

# Borough of Little Silver

Settled 1667

Incorporated 1923



**To: All Applicants Filing a Variance Application**

**From: Colleen Mayer, Planning Board Secretary**

**Dear Applicant:**

**When filing a variance application, please be very careful to follow the instructions contained within the package and submit everything the Checklist requires.**

**The Planning Board requires that a key map similar to the sample in the package be provided. The key map is most useful to the Board at the time of your hearing and must show adjacent properties as well as those properties surrounding yours, in particular, any neighbor who will see or be affected by your proposal, together with approximate distances to same. These are important issues during your hearing and you must be able to provide the Board with this information.**

***The Planning Board Attorney requests that all documents pertaining to service be provided to this Office on the Thursday (7 days before) prior to your hearing for his review. Service is a very important part of your application. Please follow the instructions contained in the package as well as the Checklist for Affidavit of Service.***

**The Board requires a landscape plan; it is not required that it be prepared by a Landscape Architect however. The Board is looking for species, size, spacing and location of plantings.**

**Lastly, your application will NOT be deemed complete and will NOT be scheduled for hearing until all required documentation (from checklist) has been properly provided.**

VarianceApplicationPackage

BOROUGH OF LITTLE SILVER  
480 PROSPECT AVENUE  
LITTLE SILVER, NEW JERSEY 07739  
(732) 842-2400

## CHECKLIST

- \_\_\_ Appropriate Fee
- \_\_\_ Applications: Original of Application for Development Permit **and** Application for Variance.
- \_\_\_ **Submit three copies of Notice of Appeal ONLY if you are appealing the Zoning Officer's Decision.**
- \_\_\_ Certificate of Concurrence (**Not applicable to property owner, only contract purchaser**). **Submit one copy.**
- \_\_\_ Tax and Assessment Payment Report (All taxes must be paid prior to the release of any approval). **Submit one copy.**
- \_\_\_ Consent for Site Review. **Submit one copy.**
- \_\_\_ 15 copies (**folded and in collated sets with the applicant's name clearly visible on all copies**) **ALL MUST be full size, signed, and sealed. Plans must be the same as reviewed by Zoning Official which generated refusal letter and include the following:**
  - \_\_\_ All existing and proposed building and structures on the applicant's lot showing all front, side and rear yard set backs. This includes such structures as fencing, corrals, pool enclosures, dog runs, etc. (**Survey**)
  - \_\_\_ Distances to all existing buildings and structures on surrounding properties within a 200 foot radius of the applicant's property. (**Key Map as shown in Sample in package**)
  - \_\_\_ Size and type of proposed and existing landscape materials.
  - \_\_\_ Photographs which show existing perspectives.
  - \_\_\_ Elevations with specific dimensions of proposed construction, particularly as to height (including windows, doors, etc.) which clearly show proposal.
  - \_\_\_ Driveway, sidewalk and roadway lines of sight, existing and proposed. (**Survey**)
  - \_\_\_ Location of any proposed air conditioning units and/or generators (**If not approved during the application, the Construction Official will send you back to the Zoning Officer or the Board for Approval**)
- \_\_\_ Completed and Notarized Disclosure of Ownership

**PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY. IT SHOULD ANSWER MOST, IF NOT ALL, OF THE QUESTIONS YOU WILL HAVE WITH REGARD TO YOUR VARIANCE APPLICATION:**

- Little Silver has what is known as a combined or joint Planning Board; one Board which hears commercial and residential applications. Board Meetings are held at Borough Hall, 480 Prospect Avenue, at 7 P.M.
- Board Members are volunteers who give of their time to serve the Borough and its residents. Their addresses and phone numbers are not made available to the public. Board Members must review each application on its own merits. Therefore, it is impossible to guess at what will or will not be approved.
- The Planning Board pays particular attention to: How neighbors view the proposal; height in relation to the existing neighborhood; landscaping; lines of sight; distance to neighbors' homes; where proposal is located in relation to neighbors' homes, i.e., facing bedroom window, etc.; color scheme; materials to be used; and overall appearance when complete.
- Each Planning Board Member will make every effort to make an on-site inspection of your property. Therefore, the Consent for Site review must be completed and signed by the applicant and returned with the completed package.
- If Planning Board Members are unable to view the property, photographs are most helpful.
- Each Board Member is provided with a package including your application which should contain all documentation that you want the Board to review. Your package must be labeled with your name highlighted, all plans folded and documentation collated when submitted to the Planning Office.
- It is helpful to Board Members if you stake your property to show where your proposal will be located if at all possible. Spray painting grassy areas during mowing season works well.
- A complete application is required to be placed on the waiting list for a hearing date. You should draft your notices to the newspaper and to your neighbors so that you will be prepared in case of any last minute cancellations that would allow you to be scheduled sooner. The Borough's Official Newspapers are the Asbury Park Press (daily) and the Two River Times (weekly).
- Once you file your application it will be checked for completeness. If the application is incomplete you will be notified. If the application is complete, you will be notified when a hearing date can be scheduled.
- **All hearing dates are provided by the Board Secretary after your application is complete.**

