



Borough of Lake Como

formerly South Belmar
Incorporated 1924
Monmouth County

Michael B. Ryan
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

PLANNING BOARD APPLICATION

For Municipal Use Only

Application No. _____
Received by Clerk: _____
Fees Collected: _____
Hearing Date: _____
Resolution Adopted by Board: _____
() Granted () Denied

=====

If something is not applicable to application being submitted, please specify with N/A.

1. Applicant(s) Name & Address _____

 Telephone No. _____
2. If the applicant is being represented by an attorney, please state name, address, and telephone no. _____

3. Applicant is:
 Corporation _____
 Partnership _____
 Individual _____
 Other _____

NOTE: If applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

4. The relationship of applicant to the property in question is: _____ Owner _____ Lessee

5. If applicant is not Owner, please state name and address and telephone number of Owner:

6. Application is a request for the following:

- Preliminary Site Plan
- Final Site Plan
- Joint Preliminary and Final Site Plan
- Minor Subdivision (3 or less lots)
- Preliminary Subdivision
- Final Subdivision
- Joint Preliminary and Final Subdivision
- Variance requests - please specify _____
including Bulk or Use Variances _____
- _____
- Informal Hearing

7. Give brief description of application: _____

8. Street Address of Property: _____
Block: _____ Lot(s): _____ ****Must be Current Blk/Lot**

9. Use of Property: Existing _____
Zone _____ Proposed _____

Lot Area: _____ Building Area: _____

10. Map Information: Map Dated _____
Prepared by _____
Map Entitled _____

11. Additional comments by applicant which may be relevant to hearing: _____

I certify that the statements and information contained in this application are true.

Date

Applicant/Agent

I authorize the applicant to submit this application and process for approval.

Borough of Lake Como
1740 Main Street
P.O. Box 569
Lake Como, NJ 07719
(732) 681-3232

GENERAL INFORMATION:

Meeting Dates: As published pursuant to NJSA 40:55D-9 et and additional meetings scheduled as required.

Time/Place: 7:00 pm
Lake Como Borough Hall in the Meeting Room
1740 Main Street, Lake Como, NJ 07719

Chairman: Joseph Cavaluzzi
Attorney: Adam Schneider, Esq.

PROCEDURES CHECKLIST: Submit following with each application:

1. One (1) original and three (3) copies of application form. Fill out application in its entirety. Answer all questions pertaining to your application. Update all tax information from Tax Collector/Assessor's office.
2. Appropriate fee-check made payable to the Borough of Lake Como in accordance with fee schedule.
3. Include Fifteen (15) full size prints of site plan and/or subdivision map and/or survey and/or photographs as required. Survey should be signed, certified and dated within last ten (10) years. **** Please fold plans, do not roll**.**
Major Subdivision (_____) _____
Minor Subdivision (3 or less lots) _____
Preliminary Subdivision _____
Final Subdivision _____
Site Plan- Preliminary _____
Site Plan- Final _____
Hardship variance(s)- single family _____
Informal _____
All Other _____

Note: When an application includes request for more than one action, the total accumulated for each action shall be collected. No application will be scheduled for hearing unless it is considered complete at least 21 days prior to the meeting date .

Note: When application represents requests for both preliminary and final approval simultaneously, both fees shall be collected.

4. Notice and proofs of service.
5. Proof of application to Monmouth County Planning Board.
6. All maps will be submitted to the Planning Board engineer for his review and a written report will be provided by him. The Planning Board engineer will advise in his report whether or not the map complies with requirements under the Development Ordinance. Applicants shall be responsible to pay all Review Fees.
7. Board Secretary will acknowledge receipt of the application, assign the appropriate application number and will notify the applicant in writing when a hearing has been scheduled.
8. All formal applications before the Planning Board require publication in the newspaper and notice to property owners. The following is a list of procedures for the same:
 - A. Applicant must serve official notice of hearing date to all property owners within 200 feet of subject property, (this must be done at least ten (10) days prior to hearing date). Complete a Request for 200 Foot Certified List no later than 30 days prior to scheduled hearing which will be forwarded to the Tax Assessor who prepares the list.
 - B. Applicant must also publish notice of hearing in a local paper (Coast Star (732) 223-0076, Ext. 8 for legal notices or The Asbury Park Press (732)643-3747).

SAMPLE FORM – NOTICE OF HEARING TO PROPERTY OWNER & NEWSPAPER PUBLICATION

Please take notice that the undersigned has requested _____ approval from the Planning Board of the Borough of Lake Como for property located at Street Address _____ Blk ____ Lot ____ for the purpose of (provide detailed information on proposed application) _____

A public hearing has been ordered for (Date) _____, 200__, at 7:00pm prevailing time in the meeting room located in Lake Como Borough Hall at 1740 Main Street, Lake Como, NJ 07719, at which time you may appear either in person, or by agent, or attorney, and present any objection which you may have to the granting of this application. A copy of said application and documents is on file at Borough Hall and may be inspected during regular business hours in the Borough Hall by all interested parties prior to said meeting.

Signature

SAMPLE FORM–AFFIDAVIT OF SERVICE

**** Notices must be served personally or sent by certified or registered mail ****

Name _____, of full age, being duly sworn according to law, deposes and says, that he/she resides at (give complete address) _____

_____ and that he/she is the (circle one) Applicant, Agent, Contract Purchaser, Attorney, Other proceeding before the Planning Board of the Borough of Lake Como relating to premises at (property of application) _____

_____ and that he/she gave notice of this proceeding to each and all of the owners of property within 200 feet of the property to be affected by said application in the manner provided by law. A true copy of the notice with names and addresses of those notified and dated, and manner of service are attached to this Affidavit.

Sworn and subscribed before me this _____ day of _____, 200__, in the County of Monmouth, State of New Jersey.

Notary Signature

Applicant Signature



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Michael B. Ryan
Mayor

Louise A. Mekk
Borough Clerk/Administra

To: _____
Owner of Premises: _____
Please take Notice: _____

That the undersigned has appealed to the Planning Board of the Borough of Lake Como for a _____ from the terms of Articles and Sections of the Development Ordinance as the permit _____ on the premises _____ which is within 200 feet of property owned by you. This appeal is now Number _____ on the Clerk's Calender and a publish hearing has been ordered for _____, 20____ at 7:00pm in the meeting room located in the Lake Como Municipal Building at 1740 Main Street, at which time you may appear in person, or by agent, or attorney, and present any objection you may have to the granting of this appeal.

This notice is sent to you by the applicant, by order of the Planning Board.

Respectfully,

Applicant