



BOROUGH OF SHIP BOTTOM

GATEWAY TO LONG BEACH ISLAND

1621 Long Beach Boulevard

Ship Bottom, Ocean County, N.J. 08008

(609) 494-2171 or 2172 Fax (609) 361-8484

Note to Applicant:

When ready to file an application to come before the Land Use Review Board in the Borough of Ship Bottom please submit the following:

1. ____ Completed original application including all supporting documents separated into 18 individual packets.
2. ____ A detailed statement of operations for **commercial use**. Include number of employees, hours of operations, and days of week.
3. ____ A PDF electronic version of the completed application emailed to sdelacruz@shipbottom.org
4. ____ Fees: Application and Escrow fee in two (2) separate checks made payable to the Borough of Ship Bottom. See the following link for fee schedule: <https://ecode360.com/35827301>
5. ____ Certified list of property owners within 200 feet of the subject property from the Tax Assessor's Office
6. ____ Certified mail receipts showing postal date stamp from letters sent to the property owners
7. ____ Certification in writing from the Tax Collector that all taxes are paid in full for the current quarter
8. ____ Original Affidavit of Proof of Service
9. ____ Original Affidavit of Publication to Newspapers
10. ____ Original Notice to Property Owners
11. ____ Original Affidavit of Ownership by Business Entity
12. ____ Original Affidavit of Ownership by an Individual
13. ____ One (1) copy of this Checklist
14. ____ Other Reports per Submission Checklist

If I can be of further assistance to you, please do not hesitate to contact my office.

Thank you,

Sara Dela Cruz

Land Use Review Board Secretary
Borough of Ship Bottom
1621 Long Beach Blvd.
Ship Bottom NJ, 08008
(609)494-2171 Ext. 122
www.shipbottom.org

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LAND USE DEVELOPMENT APPLICATION

-TO BE COMPLETED BY BOROUGH STAFF ONLY-

Date Filed_____	Docket No._____
Application Fees_____	Escrow Deposit_____
Scheduled for: Review for Completeness_____	Hearing_____

1. SUBJECT PROPERTY – TO BE COMPLETED BY APPLICANT

Location: _____
 Tax Map: Page _____ Block _____ Lot(s) _____
 Page _____ Block _____ Lot(s) _____
 Dimensions: Frontage _____ Depth _____ Total Area _____
 Zoning District: _____

2. APPLICANT

Name: _____
 Address: _____
 Telephone No.: Home: _____ Local: _____
 Work: _____ Fax: _____
 Applicant is a: Corporation _____ Partnership _____ Individual _____
 Other (Please Specify) _____

3. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed (attach pages as necessary to fully comply).

Name	Address	Interest
------	---------	----------

Name	Address	Interest
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4. If Owner(s) is other than the applicant, provide the following information on the owner(s):

Owner's Name _____

Address _____

Telephone No. Home: _____ Work: _____ Local: _____

Relationship of the applicant to the property in question:

Owner	Lessee	Purchaser Under Contract	Other
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5. PROPERTY INFORMATION

Deed restrictions, covenants, easements, rights of way, association bylaws or other dedication existing or proposed on the property:

Yes (Attach copies) _____ No. _____ Proposed _____

Note: All deed restrictions covenants, easement, rights of way association bylaws, or other dedications existing and proposed must be submitted for review.

Site Plan and/or conditional use applicants:

Proposal for: New structure _____ Expanded area _____ Alteration _____

Expansion of structure _____ Change of Use _____ Sign _____

Other (Please specify) _____

Has this property been the subject of any prior application(s) to the Planning Board or Zoning Board of Adjustment? Yes _____ No _____ If so, please attach the date(s), the relief sought, the disposition of the case and a copy of the resolution(s).