- When you receive your hearing date you must then serve your neighbors with the notice and publish a notice in the local Newspaper (Asbury Park Press or Two River Times) (ONCE). **Notification can be done early but MUST BE DONE at least 10 days PRIOR to the date of the hearing.** You MUST obtain an Affidavit of Publication from the Newspaper.
- Notification to your neighbors can be done by personal service or by certified mail. If your notification is by certified mail, be sure that you fill in the names and addresses on the white receipts and that the Post Office date stamps your white receipts on the day you make your mailing. This is very important – it is proof that you made the mailing. **MUST BE DONE at least 10 days PRIOR to the date of the hearing.**
- The Affidavit of Service contained in your package is very important and must be presented for review. Read and fill it out carefully but only sign in the presence of a Notary Public or your Attorney.
- Notice in the Newspaper and to your neighbors within 200 feet is required by law. Follow the checklist in your package carefully when gathering your documentation for presentation for review by the Planning Board's Attorney. If your service is defective, the Board will be unable to hear your application.
- If the Board approves your application, a Resolution memorializing the decision will be prepared by the Board's Attorney. Once the Resolution is adopted the vote will be recorded thereon and you will be mailed a copy. Copies of an approved Resolution will be provided by mail only. If you are represented by an Attorney, your Resolution will be mailed to your Attorney.
- When you receive your Resolution, read it over carefully for any conditions the Board may have imposed. You must publish your approval in the Newspaper (Asbury Park Press *or* Two River Times) using the form contained in your package and again, you MUST obtain an Affidavit of Publication. When received, the Affidavit together with any other required documentation should be provided to the Planning and Zoning Office for review. Only when all conditions of approval have been met will your approval paperwork be prepared and released to the Construction Official.
- When your paperwork is released, you will receive notification by e-mail. At that time, you may begin the process with the Construction Office, keeping in mind that there is a 45 day period following the publication of your approval in which an objector can appeal the Board's decision.

INSTRUCTIONS FOR VARIANCE APPLICATIONS  
BOROUGH OF LITTLE SILVER  
PLANNING BOARD  
480 PROSPECT AVENUE  
LITTLE SILVER, NEW JERSEY 07739  
(732) 842-2400

Common Variance Charges:

All Existing Non-conformities.....	\$150.00 (One fee includes ALL existing variances)
Each Proposed Variance.....	250.00
Floor Area Ratio Variance.....	350.00
Assessor's List.....	10.00
Attorney Escrow.....	150.00

Estimated fees are provided on the bottom of the Refusal of Permit. **Checks are to be made payable to the Borough of Little Silver.**

PLEASE READ THROUGH THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORMS. ALL FORMS AND PLANS MUST BE COMPLETED AND CONTAIN ALL OF THE INFORMATION SPECIFIED HEREIN TO BE CONSIDERED COMPLETE. ONCE COMPLETE YOUR APPLICATION WILL BE PLACED ON THE WAITING LIST AND YOU WILL BE NOTIFIED BY MAIL WHEN A HEARING DATE HAS BEEN DETERMINED.

It is suggested, but not required, that any applicant applying before the Planning Board first secure the services of an attorney. The hearings before the Planning Board can be technical and the applicant who is not represented by an attorney is always handicapped in presenting a case before the Board. If the applicant is a corporation, an attorney **MUST** appear for the applicant.

Prior to filing a variance application, you must:

Present the plan to the Zoning Officer and obtain a Refusal of Permit (notification that you are, in fact, in need of a variance). The Refusal of Permit contains the information needed to prepare the Notice to Property Owners and the form for Publication.

