



Borough of Highlands  
Planning Board &  
Zoning Board of Adjustment  
171 Bay Avenue  
Highlands, NJ 07732  
Phone (732)872-1224 Ext. 208  
Fax (732)872-0670

## ***Instructions for Subdivision Application***

Applications for subdivision shall be made to the Secretary of the Planning/Board of Adjustment on the forms provided by the Borough. Each application should include the following documents.

1. Application form, 17 copies
2. Plat or Plan, 17 copies
3. Other Reports and Documents, 17 copies
4. Completed Checklist Form, 17 copies
5. Required fees and escrow's
6. Affidavit of Ownership
7. Affidavit of Disclosure, if applicable
8. Certification from Tax Collector
9. Present, Proposed Easements, 17 copies
10. Zoning officers determination which also includes flood zone determination - 17 sets  
Prior to submission you must obtain a determination from the Borough Zoning Officer of whether or not the subject property is located in a flood zone prior to submission of your application to the board. This determination must be included in your application package submitted to the board.

Note: Applicant has the option of submitting 7 large full sets of plans and 10 "half scale" sets.

**Minor Subdivision** - Any subdivision containing not more than (3) lots fronting on an existing street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning or other provisions of this chapter.

**Major Subdivision** - All subdivisions not classified as minor subdivision.



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## ***Application Process***

### **Step 1. Submission of Application**

May be preceded by a concept review and/or pre-application conference with Board at an informal work session.

### **Step 2. Determination of Jurisdiction**

Board of Adjustment handles all appeals from a decision of an Administrative Officer; requests for interpretations of the Zoning Map and Ordinance; "C" or Bulk Variances which are NOT PART of a subdivision, site plan or conditional use application and all "D" or Use Variances. Planning Board handles all subdivisions and Site Plans including those with Bulk Variances and Conditional Uses which meet all of the conditions (conditional use applications which do not meet the conditions require a Use Variance).

### **Step 3. Determination of Completeness**

The application must be submitted at least 10 days prior to the Regular Meeting. At the meeting the Board will determine if the application is complete and set the hearing date. The applicant must be notified within 45 days of the submission of the application as to the completeness. If incomplete, the applicant must have written notice of what items are lacking. If any submission requirement, the Board must act upon this request within 45 days.



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Step 4. **Review**

Once an application has been deemed complete the Board has the following time limits for action.

**Applications:**

Minor Subdivision	45 days
Major Subdivision	
Preliminary: 10 or less lots	45 days
more than 10 lots	95 days
Final:	45 days
Site Plan	
Preliminary: 10 acres or less and	
10 dwelling units or less	45 days
more than 10 acres or 10 dwelling units	95 days
Final:	45 days
Conditional Use	95 days
Variances, "C" or "D"	120 days
Appeals, Interpretations	120 days
Request for permit under	
C.40:55D-34 or 36	120 days

Running time begins when the application is deemed complete (or filed in the case of appeals and interpretations) ; extensions may only be granted by the applicant.



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When the application is submitted, it will be reviewed to insure that it is completed. You will be notified within 45 days, if a part of the necessary application is missing. Once the application is deemed complete, it will be scheduled for a Public Hearing. You will be notified of the date of the hearing. If your application requires notice to the adjoining property owners, you will be required to obtain a property owners list from the Borough Clerk and serve notice as required by the Municipal Land Use Law (C.40:55D).

The following types of applications require a notice of Public Hearing: Preliminary Subdivision, Preliminary Site Plan, Conditional Use, Variance. Minor Subdivisions and Final Subdivisions and Site Plans do not require notice to adjacent owners. The official newspapers are the Asbury Park Press (daily), The Two River Times (weekly).

The Planning Board generally meets the 2nd Thursday of the month; The Board of Adjustment meets the 1st Thursdays of the month in the Council Chambers of the Borough Hall. Meetings start at 7:30 p.m. and are open to the public.



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### SKETCH PLAT

The Sketch Plat shall be based on the Tax Map information or other similar accurate information based at a scale preferably not less than 100 feet to the inch to enable the entire tract to be shown on one sheet and shall show or include the following information:

- a. The location of that portion which is to be subdivided in relation to the entire tract.
- b. All existing structures and wooded areas within the portion to be subdivided and within 200 feet thereof.
- c. The name of the owners and of adjoining lots within 200 feet as disclosed by the most recent tax record information (Major subdivision, or minor if not waived by the Board).
- d. The Tax Map sheet, Block and Lot numbers.
- e. All streets or roads and streams within 200 feet of the subdivision.
- f. Sketch of proposed layout of Street, Lots and other features in relation to existing conditions.



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PART 6  
FEE SCHEDULE  
Article XXIII

21-107

The following Schedule of Fees is established for the various applications for development and other matters which are the subject of this Chapter. These fees shall be non-refundable and are for the purpose of offsetting Borough administrative, clerical and meeting costs. Applications requiring a combination of approvals, such as subdivision, site plan and/or variances, shall require a fee equal to the sum of the individual fees for each element of the application. Escrow deposits for professional consultants, such as legal, planning, engineering, and other professional fees, costs and expenses, shall also be required in accordance with section 21-108.

