



Borough of Highlands
Planning Board
1000 1st Ave
Highlands, NJ 07732
Phone (732)872-1224 Ext. 208
Fax (732)872-0670

Instructions to Applicants for Variance Applications After Denial by Zoning Officers

MUST FIRST MAKE APPLICATION TO ZONING OFFICER. IF DENIED, THEN PROCEED TO FILE THIS APPLICATION.

FEE SCHEDULE APPLICATION FOR:

N.J.S.A. 40:55D70a. Appeals from Decisions by Zoning Office	\$125.00
N.J.S.A. 40:55D70b. Interpretation of Zoning Map/Ordinance	\$125.00
N.J.S.A. 40:55D70c. (BULK VARIANCE) For residential	\$125.00
For non-residential	\$250.00
N.J.S.A. 40:55D70d. (USE VARIANCE) For residential	\$150.00
For non-residential	\$500.00
Use variance, including height and density	
N.J.S.A. 40:55D34	\$ 75.00
N.J.S.A. 40:55D36 For residential	\$ 75.00
For non-residential	\$200.00

ESCROW FEE IS REQUIRED WITH ALL APPLICATIONS.

Initial amount shall be in an amount equal to double the application fee, but not less than \$750.00.

The application must be completely filled out and filed with the Board Secretary at least **10 days prior** to the regular monthly meeting. At that meeting, the application will be deemed complete/incomplete, and a hearing date will be set.



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FILING OF THE APPLICATION

1. Each application must include the following:
 - a. Application forms, fully completed & signed -- 17 copies.
 - b. Zoning Officer's denial letter -- 17 copies.
 - c. Survey -- 17 copies of a certified survey of the property. If a present building exists, the survey shall be a certified "location survey" and shall clearly indicate such buildings thereon with all front, side and rear yard dimensions, together with setback dimensions required by ordinance.
 - d. Plot Plan -- 17 copies (if new building). Clearly indicate all new and existing buildings and front, side and rear yard dimensions, with a comparison to the zoning ordinance requirements.
 - e. Any other supporting reports and documents, if applicable -- 17 copies.
 - f. Required fees and escrows.
 - g. Affidavit of Disclosure, if applicable -- 17 copies.
 - h. Certification from Tax Collector.
 - i. Present and proposed easements.
 - k. Applicants doing renovations, alterations or new construction must provide drawings to scale.**

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

2. After the application is deemed complete, and a hearing date has been set by the Board, you must serve notice.

NOTICE REQUIREMENTS

3. A sample Notice of Hearing is attached. The following information **MUST** be in your notice:
 - a. Date, time and place of hearing.
 - b. Nature of matters to be considered.
 - c. Identification of property proposed for development by street address, tax block and lot number, as shown on current tax duplicate.
 - d. Zone classification.
 - e. Where and when maps, blueprints, specifications and other documents for which approval is sought are available for public inspection. Documents must be filed with the Board Secretary at least 10 days prior to hearing.



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4. At least 10 days prior to hearing date, notice of the hearing must be:
 - a. Published in the Asbury Park Press, or the Two River Times.
 - b. Served by personal service or certified mail on:
 - (1) All property owners within 200 feet (including those in any adjoining municipality, within 200 feet).*
 - (2) The Clerk of the adjoining municipality, if property is located within 200 feet.
 - (3) The County Planning Board, if property is adjacent to existing or proposed county road or adjoins other county lands or is located within 200 feet of an adjoining municipal boundary.
 - (4) The Commissioner of Transportation, if the property is adjacent to a state highway.
 - (5) Other persons and entities on the property list prepared by the Clerk.

YOU MAY REQUEST A LIST OF PROPERTIES WITHIN 200 FT. BY DELIVERING A LETTER TO THE BOROUGH CLERK. INCLUDE THE BLOCK AND LOT NUMBER OF THE PROPERTY. THE COST OF THIS CERTIFICATION IS \$10.00, MADE PAYABLE TO THE BOROUGH OF HIGHLANDS. REQUEST YOUR CERTIFICATION ENOUGH TIME IN ADVANCE SO THAT YOU CAN MEET THE NOTICE TIME REQUIREMENTS ABOVE. A PROPERTY OWNER LIST FOR AN ADJOINING MUNICIPALITY MUST BE OBTAINED FROM THAT TOWN'S CLERK.

5. After you have notified all parties listed on the Clerk's Certification, complete the Affidavit of Proof of Service, which has to be witnessed by a Notary Public. The following items must be submitted to the Board Secretary at least 2 business days prior to the meeting:
 - (1) Affidavit of Publication of Notice of meeting as published in newspaper.
 - (2) Affidavit of Proof of Service to adjoining property owners and others where required, if not served personally. If served personally, a notarized Affidavit of Service.
 - (3) A copy of the notice you served on all property owners and others.



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- (4) Dated white receipts of proof of certified mailing to property owners and others, where required. The white receipts shall be submitted to the Board in the order in which the property owners' names appear on the certified list provided by the Borough Clerk. This may be done by either attaching, in order, the white receipts to the names and addresses which appear on that page of the Clerk's list; or by providing a complete package of all white receipts of proof of certified mailing in the order in which the property owners' names appear on the Clerk's certified list.
- (5) Clerk's list of property owners within 200 feet.

BOTH NOTICE TO PROPERTY OWNERS AND THE NOTICE IN THE NEWSPAPER MUST BE LEGALLY CORRECT AND PUBLISHED AT LEAST 10 DAYS BEFORE THE HEARING IN ORDER FOR THE HEARING TO OCCUR.

After the Board hears the case, and adopts a Resolution, notice of the decision of the Board must be advertised in the Asbury Park Press or the Courier not more than 10 days after decision. Unless you advise the Board to the contrary, the Board will publish the decision at your expense.



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For Official Use

Case No: _____ Fee Paid: _____ Date Filed: _____

1. (I/We) _____, the applicant(s), whose Post Office address is _____ and whose phone number is _____ (am/are) the (owner/contract purchaser) of property located at _____ and designated as Block _____, Lot(s) _____ on the Tax Map of the Borough of Highlands.
2. The property is in the _____ zone. It has a street frontage of _____ feet, and an area of _____ square feet.
3. The proposed percentage of lot coverage by both the existing structure and proposed additions will be _____.
4. The following structures, buildings or uses are located on the property: _____
_____.
5. Application is hereby made for a variance to: _____

_____.
6. The reasons for this request and the grounds urged for the relief are as follows:

_____.
7. The section of the Borough Zoning Ordinance upon which this application is based is Section _____.
8. Property taxes have been paid through _____.
The sewer bills have been paid through _____.



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9. Has the property been separated from a larger tract of land? (Yes / No).
If so, when? _____ . Has the Planning Board approved a
subdivision? (Yes / No). When? _____. Attach copies of any approved
map or approval resolution.
10. Has there been any previous appeal involving these premises? (Yes / No).
Date of Filing: _____
Character of Appeal: _____
Disposition and Date: _____
Attach copy of decision. _____
11. By filing a second application, does applicant and owner, if other than applicant, waive
any and all rights gained in the first application? Yes _____ No _____.
12. Are there any outstanding building code or zoning violations or other violations of law on
the property in question or on any other property in the Borough of Highlands in which the
applicant has any interest, directly or indirectly? _____
If yes, list all such violations on a separate sheet and attach.
13. Is the applicant a corporation or a partnership? Yes _____ No _____
(If so, you must be represented by an attorney.
If yes, please complete a Disclosure Statement, and attach the same to the application.