Obtain the names and addresses of all property owners within 200 feet of the property affected from the Tax Assessor. This is accomplished by making a request, in writing, on the form provided in this package, to the Tax Assessor, together with a check in the amount of \$10 made payable to the Borough of Little Silver. Within 7 days of receipt of the request, the Assessor will provide you with your list. The applicant may rely on the information contained in the Assessor's list and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

When filing your application, be sure to provide all information included on the Checklist and deliver to the Borough. All application forms must be filed as noted. Be sure to provide a completed Administrative Checklist when filing. Provide **15 full size, folded and collated copies** of all documents relating to the application, i.e., surveys, plans, elevations, etc. When filing, be prepared to pay the appropriate fee. Please note that Board Members are provided individual packages prior to their inspection of your property (the reason for 14 folded and collated sets of plans and supporting documentation). This better assists them in understanding your proposal.

When the application is in the form of an appeal of the Zoning Officer's decision, the application must be filed within 20 days of the issuance of the Refusal of Permit by the Zoning Officer.

**APPLICATIONS ARE PROCESSED BY THE BOARD ON A FIRST COME, FIRST SERVED BASIS. THERE ARE NO EXCEPTIONS.** You will be placed on the waiting list only when a completed application has been filed and assigned a hearing date as quickly as possible. You will be notified of your hearing date in plenty of time to publish and mail the proper notifications.

It is suggested that you prepare a draft of the Notice of Hearing and Publication well in advance of being notified of your hearing date.

The notice shall state the date, time and place of the hearing and the nature of the matters to be considered which are contained in the Refusal of Permit. Identification of the property affected by the proposed development should be provided by street address, if any, and by reference to lot and block numbers shown on the current tax map. The location and times for public inspection of plan documents must be provided (see example in packet).

**NOTICE AND PUBLICATION MUST BE SERVED AT LEAST 10 DAYS PRIOR TO THE DATE OF THE HEARING FOR WHICH YOU ARE SCHEDULED.**

Once a hearing has been scheduled and you have completed your notifications, deliver the notice to all property owners on the assessor's list by serving a copy to the property owner in person or by mailing a copy by certified mail, return receipt requested. Whenever an application concerns property located within 200 feet of an adjoining Municipality or Borough property, notice should be given by personal delivery or certified mail to the Clerk of the Municipality. Property owners within 200 feet of the applicant's property in adjacent municipalities must be provided with notices. If an application concerns property adjoining an existing County road, other County land, or is situated within 200 feet of a Municipal boundary line, then notice must be given personally or by certified mail to the Monmouth County Planning Board in Freehold. If an application concerns property adjacent to a State Highway, then notice must be given by personal service or certified mail to the Commissioner of Transportation, State of New Jersey, in Trenton.

Advertise the public hearing **one time** in the local newspaper (Asbury Park Press or Two River Times). The form of publication contains essentially the same information as that which is served upon property owners except that the specimen in this package is a separate form marked "Publication Form for Variance". Please note that when the notice is published, all documents, maps, application forms, etc. **MUST be on file at the Borough Hall for inspection.**

The recommended papers for publication are the Asbury Park Press or the Two River Times. Publication must appear in the Newspaper once, **at least ten days prior** to the meeting. Be sure to obtain the Affidavit of Publication from the newspaper to be presented to the Board Attorney for review.

Complete the Affidavit of Service provided in this package. Be sure to set forth the date of service of the notice, the names and addresses of the persons served and in what manner they were served. The person who effected service must sign the Affidavit before a Notary Public or attorney at law. Be sure to attach a copy of the Notice of Hearing to the Affidavit of Service. If service is in the form of certified mail, the stamped, green return receipt cards as well as stamped white receipts must be presented for review by the Board's Attorney, together with the Affidavit of Publication received from the newspaper in which the advertisement has been published. **Please note: No action can be taken on any application where service and/or publication is not proper. A checklist has been provided in this package to assist you in gathering and providing all needed documentation.**

The applicant must attend the hearing in person and/or be represented by an attorney. If the applicant is a corporation, then it must be represented by an attorney.

What to Expect at the Hearing: **By the Thursday (7 days prior) before your scheduled hearing you will present all documentation regarding service to the Planning and Zoning Office for review by the Board's Attorney.** If service is accepted the Board will have jurisdiction to hear your application. You will be sworn in, provide your name and an explanation as to your proposal. Please be aware that the Public will have an opportunity to ask questions as well as present testimony.

