlets and Covers
Trash and Debris	Heating System/ Furnace
Driveways	Ventilation- Bathrooms
Foundation	Appliances- Stove, Refrigerator
House # MUST BE at Least Three 3" in Height, MUST BE Visible From Street	Sanitary Conditions
Safety Hazards	Safety Hazards
GFI Switches Needed within 4ft of Sink areas (Bathroom, Kitchen etc)	

All Utilities (Gas, Water, and Electric) **MUST BE** Operating For Inspections.

This is a Visual Inspection Only.

By the Issuance of the Certificate of Occupancy, Neither the Borough of Lake Como nor any of its Officers or Employees Assumes any Liability, Neither Expressed nor Implied, in Connection therewith.

SEASONAL RENTAL ACCOMMODATIONS IN LAKE COMO ARE DETRIMENTAL TO THE SCHOOL-AGED CHILDREN OF FAMILIES WHO RENT THOSE SAME PREMISES DURING THE WINTER SEASON. BECAUSE THE SUMMER RENTAL SEASON TYPICALLY RUNS FROM MAY 15 TO SEPTEMBER 15 OF EACH YEAR, FAMILIES WITH SCHOOL-AGED CHILDREN WHO INHABIT MANY OF THESE RENTAL PROPERTIES DURING THE WINTER MONTHS MUST MOVE OUT OF LAKE COMO AT LEAST A MONTH OR MORE BEFORE THE END OF THE SCHOOL YEAR. SOME OF THESE CHILDREN DO NOT FINISH THE SCHOOL YEAR EITHER IN LAKE COMO OR AT ALL, WHILE OTHERS SUFFER CHRONIC TARDINESS OR ABSENTEEISM DURING THE PERIOD AFTER THEY MUST MOVE OUT OF LAKE COMO. THIS HAS A DETRIMENTAL EFFECT ON BOTH THESE CHILDREN AND THE QUALITY OF THE EDUCATION AFFORDED TO ALL THE CHILDREN OF THE LAKE COMO SCHOOL DISTRICT.

LIMITATION ON COMMENCEMENT OF SUMMER RENTAL LICENSE WHERE LICENSED PREMISES OCCUPIED BY SCHOOL- AGED CHILDREN.

NO DWELLING UNIT THAT IS RENTED FOR ANY PORTION OF THE PERIOD FROM SEPTEMBER 15 UNTIL MAY 15 TO TENANTS WITH ONE OR MORE CHILDREN BETWEEN THE AGES OF 6 AND 17, INCLUSIVE, SHALL THEREAFTER BE OCCUPIED PURSUANT TO A SUMMER RENTAL LICENSE UNTIL THE THIRD DAY FOLLOWING THE LAST DAY OF THE ACADEMIC YEAR FOR THE LAKE COMO ELEMENTARY SCHOOL AS DETERMINED BY THE SUPERINTENDENT OF THE LAKE COMO SCHOOL DISTRICT.

The Monmouth County Board of Health

Robert Peters
President

3435 HIGHWAY 9
P.O. BOX 1255
FREEHOLD, NEW JERSEY 07728-1255
TELEPHONE (908) 431-7456

Lester W. Jargowsky, M.P.H.
Public Health Coordinator
and
Health Officer

To: Municipal Administrator
From: William Simmons, Environmental Health Coordinator, Monmouth County Health Department
Date: 12/22/03
Re: 48 Hour Rapid Gross Alpha Test (Radiological) for private wells under the Private Well Testing Act (PWTA)

Please forward this memo to the municipal department that is responsible for realty transfer applications.

Under the rules of the PWTA, realty sales contracts signed in Monmouth County on or after March 16, 2004 for properties with private wells will be required to have the water analyzed for radiological activity using the 48 Hour Rapid Gross Alpha Test. This will be in addition to the parameters already required by the PWTA.

Residents are advised that ongoing work being conducted by the United States Geological Survey, in counties in New Jersey that were mandated to have the 48 Hour Rapid Gross Alpha Test performed in 2003, is indicating that highly acidic wells in the surficial aquifer of the Coastal Plain often exceed the Maximum Contaminant Level (MCL) for gross alpha.

Monmouth County is located entirely within the Coastal Plain. A pH below 7.0 is considered acidic. Recent findings by the USGS indicate that highly acidic wells with a pH less than or equal to 5.0 have a one in two chance of exceeding the MCL for gross alpha.

The Monmouth County Health Department is requesting that you begin providing this fact sheet now when an application is made for a realty transfer of a property with a private well.

Although applicants will not be required to perform the 48 Hour Rapid Gross Alpha Test until March 16, 2004, we want to provide applicants with this information now in the event they wish to voluntarily have this test performed for contracts signed before March 16, 2004.

Thank you for your time. Further information on radiological testing can be found at the NJDEP webpage for the PWTA (www.state.nj.us/dep/pwta/pwta_faq.pdf), questions 31 through 36. Note that all sampling must be performed by a certified sampler from the contracted laboratory. A water sample taken by the homeowner is not valid for the purposes of the PWTA. There are only a few laboratories that are certified to conduct gross alpha testing; however, many laboratories certified for sampling and/or analysis for other PWTA parameters can also arrange to have a certified laboratory conduct the 48 Hour Rapid Gross Alpha Test.



ROSMAN H. CASH
Chief of Police

Dispatch: (732) 681-30
(732) 681-30
Fax: (732) 681-49

As the garbage is picked up Monday mornings (Tuesdays after holidays), I suggest you may want to make some arrangement to make sure trash containers and recyclables (picked up on alternating Thursday mornings) are brought to the curb and removed according to the municipal ordinances.

A calendar containing trash and recyclable schedules and other useful information is available at town hall or from the police department.

As always, we will continue to exercise zero tolerance of underage drinking.

The S.B.P.D. always has had an open door policy. I invite you to come in and discuss your concerns, ask questions or share your suggestions with me or the other members of the S.B.P.D.

With your help, the S.B.P.D. is prepared to do everything in its power to make this summer a good, safe and peaceful experience for everyone.

Sincerely,

A handwritten signature in cursive script that reads "Rosman H. Cash".

Rosman H. Cash
Chief of Police



ROSMAN H. CASH
Chief of Police

Dispatch: (732) 681-308
(732) 681-308
Fax: (732) 681-4921

To South Belmar Property Owner,

The South Belmar Police Department is seeking your help in ensuring this summer is an enjoyable, peaceful and safe one for the residents who are your neighbors as well as your tenants.

The S.B.P.D. intends to exercise a zero tolerance policy this year for violations of noise, littering, exceeding the allowable occupancy, parking illegally and over other people's driveways, carrying open containers of alcoholic beverages, public drunkenness and other municipal ordinances that protect residents and the quality of life in South Belmar.

In the spirit of cooperation, I am asking you to reinforce this message with your summer tenants and help them understand their responsibilities and yours in maintaining the property. Most of all, I am asking you to encourage them to treat their neighbors with respect.

Due to an increase in police activity last year, our officers made more arrests for underage drinking, public drunkenness and other disorderly persons' and municipal ordinance violations. We believe that in getting an early start this year by informing your tenants of our intension to vigorously enforce those ordinances, we can head off some of the potential problems early.

We have added a code enforcement officer who actively has been enforcing the housing code and will continue to do so this summer. He will be checking certificates of occupancy as well as enforcing ordinances and housing codes pertaining to overcrowding and maintaining property in a safe condition. He also will enforce the municipal ordinances that pertain to trash and recyclables disposal.