

Revised 2/13/2020

EAGLESWOOD TOWNSHIP LAND USE BOARD
146 Division Street, West Creek, NJ 08092

Dear Applicant:

Enclosed is a checklist and application package for the Eagleswood Township Land Use Board. You are required to complete all of the forms and return with all of the information requested together with the appropriate fees to the appropriate parties. You will receive a review letter from the Land Use Board Engineer regarding your application.

When your application has been deemed complete by the engineer, you will be scheduled for a public hearing.

If you have any questions, please contact me.

Thank you,
Destiny Reynolds, Secretary
Eagleswood Township Land Use Board

Hours: Monday thru Friday 8:30 AM to 04:00 PM
Phone 609-296-3040 ext. 14
dreynolds@eagleswoodtwpnj.us
www.eagleswoodtwpnj.us

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EAGLESWOOD TOWNSHIP LAND USE BOARD CHECKLIST

ALL APPLICATIONS FOR THE LAND USE BOARD ARE TO BE SUBMITTED TO THE LAND USE BOARD SECRETARY AT LEAST TWENTY EIGHT (28) CALENDAR DAYS PRIOR TO THE SCHEDULED MEETING OF THE LAND USE BOARD.

1. 15 COPIES OF APPLICATION (2 PAGES)
2. 15 COPIES OF SITE PLAN WITH THE CHECKLIST
3. 15 COPIES OF TAX MAP SHEET WITH BLOCK AND LOT HIGHLIGHTED
4. 15 COPIES OF PERMIT REFUSAL ZONING/CODE ENFORCEMENT OFFICER
5. 1 COPY OF CONSENT OF OWNER
6. 1 COPY OF AFFIDAVIT OF OWNERSHIP OR
1 COPY OF DISCLOSURE OF OWNERSHIP (partnership, corporation or joint venture)
7. 1 COPY OF AFFIDAVIT OF NON-COLLUSION
8. 1 COPY OF TAX CERTIFICATION
9. 1 COPY OF W-9 FORM

ADDITIONAL INFORMATION TO BE DISTRIBUTED BY THE APPLICANT:

1. **1 COPY OF THE APPLICATION & APPROPRIATE CHECKLIST TO THE TOWNSHIP ENGINEER:**
FRANK J. LITTLE, JR.
OWEN, LITTLE & ASSOCIATES, INC
443 ATLANTIC CITY BLVD.
BEACHWOOD, NJ 08722
2. **1 COPY OF THE APPLICATION TO THE LAND USE BOARD ATTORNEY:**
Brady & Kunz
P.O. BOX 4990
680 Hooper Ave, Bldg. C 2nd Floor
Toms River, NJ 08754
3. **9 COPIES OF THE ENVIRONMENTAL IMPACT STATEMENT OR WAIVER REQUEST LETTER (SEE SAMPLE) AND SURVEY, SITE PLAN OR SUBDIVISION MAPS TO THE LAND USE BOARD SECRETARY (REQUIRED FOR ALL USE VARIANCES, SITE PLAN & SUBDIVISION APPLICATIONS)**
4. **ELECTRONICALLY SUBMITTED TO THE BOARD SECRETARY:**
 - A. COPY OF APPLICATION (2 PAGES)
 - B. COPY OF SITE PLAN WITH THE CHECKLIST
 - C. COPY OF ARCHITECTURALS IF APPLICABLE
 - D. COPY OF TAX MAP SHEET WITH BLOCK AND LOT HIGHLIGHTED

EAGLESWOOD TOWNSHIP LAND USE BOARD APPLICATION

Name _____
Block _____ Lot _____

Application No.: _____
Date Received: _____
Application Fee: _____
Escrow Fee: _____
Education Fee: _____
Certified List Fee: _____

CHECK AS MANY AS APPLY

- _____
- Minor Subdivision
- Minor Site Plan
- General Development Plan
- Major Subdivision/Preliminary
- Major Subdivision / Final
- Major Site Plan / Preliminary
- Major Site Plan / Final
- _____

- Bulk Variance ()
- Use Variance ()
- Conditional Use
- Preliminary PURD
- Final PURD
- Extension of Time
- Appeal of Administrative Officer
- Interpretations
- _____

1. Applicant's Name _____ Phone _____

Address _____

Is Applicant a Corporation Partnership Individual

If applicant is a corporation or partnership, set forth the names and addresses of all stockholders or partners having a 10% interest or more.