After the hearing:

If the application has been denied by the Board, the appropriate Resolution will be prepared and the Board will publish notification of that denial.

If the application has been approved by the Board, the appropriate Resolution will be prepared. The Resolution will be mailed to you **and once received**, the applicant is responsible for the publication of the notice of approval. NOTICE OF DECISION must be published in an official newspaper of the Borough after the hearing at which the Board's decision is adopted by Resolution. The official newspapers are Two River Times and Asbury Park Press. Please use the form provided in the package; be sure to again request an Affidavit of Publication. Please check your Resolution carefully for any conditions placed upon the approval by the Board. **A Development Permit cannot be issued until all conditions have been met.** Once received, provide the Affidavit of Publication to the Office of Planning and Zoning. If the providing of the Affidavit is the only condition contained in the approval, you can expect that your paperwork will be released to the Construction Official within two weeks. You will get a letter notifying you that the paperwork has been released. Then and only then can you submit for building permits.

Application for building permits may be made once a Development Permit has been issued. The Borough of Little Silver shares construction services with the Borough of Rumson, 80 East River Road Rumson, New Jersey (732)842-3022. Please direct all questions with regard to the Construction process to that office.

**VARIANCE APPLICATION**

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 (Attach Plans, Maps, Statements 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. Generator <input type="checkbox"/>	G. Fence <input type="checkbox"/>
H. Removal or <input type="checkbox"/> Demolition	I. Change in <input type="checkbox"/> Occupancy	J. Change in use <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	
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).			



APPLICATION FOR VARIANCE

TO THE PLANNING BOARD OF THE BOROUGH OF LITTLE SILVER:

An application is hereby made for a \_\_\_\_\_ (fill in applicable variance, i.e, bulk, use, etc.) variance from the terms of Article(s) \_\_\_\_\_ and Sections(s) \_\_\_\_\_ of the Zoning Ordinance so as to permit \_\_\_\_\_

(FILL IN THE DESCRIPTION CONTAINED IN THE REFUSAL OF PERMIT)

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DESCRIPTION OF PROPOSED STRUCTURE OR USE

Premises affected are known as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

(Street address) \_\_\_\_\_ New Jersey.

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

INTEREST IN PREMISES:

\_\_\_\_\_  
(Owner, contract purchaser, other) (Be sure to provide Certificate of Concurrence and copy of Contract of Sale if other than owner)

Size of lot: \_\_\_\_\_  
(length, width and square footage)

PRESENT

PROPOSED

Size of Buildings: \_\_\_\_\_  
(length, width and square footage)

Percentage of Lot  
Covered by Buildings: \_\_\_\_\_

Percentage of Impervious Coverage  
(All coverage): \_\_\_\_\_

Height of Buildings: \_\_\_\_\_  
(stories and feet)

Front Set Back: \_\_\_\_\_  
(feet from front property line and  
limit of right-of-way to structure)

Side Yard Set Backs: \_\_\_\_\_  
(feet from each side property  
line to structure)

Improved Road  
Frontage: \_\_\_\_\_  
(feet along front curb)

Rear Yard Set Back: \_\_\_\_\_  
(feet from rear property line  
to structure)

Use of Property: \_\_\_\_\_  
(residential/business)

Has there been any previous appeal involving these premises? \_\_\_\_\_ If so, state character of  
appeal and date of disposition \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Agent

Date:

**EXAMPLE**

**NOTICE OF APPEAL  
OF  
ZONING OFFICER'S DECISION**

TO THE PLANNING BOARD OF THE BOROUGH OF LITTLE SILVER:

The petition of \_\_\_\_\_  
(Applicant)

shows that on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
an application to the Zoning Officer, for the purpose of (describe intended action)  
\_\_\_\_\_ on the premises located at \_\_\_\_\_ Block(s)  
\_\_\_\_\_, Lot(s)\_\_\_\_\_, as shown on the Municipal Tax Maps and owned, or under contract to purchase,  
by the applicant was made; that after due consideration the Zoning Officer, did on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, decline to issue said permit for the reasons stated in the  
attached copy of the Zoning Officer's Refusal of Permit Form.

