

Checklist and Development Permit Filing Instructions

- ___ Fee \$100 (Effective 3/18/11) Including but not limited to: Air conditioning, fences, sheds under 100 square feet , residential interior renovation that do not increase living space, commercial use and occupancy where use remains the same
 - ___ Fee \$300 (Effective 3/18/11) Including but not limited to: Driveways expansions (includes curb cut), signs, generators, sheds over 100 square feet, pools, pool cabanas, free-standing garages, decks, patios, basements, interior commercial renovations, commercial use and occupancy where a new use is proposed, solar panels, sign applications, demolition permits
 - ___ Fee \$200 plus \$500 escrow (Effective 3/18/11) including but not limited to: Additions, demolition of existing structure and new construction, residential expansion of living space
 - ___ Grading Plan (Effective 9/20/04) **A grading plan is required for all disturbed ground area over 200 square feet.** A grading plan is also known as a **topographic survey** and must be based on 1988 National Geodetic Vertical Datum. Existing grading must be provided as to the area of impact and proposed grading in the areas of disturbance. Finished floor elevations for the existing and proposed structures and proposed finished grade at the exterior corners of proposed additions must be provided. House and driveway locations of properties on either side of the property in questions must be provided. A silt fence must be shown on the plan around the lower side of the disturbed area. A construction staging area (where proposed dumpster, storage container and/or portable toilet will be stored) must be shown on the plan. Dumpsters cannot be placed in the road
 - ___ Grading Fee \$300 (Effective 4/1/06 - \$150 fee and \$150 engineering escrow) If you are required to provide a grading plan, please carefully follow instructions. If a third grading review is required due to revisions, it will result in an additional \$75 fee
 - ___ **Residential Site Plan must contain a staging area/stockpile for construction materials; construction access location and tracking pad detail; silt fence must be provided around the lower side of the disturbance; soil stabilization notes for disturbed areas in accordance with SCS standards; location and discharge direction of roof leaders. FOR ALL APPLICATIONS EXCEPT AC, SHED AND DRIVEWAYS.**
 - ___ Certified survey (Must be to scale and show the proposal in detail including distances to all property lines, current and proposed). Lot size must be provided. **MUST BE RECEIVED FOR ALL APPLICATIONS.**
 - ___ Application for Development Permit and Authorization (Must contain specific narrative of all work proposed, including dimensions and height, dated and signed by the property owner(s). A sample description would be “to construct a 20 by 40 foot two story addition consisting of a family room with master bath and bedroom above and a 4 by 5 foot extension to the front porch
 - ___ Four sets of sign and sealed plans containing elevations all sides and structure dimensions. If you know a variance application is necessary, you may submit two set of plans. **A breakdown of existing and proposed lot coverage (all structures) and existing and proposed impervious surface (including but not limited to structures, patios, driveways, walkways, pavers, etc.) MUST be provided**
 - ___ **Plans must contain the percentage of additional living space proposed. Calculation must be signed and sealed by your Architect. Please note: Perimeter measurement times the height is used to calculate the percentage**
 - ___ New constructed dwellings require initial COAH payment prior to construction permits being issued.
 - ___ If your property abuts a body of water, outside permits may be required from the Department of Environmental Protection. Forms for your use in making that determination are available. It is suggested that you file for “Presence or Absence Determination” (#10, page 1). No Development Permit can be issued until a determination has been made and satisfied.
 - ___ **Elevation Certificate** -The Federal Emergency Management Agency requires an Elevation Certificate completed and signed by a Surveyor, Engineer or Architect, **is required** to be submitted for all applications where the subject property is located in a Flood Zone.
- *Provisions and requirements of the above checklist may be waived by the Borough Engineer/Zoning Code Official upon a finding of de minimus impact. A short summary supporting such a finding shall be provided from the Engineer/Zoning Official and made part of the application.

Note: All checks are made payable to the “Borough of Little Silver”. All FEES are non-refundable.

Office Hours: Monday through Friday 8 A.M. to 4 P.M.
There is a DROPBOX in the front vestibule for your convenience; all applications, etc. may be left there.

ENGINEERING GRADING REVIEW SHEET

Provide orange construction fencing on both sides of the proposal construction entrance to temporarily close the sidewalk during construction.

