



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 to Applicants

Applications for subdivision, site plan, conditional use, variances shall be made to the Secretary of the Planning Board/Board of Adjustment on the forms provided by the Borough. Each application should include the following documents:

1. Application forms, 17 copies
2. Plat or Plan, 17 copies
3. Other Reports and Documents, 17 copies
4. Completed Checklist Forms, 17 copies
5. Required fees and escrows
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

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



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Application Process

- Step 1. **SUBMISSION OF APPLICATION**
May be proceeded 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 No 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 will set a hearing date. The applicant must be notified within 45 days of submission as to the completeness. If incomplete, applicant must have written notice of what items are lacking. If the applicant includes a request for a waiver of any submission requirement, the Board must act upon this request within 45 days time limit.



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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 dwellings 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 by the Board 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 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 noticed 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) and The Two River Times (weekly).

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