All fees and escrow deposits required in sections 21-107 and 21-108 shall be paid prior to the certification of complete application.

Schedule of Fees

A.	Variances	
1.	For proceedings governed by N.J.S.A. 40:55D70a	\$125.00
2.	For proceedings governed by N.J.S.A. 40:55D70b	\$125.00
3.	For proceedings governed by N.J.S.A. 40:55D70c	
	For residential	\$125.00
	For non-residential	\$250.00
4.	For proceedings governed by N.J.S.A. 40:55D70d	
	For residential	\$150.00
	For non-residential	\$500.00
5.	For proceedings governed by N.J.S.A. 40:55D34	\$ 75.00
6.	For proceedings governed by N.J.S.A. 40:55D36	
	For residential	\$ 75.00
	For non-residential	\$200.00



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In order to qualify for the lower fees established for residential applications, and application must be exclusively residential in character, and can only be for a single use on the lot or tract. Any application not complying with each of these conditions shall fall under the higher fee schedule.

B. Subdivisions

- |    |   |   |
|----|---|---|
| 1. | Simple lot line change or merger                | \$100.00  |
| 2. | Minor subdivision                               | \$400.00  |
| 3. | Major Subdivision                               |   |
| a. | Conceptual review                               | 10% of the preliminary fee<br>(to be applied to preliminary fee at<br>time of preliminary submission) |
| b. | Preliminary plat                                | \$500.00 plus \$50.00 per lot   |
| c. | Final   | 50% of preliminary fee  |
| 4. | Application for revised approval of subdivision | \$100.00  |

C. Site Plans

- |    |   |  |
|----|---|--|
| 1. | Minor   | \$250.00   |
| 2. | Major   |  |
| a. | Conceptual review                             | 10% of the preliminary fee<br>(to be applied to preliminary fee at<br>time of preliminary submission)  |
| b. | Preliminary approval                          | \$1000.00 plus \$50.00 per acre or<br>part thereof and \$20.00 per 1,000<br>square foot of building floor area or<br>part thereof; or \$20.00 per dwelling unit. |
| c. | Final Approval                                | 50% of preliminary fee   |
| 3. | Application for revised approval of site plan | \$100.00   |

D. Flood plain review

- |                 |          |
|-----------------|----------|
| Residential     | \$ 50.00 |
| Non-Residential | \$100.00 |

E. Conditional use applications \$250.00



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- F. Individual plot plan review \$300.00
  
- G. Zone changes. Applications or requests to consider a change in the zoning ordinance made either to the Planning Board or the Borough Council shall be subject to the payment of a fee of \$250.00 plus an escrow deposit in the amount of \$2,000.00 in accordance with the provisions of section 21-108 below.
  
- H. Zoning Permits
  - 1. Single or two family residential (new) \$ 50.00
  - 2. Other residential \$100.00/unit
  - 3. Residential renovations \$ 10.00
  - 4. Non-residential (new) \$100.00
  - 5. Non-residential renovations \$ 25.00
  
- I. Certificate of Continuing Occupancy \$ 50.00
  
- J. Smoke detector permit, per N.J.A.C. 5:18 \$ 35.00
  
- K. Fence Permit \$ 15.00
  
- L. Miscellaneous
  - 1. Copies of minutes At per page fee established by ordinance
  - 2. Copy of verbatim transcript At expense of requesting party
  - 3. Copy of decision No charge to applicant
  - 4. List of property owners within 200 feet \$10.00 or \$0.25 per name,  
whichever is greater
  - 5. Court reporter At expense of requesting party
  - 6. Certificate of Subdivision  
per N.J.S.A. 40:55D-56 \$ 10.00





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## 21-108. Escrow accounts and technical review fees

### A. Escrow Accounts

1. In addition to the above general non-refundable fees for each application filed, the applicant shall reimburse the Borough for all professional or technical review fees deemed necessary or desirable by the Board, and shall establish an escrow fund with the Borough Treasurer to pay such fees or charges. The escrow fund shall be utilized to reimburse the Borough for all costs which are reasonable and related to the review or such application.
2. As part of the application submission, the applicant shall be required to make a deposit to the escrow account in an amount provided for in B. below. If the amount posted is not sufficient to cover the Borough's professional charges associated with the application, the Board shall request additional funds.
3. After approval of an application and prior to the start of construction, the applicant shall be required to deposit with the Borough Clerk Engineering inspection escrow fees to provide for anticipated inspection and any additional professional review services in accordance with C. below.
4. Additional escrow funds, equal to 25% of the applicable escrow fee, will be required upon submission of a revised plan for review by Board Professionals.
5. Additional escrow funds shall be required when the balance of any escrow account reaches twenty percent (20%) of the initial deposit. The Borough shall notify the applicant who shall be requested to deposit up to thirty-five percent (35%) of the original escrow account. No further consideration, review, processing or inspection shall take place until the additional escrow has been paid.
6. For escrow deposits over \$5,000.00 the procedures under N.J.S.A. 40:55D-53.1 shall prevail.