Please provide location for construction access and tracking pad detail.

Provide silt fence on low side of disturbance.

Show staging area for construction materials.

Please provide first floor elevations for existing and proposed portions of the dwelling.

Provide location of air conditioning units.

Please provide proposed exterior grades at corners of additions.

Provide setback dimensions to proposed addition.

Provide location and discharge direction of roof leaders.

Provide soil stabilization notes for disturbed areas. "All lawn areas shall be restored with topsoil, seed and fertilization in accordance with Freehold Soil Conservation District Standards."

Provide water meter location.

Provide pavement repair details for new utility lateral connections to main located in street.

Provide invert information for sanitary sewer connections at dwelling and main show cleanout location.

Provide details for depressed curbing and driveway apron.

All concrete in Borough ROW must 4,500 psi in strength.

Will cabana be connected to the water sewer and electric utilities? If so, please show lateral locations.

The proposed grading will direct runoff from the proposed improvement to an adjoining lot.

Sump pump being installed? If yes, provide discharge location (Borough Engineer approval is required).
NOTE: Sump pumps are not permitted to discharge directly into the street or through the curb.

Drywells being installed? If yes, show drywell location on plan (Borough Engineer approval is required).

Provide soil log and permeability information for infiltration trench, drywell and percolation trench.

Site plan must identify existing tree line on property. All trees being removed must specifically be shown with tree diameters over 12" indicated.

Provide street trees at 40-foot intervals on center along frontage to be located seven (7) feet out of the Borough right of way.

Provide copy of survey referred to on grading/site plan

Please provide copy of topography with title block of a Professional Land surveyor licensed to practice in NJ.

Utility locations

Provide pre and post development drainage calculations to show the proposed improvements will not increase runoff to adjoining properties for the 2, 25 & 100-year storm events.

APPLICATION FOR DEVELOPMENT PERMIT

DPA#

1. Name of Applicant(s):		2. Telephone:	
		E-mail:	
3. Mailing Address:			Zip:
4. Agent for Service and Notice if other than Applicant:		5. Telephone:	
		E-mail:	
6. Agents Mailing Address:			Zip:

DEVELOPMENT

7. Location – Street Address:			
8A. Lot(s) and Block(s) number(s):		8B. Zone:	8C. Current Use:
9. Owner's Name and Address (If different from Applicant)			
Telephone:		E-mail:	
10. Describe Proposed Development. Please include size, height etc. (Attach Plans, Maps, Statements, Elevation Certificate if in flood zone and other information to describe development.)			
11. Development Name (If any):			
12. Check (✓) If Proposed	A. New Building <input type="checkbox"/> Construction	B. Interior <input type="checkbox"/> Renovations	C. Exterior <input type="checkbox"/> Renovations
D. Subdivision <input type="checkbox"/>	E. Site Improvements or Revisions <input type="checkbox"/>	F. Sign <input type="checkbox"/>	G. Fence <input type="checkbox"/>
H. Removal or <input type="checkbox"/> Demolition	I. Change in <input type="checkbox"/> Occupancy	J. Addition <input type="checkbox"/>	K. Other <input type="checkbox"/> Attach Descriptions
L. Pod			
Signature of Applicant or Agent:			Date:
Type or Print Name of Applicant or Agent:			

ZONING OFFICER REVIEW

13. Action Required	A. Planning Board <input type="checkbox"/>	B. Board of Adjustment <input type="checkbox"/>	C. Board Action <input type="checkbox"/> Not Required
14. Applications Required:		F. Appeals	<input type="checkbox"/>
A. Minor Subdivision <input type="checkbox"/>		G. Interpretations	<input type="checkbox"/>
B. Major Subdivision <input type="checkbox"/>		H. Bulk Variance (s)	<input type="checkbox"/>
C. Site Plan <input type="checkbox"/>		I. Use Variance	<input type="checkbox"/>
D. Conditional Use Permit <input type="checkbox"/>		J. Direction for Building Permit Insurance	<input type="checkbox"/>
E. Sign <input type="checkbox"/>			
Note: Planning Board may not grant more than one area variance.			
15. Notice of Public Hearing required <input type="checkbox"/>		Fee is \$	16. Fee Paid <input type="checkbox"/>
17. Other required approvals (or comments).			

