

BOROUGH OF LITTLE SILVER
480 PROSPECT AVENUE, LITTLE SILVER, NJ 07739
732-842-0261

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 renovations 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, 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
- _____ 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**
- _____ Application for Development Permit and Notarized 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 plans containing elevations all sides and structure dimensions. If you know a variance application is necessary, you may submit one 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
- _____ Evidence of COAH payment or exemption from payment. Contact Assessor regarding COAH payments at 732-842-7039.
- _____ 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 (if required)

*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 Thursday 8 A.M. to 4 P.M. Unless otherwise noted, Zoning Officer is available on Tuesdays from 10 A.M. to noon. There is also a MAILBOX in the Clerk's Office for your convenience; all applications, etc. may be left there.

ZONING REVIEW CHECKLIST SHEET:

Please provide location for construction access and tracking pad detail

Provide silt fence on low side of disturbance

Please provide location for stockpile of construction material

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

Provide setback dimensions to proposed addition

A breakdown of existing and proposed lot coverage (all structures) and existing and proposed impervious surface (all coverage, including but not limited to patios, driveways, walkways, pavers, etc.) and floor area ratio must be provided

Provide direction of roof leaders

Provide soil stabilization notes for disturbed areas

Provide location of air conditioning units

Please provide proposed exterior grades at corners of additions

Provide survey referred to on grading/site plan

Please provide source for topography

Provide copy of basement plan

Provide copy of attic plan

Provide soil boring for water table determination

Provide street trees at 40' on center along frontage to be located out of the Borough right of way

Utility locations

All requested information must be shown on the plans

APPLICATION FOR DEVELOPMENT PERMIT

#

1. Name of Applicant(s):	2. Telephone:
3. Mailing Address:	Zip:
4. Agent for Service and Notice if other than Applicant:	5. Telephone:
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)			
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. Sign <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: <input type="checkbox"/> A. Minor Subdivision <input type="checkbox"/> B. Major Subdivision <input type="checkbox"/> C. Site Plan <input type="checkbox"/> D. Conditional Use <input type="checkbox"/> Permit E. Sign		F. Appeals G. Interpretations H. Bulk Variance (s) I. Use Variance J. Direction for Building Permit Insurance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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

January 19, 2010

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 located in the following flood insurance Zones: A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH and AR/AO.

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

Additional information can be found in FEMA Publication 467-1, "Floodplain Management Bulletin: Elevation Certificate", which is available on FEMA's website as follows: <http://www.fema.gov/library/viewRecord.do?id=1727>.

To determine whether the subject property is located in any of the aforementioned Zones, Flood Maps are available for review in the Borough Clerk's Office

Name: _____

Address: _____

Telephone: _____

Property Location: _____

Block: _____ Lot(s): _____

Flood Zone Information

My Property is located within a _____ Flood Zone.

My Advisory Base Flood Elevation (ABFE) is _____

My Base Flood Elevation (BFE) is _____

My Property is Located in an A-Zone. Since the ABFE is _____ the BFE, the _____ will govern this project and the minimum finished floor of the lowest floor must be set at or above Elevation _____

My Property is Located in a V-Zone. Since the ABFE is _____ the BFE, the _____ will govern this project and the structure must be elevated on piles or columns so that the bottom of the lowest horizontal structural member is elevated at or above Elevation _____

My Proposed Finished Floor Elevation is _____

The Proposed bottom of the Lowest Structural Member is at Elevation _____

I have reviewed the above information and I understand the relation of my proposed finished floor to the ABFE/BFE.

Prepared by: _____

Acknowledged by: _____

Property Owner _____

Date: _____

Name: _____

Date: _____