Applicant, feeling aggrieved at the action of the Zoning Officer, files this Notice of Appeal with said  
Officer, has paid the required fee of \$150.00 (Residential Appeal) \$300 (Other Appeals) and requests  
that the action of the Zoning Officer be reversed or modified as the facts may be determined, and  
applicant further requests that a day be fixed for hearing on this Appeal, and states that the proper  
notice will be given to all owners of property situated within two hundred (200) feet of the property  
specified above, and others as required by Statute.

\_\_\_\_\_  
(Applicant Name and Address)

Dated:

**TO THE APPLICANT: Complete Sections in full for relief requested and File Appeal with the  
Office of Planning and Zoning within 20 days of the date shown on the Refusal of Permit.**

Gerald Briscione, C.T.A.  
Borough of Little Silver  
480 Prospect Avenue  
Little Silver, New Jersey 07739

Re: Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Property Address: \_\_\_\_\_

Dear Mr. Briscione:

Kindly forward to the undersigned an up-dated list of all of the names, addresses and Block and Lot numbers of the property owners within two hundred (200 feet) of the above-listed Block and Lot in the Borough of Little Silver.

Enclosed is my check in the amount of \$10.00 to cover the fee for the requested list.

Very truly yours,

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Enclosure

IN ADDITION TO THE PROPERTY OWNERS WITHIN 200 FEET, THE FOLLOWING ENTITIES MUST BE NOTIFIED:

**Utilities**

**Electric:**

JCP&L  
One River Centre  
331 Newman Springs Road, Building 3  
Red Bank, NJ 07701

**Gas:**

New Jersey Natural Gas  
1415 Wyckoff Road  
Wall, NJ 07719

**Water:**

New Jersey American Water Company  
661 Shrewsbury Avenue  
Shrewsbury, NJ 07702

**Sewer:**

Two Rivers Water Reclamation Authority  
1 Highland Avenue  
Monmouth Beach, NJ 07750

**Cable:**

Comcast Cable Company  
403 South Street  
Eatontown, NJ 07724

**Telephone:**

Verizon  
540 Broad Street  
Newark, NJ 07102

Monmouth County Planning Board  
Hall of Records Annex  
1 East Main Street  
P.O. Box 1255  
Freehold, New Jersey 07728-1255

State of New Jersey DOT  
1035 Parkway Avenue  
CN 600  
Trenton, New Jersey 08625

**NOTICE OF HEARING**  
BOROUGH OF LITTLE SILVER  
PLANNING BOARD

In the matter of the appeal of \_\_\_\_\_  
(Applicant(s) Name)

Please take notice that a public hearing will be held by the Planning Board of the Borough of Little Silver through a remote meeting hosted virtually from the Borough Hall at 480 Prospect Avenue, Little Silver New Jersey on  
Thursday at 7:00 P.M.

The purpose of the hearing is to consider the application for:

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ as shown on the Borough Tax Map commonly known as

\_\_\_\_\_  
(Street address)

The Applicant seeks to (description of development contained in refusal of permit):

The proposal for development requires the following variances: (Article and Section #'s contained in refusal)

And for such other variances, waivers or other relief as the Board shall deem necessary and appropriate.

Due to current Coronavirus/COVID-19 Borough and State Directives, this meeting is being held remotely through web-meeting conference communications. You are hereby notified that you are privileged to participate in this remote hearing and present any and all objections you may have to the granting of said application.

**HOW DO I ATTEND/PARTICIPATE/VIEW REMOTE HEARING?**

- Planning Board meeting will be able to be accessed via the Borough of Little Silver web page, [www.littlesilver.org](http://www.littlesilver.org).
- During the public comment section of the meeting, individuals will need to virtually “raise” their hand to participate. NOTE: Controls appear at the bottom of the Zoom window. You can use these controls to attract attention, ask a question, or send a message.
- If you don't have access to a computer, ZOOM provides for a phone call-in option that can be obtained by calling the Board Secretary at 732-842-0261 for the telephone number and access code.

**PUBLIC INSPECTION OF APPLICATION**

Members of the public are advised that public inspections of applications for upcoming hearings are available at least 10 days prior to the hearing date online at <https://www.littlesilver.org>. Members of the public who do not have access to a computer and would like to view the application documents may contact the Board Secretary at 732-842-0261 or by email to: [cmayer@littlesilver.org](mailto:cmayer@littlesilver.org) to receive a hard copy of the plans and application for pick up by appointment in the vestibule of the Borough Hall. Any person who retrieves documents at Borough Hall must wear appropriate face covering and gloves, in accordance with the Governor's Order.