Name _____ Name _____

Address _____ Address _____

Attach sheet if necessary

2. Owner's Name _____ Phone _____

Address _____

3. Attorney's Name _____ Phone _____

Firm and Address _____

Note: Corporations must be represented by a NJ attorney

4. Name(s) and address of person(s) preparing plans

Name _____ Profession _____

Address _____

Name _____ Profession _____

Address _____

EAGLESWOOD TOWNSHIP LAND USE BOARD APPLICATION

5. Location of Property: Tax Map Block _____ Lot Nos. _____

Total Tract Area _____

Street Address: _____

6. Number of Proposed Lots _____ Zone _____ No. of Dwelling Units _____

7. List any zoning variances. If none, state "None". If any are required, attach hereto as a separate rider the factual basis and justification for the relief sought.

8. (a) Deed Restrictions that Exist. (If no restrictions, state "NONE". If "YES" attach copy)

(b) Proposed Deed Restrictions:

9. Contemplated Form of Ownership

Fee Simple Condominium Cooperative Rental

10. Briefly describe any prior or currently pending proceedings before this Land Use Board or any other Federal, State, or Local Board or Agency involving the property which is the subject of this application. (attach sheet if necessary)

11. List any material accompanying this application, i.e. plans, drainage, calculations, etc. (attach sheet if necessary)

Applicants Signature

Date

EAGLESWOOD TOWNSHIP LAND USE BOARD APPLICATION

CONSENT OF OWNER

I, the undersigned being the owner of the lot or tract described in the foregoing application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency. (If owned by Corporation, attach copy of resolution authorizing application and officer signature)

Date _____

Signature

Print Name(s)

Sworn and subscribed to before me this

_____ Day of _____ 20 _____

AFFIDAVIT OF OWNERSHIP

In Connection with the development for:

Block _____ **Lot(s)** _____

Dated: _____

*If the applicant is a sole proprietorship, check here _____ and sign form.
No Further information is required.*

If the applicant is a corporation or partnership, complete the following showing all owners a 10% (or greater) interest:

Owners Name _____ **Address** _____

% of interest: _____

Owners Name _____ **Address** _____

% of interest: _____

Owners Name _____ **Address** _____

% of interest: _____

Owners Name _____ **Address** _____

% of interest: _____

NOTE: *If any owner holding a 10% (or greater) interest is its self a corporation or partnership, complete a disclosure form for that owner.*

Applicant's Signature

AFFIDAVIT OF NON-COLLUSION

State of New Jersey

County of Ocean

Name of Applicant: _____

Being duly sworn, according to law, upon _____ (My/Our) oath, Depose and Say:

- 1. I am / We are the applicant(s) in connection with the proposed site plan / subdivision of property known as

Block _____ Lot _____

Block _____ Lot _____

Block _____ Lot _____

Block _____ Lot _____

As shown on the Tax Map of the Township of Eagleswood

- 2. There has been no collusion between me/us and any member of the Eagleswood Township Land Use Board or any Officials of the Township of Eagleswood with respect to said application or said proposed subdivision.
- 3.

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature

Notary: _____

Notary of State of _____

Commission Expires: _____

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TAX CERTIFICATION

Date: _____

Eagleswood Township Land Use Board
146 Division Street
West Creek, NJ 08092

Block _____ Lot _____

Address: _____

Assessed Owner: _____

Taxes Paid to Date: _____ Taxes due as follows: _____

Respectfully yours,

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Land Use Board Meetings
held on the 2nd Tuesday of each month
at 7:00 pm.

Application are due 28 calendar days prior to the anticipated meeting date

PUBLICATION DEADLINE** (10 days prior to meeting date)

PUBLIC NOTICE BY CERTIFIED MAIL ** (10 days prior to meeting date)

200 FEET PROPERTY OWNER LIST (30 days prior to meeting)

Request in writing from the Tax Office. (sample letter enclosed in packet). **There is a \$10.00 fee.