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7. At the applicant's written request and at his cost, an account of the expenses or fees paid by him for professional services shall be provided. Borough professional shall submit vouchers for all services to be assessed against an escrow account, which vouchers shall state the hours spent, the hourly rate and the expenses incurred.
  8. Any unexpended monies remaining after the completion of the project and maintenance period shall be returned to the applicant.
- B. Escrow deposits for professional and technical review  
The initial deposit of escrow funds for technical and professional review of an application shall be in an amount equal to double the application fee, but not less than \$750.
- C. Escrow deposit for inspection  
Prior to the start of construction, the applicant shall post Engineering inspection fees determined in accordance with the provisions of N.J.S.A. 40:55D-53h and 53.4. Inspection fees shall be five percent (5%) of the cost of improvements, with a minimum of \$500.



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## ***Subdivision Application***

Minor Subdivision:  
Preliminary \_\_\_\_\_  
Final \_\_\_\_\_

Major Subdivision:  
Preliminary \_\_\_\_\_  
Final \_\_\_\_\_

### **For Official Use**

Application Fee Paid: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_ Case No: \_\_\_\_\_  
Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

Application is hereby made for the classification of a sketch of a proposed subdivision of land hereinafter more particularly described:

### **Applicant Information**

Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_

### **Owner Information (if other than applicant)**

Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_  
Interest of applicant if other than owner: \_\_\_\_\_  
\_\_\_\_\_

### **Subdivision Information**

Street \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_  
Number of existing lots: \_\_\_\_\_ Number of proposed lots: \_\_\_\_\_  
Area of entire tract: \_\_\_\_\_ and portion being subdivided: \_\_\_\_\_



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### Development Plans

Sell lot only:  Yes  No  
Construct houses for sale:  Yes  No  
Other: \_\_\_\_\_

**Attach a copy of any deed restrictions or restrictive covering**

### Information of Person Preparing Sketch Plat

Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_



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## Checklist Minor Subdivision

### 17-6 Plat Details

17-6.1 *Sketch Plat.* The sketch plat shall be based on tax map information or some other similarly accurate base at a scale not less than 100 feet into the inch to enable tract to be shown on one sheet and shall show or include the following information:

PROVIDED:

YES NO NA WAIVE COMMENT

a. *Key map.* A key map showing the entire subdivision and its relation to the entire tract and surrounding areas.

b. *Location of subdivision.* Location of that portion which is to be subdivided in relation to the entire tract.

c. *Tract name, block and lot numbers.* The tract name, tax map sheet, block and lot number, date, revision date, if applicable, reference meridian, graphic scale and the following names and addresses:

1. Name and address of record owner or owners.
2. Name and address of subdivider.
3. Name and address of person who prepared map.

d. *Acreage of tract.* Acreage of the entire tract and the area being subdivided to nearest tenth of an acre.

e. *Easement.* The location, width and purpose of any easement or land reserved or dedicated to public use of sites other than residential shall be noted.

f. *Lot lines.* All proposed lot lines to be eliminated by the proposed subdivision shall be clearly indicated.

g. *Existing structures and wooded areas.* All existing structures and wooded areas within the portion to be subdivided and within the portion to be subdivided and within 200 feet thereof for subdivision including four lots or more.

h. *Owners of adjoining property.* The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.

i. *Street, roads, etc.* All street, roads, drainage rights of bodies of water and streams within 200 feet of the subdivision.

	YES	NO	NA	WAIVE	COMMENT
a. <i>Key map.</i> A key map showing the entire subdivision and its relation to the entire tract and surrounding areas.					
b. <i>Location of subdivision.</i> Location of that portion which is to be subdivided in relation to the entire tract.					
c. <i>Tract name, block and lot numbers.</i> The tract name, tax map sheet, block and lot number, date, revision date, if applicable, reference meridian, graphic scale and the following names and addresses:					
1. Name and address of record owner or owners.					
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d. <i>Acreage of tract.</i> Acreage of the entire tract and the area being subdivided to nearest tenth of an acre.					
e. <i>Easement.</i> The location, width and purpose of any easement or land reserved or dedicated to public use of sites other than residential shall be noted.					
f. <i>Lot lines.</i> All proposed lot lines to be eliminated by the proposed subdivision shall be clearly indicated.					
g. <i>Existing structures and wooded areas.</i> All existing structures and wooded areas within the portion to be subdivided and within the portion to be subdivided and within 200 feet thereof for subdivision including four lots or more.					
h. <i>Owners of adjoining property.</i> The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.					
i. <i>Street, roads, etc.</i> All street, roads, drainage rights of bodies of water and streams within 200 feet of the subdivision.					