Members of the public should notify the Board in advance, if possible, via email or phone call to the Board Secretary, of their intention to undertake cross-examination, introduce evidence and/or make public statements or comments to ensure technological needs are accommodated and documents that will be referenced are available for review by all participants. Notwithstanding this requirement, interested parties will be permitted to ask questions, make comments and voice any objection regarding the application during the hearing.

Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_



## CHECKLIST FOR AFFIDAVIT OF SERVICE

The Affidavit of Service provided in your package is a very important document which must be completed properly. Without it and the Affidavit of Publication from the newspaper, the Board cannot legally take jurisdiction over your application. Your hearing would have to be rescheduled and in most cases, you would have to affect service again from the beginning.

Once you have completed the mailing and the form, DO NOT SIGN IT. You must sign it in the presence of a Notary Public.

Attach to the Affidavit a copy of the Notice of Hearing you provided to your neighbors. If sent by certified mail, attach the stamped, white receipts and any green return receipt cards you received back from the Post Office and a copy of the Assessor's List used to notify your neighbors within 200 feet.

**The Affidavit of Service and accompanying documentation together with the Affidavit of Publication received from the newspaper in which the advertisement has been published must be presented to the Board Office no later than the seven (7) days prior to your hearing date for review by the Board Attorney. Failure to present the documentation as specified may result in a rescheduling of your hearing.**

**Use the following checklist to be sure that you have all required documents:**

- \_\_\_\_\_ Notarized Affidavit of Service
- \_\_\_\_\_ Copy of Notice sent to Neighbors
- \_\_\_\_\_ White return receipts (be sure they are stamped by the Post Office on the day mailed)
- \_\_\_\_\_ Green return receipt cards if any
- \_\_\_\_\_ Copy of Assessor's list of neighbors within 200 feet
- \_\_\_\_\_ Affidavit of Publication received from the Newspaper

**Remember: No action can be taken on any application where service and/or publication is not proper.**





**CERTIFICATE OF CONCURRENCE**

BOROUGH OF LITTLE SILVER    )  
COUNTY OF MONMOUTH        :SS  
STATE OF NEW JERSEY         )

Re:   Block(s)\_\_\_\_\_Lot(s)\_\_\_\_\_

Property Location \_\_\_\_\_

Applicant's Name & Address: \_\_\_\_\_

I certify that I am the Owner of Record of the Site herein depicted and I concur with the plans presented to the Planning Board. Permission is hereby granted to \_\_\_\_\_

\_\_\_\_\_

as the Applicant for the proposed development plans.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Sworn and Subscribed to Before Me  
this   day of       , 20\_\_\_\_.

\_\_\_\_\_  
A Notary Public of New Jersey

**(Affidavit of owner that applicant has a legitimate interest in the property under consideration for development – a copy of any Contract of Sale shall be provided with this Affidavit)**

CONSENT FOR SITE REVIEW

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block \_\_\_\_\_ and Lot(s) \_\_\_\_\_

This property is the subject of: ( ) Variance ( ) Site Plan ( ) Subdivision

The undersigned Applicant(s) realize(s) that as part of the Planning Board's review of its application, the Board may determine it necessary or advisable to visit the subject premises for the purpose of performing a site inspection and review. The Applicant(s) hereby give(s) permission to any member of the Little Silver Planning Board, Environmental Commission, Shade Tree Commission, Monmouth County Board of Health, as well as any other Borough of Little Silver Employee, Officer, Official, Board Member or Commission Member to enter upon the subject premises for the purpose of performing a site inspection and review.

\_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner if other than Applicant

Date: \_\_\_\_\_

**FORM FOR PUBLICATION OF APPROVAL ONLY**

**(AFTER RESOLUTION IS MEMORLIZED)**

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the application of \_\_\_\_\_ for \_\_\_\_\_ (Example: side yard, lot size, front yard, etc.) variance(s) on premises known as \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Tax Map of the Borough of Little Silver, was approved by the Planning Board.

A copy of the Resolution of approval is on file with the Office of Planning and Zoning, 480 Prospect Avenue, Little Silver, New Jersey, and is available for public inspection during regular business hours.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address of Applicant