**All notification receipts, publication certifications and copies must be submitted to the Board Secretary five (5) days prior to the meeting

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REQUEST FOR 200' PROPERTY OWNER LIST

Submit with a fee of \$10.00.

Date: _____

Eagleswood Township Tax Office
146 Division Street
West Creek, NJ 08092

Block _____ Lot _____

Address: _____

Assessed Owner: _____

To Whom It May Concern:

Please be advised that I am requesting a certified 200' property owner list for the above block and lot in Eagleswood Township for a Land Use Board application.

When the list is completed, please advise by: (Please check selection below)

_____ Please call me at _____ and the list will be picked up.

_____ Please send to _____.

(A stamped, self-addressed envelope is enclosed)

Thank you,

Applicant's Signature

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**PUBLIC NOTICE
EAGLESWOOD TOWNSHIP LAND USE BOARD,
OCEAN COUNTY, NEW JERSEY**

PLEASE TAKE NOTICE, that the undersigned, _____,
Applicant, has applied to the Land Use Board of the Township of Eagleswood for
_____ approval. The property in question is located on
Tax Block _____ and Lot _____, on the Official Tax Map of the Township of
Eagleswood. The Street Address is _____.

THE APPLICANT proposes the following: _____

THE APPLICANT seeks the following variances in conjunction with the application:

IN ADDITION TO THE VARIANCES SOUGHT ABOVE, there are or may be certain design waivers sought from the requirements of the Site Plan or Subdivision Ordinance and the applicant will seek such variances as the Board determines necessary in accordance with the law.

THE APPLICATION AND SUPPORTING DOCUMENTS are on file with the office of the Secretary of the Eagleswood Township Land Use Board, Eagleswood Township Municipal Building, 146 Division Street, West Creek, NJ 08092 and are available for inspection from 09:00 AM to 4:00 PM, Monday thru Friday, except legal holidays.

PUBLIC HEARING

A PUBLIC HEARING will be conducted by the Land Use Board on the above application at a meeting scheduled for (date) _____ at 07:00 PM or as soon thereafter as the matter is reached.

Any person interested in this application may be present and be heard, either in person or by agent or attorney, at the time and place aforesaid.

THIS NOTICE IS SUBMITTED in accordance with the requirements of the Municipal Land Use Law.

Applicant Signature **Date**

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EAGLESWOOD TOWNSHIP

LAND USE BOARD

Applicant:

When you have received a review letter from the Eagleswood Township Land Use Board Engineer, Frank J. Little, Jr. of Owen & Little Associates, Inc. deeming your application **COMPLETE** and you have been scheduled on the Land Use Board Agenda, you must submit to the Land Use Board Secretary, the following, at least 5 days prior to your scheduled hearing.

1. 1 Copy of the Letter sent to Property owners with a copy of the list of property owners within 200' radius
2. Certified Mail Receipts: from the post office, dated at least 10 days prior to hearing date
3. Proof of publication from one of the following newspapers, published at least 10 days prior to hearing date.
4. Land Use Board Official Newspapers are: The Beacon, The Asbury Park Press and the Atlantic City Press.
5. Copy of Affidavit of Proof of Service

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ADDITIONAL FEES THAT COULD ALSO APPLY IF APPLICABLE:

A PROVISION FOR OPEN SPACE & RECREATION:

Eagleswood Township Code: Chapter 285-56 and 285-57
Option to reserve specified area for open space and recreation or
post \$1,500.00 per lot or dwelling

DEVELOPMENT FEES TO FUND AFFORDABLE HOUSING-(COAH)

Eagleswood Township Code: Chapter 285-58 & 285-59, 285-60 through 285-67.
For the purpose of providing funding toward satisfaction of the Township's cumulative
fair share housing obligations as established by the
State Council on Affordable Housing (COAH)

SEWER CONNECTION

Eagleswood Township Code: Chapter 89
Security Fee - For Any work being done on property that fronts on a street
that contains a Sewer Line

ENVIRONMENTAL IMPACT STUDY (EIS)

Eagleswood Township Code: Chapter 285-50 through 285-55 and
Chapter 295-35 and 295-36
(Use Variances, Major Subdivisions and Site Plans)
\$250.00

For Additional Information please visit our Eagleswood Township Web Site at
www.eagleswoodtpnj.us