Authorization is hereby given to the Borough of Little Silver, its agents, employees and representatives to inspect all or any part of the above property, whether interior or exterior, at any reasonable hour of the day, with respect to any matters relating to the Application for Development, within the judgment of the Borough or such representatives related thereto. This Authorization shall permit representatives to take photographs and to make sketches and notes with respect to the subject property.

CHECK WHICHEVER IS APPLICABLE

____ I/We am/are the Owner(s) of record of the above referenced property and concur with the Application for Development submitted to the Borough of Little Silver.

____ I/We certify that I/we have the permission of the owner(s) of the above referenced property to make this application for development and present these plans to the Borough of Little Silver.

_____, of full age, being duly sworn, according to law, upon my oath, depose and say that I am authorized to make this application and that all of the statements and information contained in the application, plans, attachments and other documents submitted herewith are true.

Applicant's Signature

Sworn and Subscribed to before
me this day of , 20 .

Notary Public

Borough of Little Silver

Settled 1667

Incorporated 1923



Dear Applicant:

The Federal Emergency Management Agency requires an Elevation Certificate, completed and signed by a Surveyor, Engineer or Architect, is required to be submitted for all applications where the subject property is in a flood zone.

Failure to submit the Elevation Certificate will constitute an incomplete application. No application will be processed until it is deemed complete.

Additional information which is available on FEMA's website and to determine whether the subject property is located in any flood Zone, Flood Maps are available for review on FEMA's website as follows:

<https://msc.fema.gov/portal/search>

<http://www.region2coastal.com/view-flood-maps-data/what-is-my-bfe-address-lookup/>

Borough of Little Silver

Settled 1667

Incorporated 1923



September 18, 2009
Revised December 5, 2013
Last Revised April, 2015

Dear Applicant:

As required by the State of New Jersey, the Borough of Little Silver must collect mandatory affordable housing fees for deposit to a trust fund dedicated to affordable housing projects and programs.

If a COAH fee is required, an Initial Construction Estimate must be paid prior to the issuance of a building permit and the remainder of the fee must be paid prior to the issuance of a Certificate of Occupancy.

Please fill in the #1 and # 2 portions of the attached Council On Affordable Housing form, sign and date it and return it to the Assessor with your check made payable to the Borough of Little Silver.

Zoning approvals cannot be released without evidence of payment.

For questions and/or information on whether you will be required to pay a COAH fee in relation to your development, please contact the Tax Assessor at 732-842-7039.

CoahInformation

New constructed dwellings require initial COAH payment prior to construction permits being issued.

COUNCIL ON AFFORDABLE HOUSING

Development fees, in accordance with the Directive of the NJ Council on Affordable Housing (COAH)

The Ordinance calls for a fee of .25 percent (.0025%) of the equalized assessed value to be determined. The fee is set by Ordinance. The Assessor has established the assessed value. The Director of the Division of Taxation established the equalization for each municipality in the State. The results of that process is as follows:

#1 Owner Name: _____ Telephone: _____

Owner Address: _____

Subject Property Address: _____

Block: _____ Lot: _____

Signature of Owner or Agent Date

#2 Initial Estimate: _____ Initial Fee _____
 Initial Construction Estimate * .00125%**

Signature of Fee Collector Date

#3 Assessment _____

Signature of Assessor Date

#4 For Collection Purposes

Assessment X Equalization Ratio = Equalized Assessment

Equalized Assessment X COAH Fee Rate = Total COAH Fee

Total COAH Fee - Initial Fee Paid = Amount Due

Signature of Fee Collector Date

*To expedite the initial portion of this process, the "Initial Construction Fee" will simply be the square footage of the new construction multiplied by \$100 per square foot. The actual value will be established prior to the issuance of a CO and the fee paid against this Initial will be credited against the total fee due. This Initial Construction Estimate simply addresses the requirement of an "initial" payment and is not to be taken as reflective of the specific portion of the eventual "Total COAH Fee" due. **The Initial fee of (.00125%) is one half the Total COAH Fee of .0025%.