Is the subject property located on:

A county road: Yes _____ No _____; A State Road: Yes _____ No _____;

Within 200 feet of a municipal boundary: Yes _____ No _____

Present use of the premises: _____

6. **Applicant's Attorney** _____

Address _____

Telephone No. _____ Fax No. _____

7. **Applicant's Engineer** _____

Address _____

Telephone No. _____ Fax No. _____

8. **Applicant's Planning Consultant** _____

Address _____

Telephone No. _____ Fax No. _____

9. **Applicant's Architect** _____

Address _____

Telephone No. _____ Fax No. _____

10. **List any other Expert who will submit a report or who will testify for the Applicant:** (Attach additional sheets as may be necessary)

Name _____

Field of Expertise _____

Address _____

Telephone No. _____ Fax No. _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor subdivision Approval
_____ Subdivision Approval (Preliminary)
_____ Subdivision Approval (Final)

Number of lots to be created _____ Number of proposed dwelling units _____ (If applicable)

Area and dimensions of each proposed lot _____

SITE PLAN:

_____ Minor Site Plan Approval
_____ Preliminary Site Plan Approval [Phases (if applicable) _____]
_____ Final Site Plan Approval [Phases (if applicable) _____]
_____ Amendment or Revision to an Approved Site Plan Area to be disturbed (square feet)

_____ Total number of proposed dwelling units _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request: _____

_____ Informal Review
_____ Appeal decision of an Administrative Officer [N.J.S.A. 40:55D-70a]
_____ Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D-70b]
_____ Variance Relief (hardship) [N.J.S.A. 40:55D-70c(1)]
_____ Variance Relief (substantial benefit) [N.J.S.A. 40:55D-70c(2)]
_____ Variance Relief (use) [N.J.S.A. 40:55D-70d]
_____ Conditional Use Approval [N.J.S.A. 40:55D-67]
_____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.A. 40:55D-34]
_____ Direct issuance of a permit for a lot lacking street frontage [N.J.S.A. 40:55D-35]

12. Section(s) of Ordinance from which a variance is requested:

13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed]

14. Attach a copy of the proposed Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. *The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

***The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.**

***An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and hearing can proceed.**

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed]

16. Is a public water line available? _____
17. Is public sanitary sewer available? _____
18. Does the application propose any lighting? _____
19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block number? _____
20. Are any off-tract improvements required or proposed? _____
21. Is the subdivision to be filed by Deed or Plat? _____
22. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____
23. Other approvals which may be required and date plans submitted:

		Yes	No	Date Plans Submitted
_____	Ship Bottom Fire Prevention Bureau	_____	_____	_____
_____	Ship Bottom Water & Sewer Department	_____	_____	_____
_____	Ship Bottom Public Works Department	_____	_____	_____
_____	Long Beach Island Health Department	_____	_____	_____
_____	Ocean County Planning Board	_____	_____	_____
_____	Ocean County Soil Conservation District	_____	_____	_____
_____	NJ Dept. of Environmental Protection	_____	_____	_____
_____	Sanitary Sewer Connection Permit	_____	_____	_____
_____	Sewer Extension Permit	_____	_____	_____
_____	Waterfront Development Permit	_____	_____	_____
_____	Wetlands Permits	_____	_____	_____
_____	Tidal Wetlands Permit	_____	_____	_____
_____	FEMA	_____	_____	_____
_____	NJ Department of Transportation	_____	_____	_____
_____	Atlantic Electric	_____	_____	_____
_____	NJ Natural Gas	_____	_____	_____
_____	Other _____	_____	_____	_____

24. Certification from the Tax Collector that all taxes due on the subject property have been paid.
25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).
***The documentation must be received by the Board Secretary at least twenty-one [21] days prior to the meeting at which the application is to be considered, or as otherwise required in Section 16.80.010 of the Land Development Ordinance. A list of the professional consultants is attached to the application form.**

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application provided to the following of the applicant's professionals:

*Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional		Reports Requested
_____	Attorney	_____
_____	Engineer	_____
_____	_____	_____

CERTIFICATIONS

27. I certify that the foregoing statements and the materials submitted are true, and waive all applicable time limits until the first public hearing of this application. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. [If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner].

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER

28. I, the Developer/Applicant understand that a sum, to be determined by the Administrative Officer, will be deposited in an Escrow Account, in accordance with the Ordinances of the Borough of Ship Bottom. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and/or other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days. I, the Developer/Applicant, as signed below acknowledge familiarity with the procedures set forth in the Ship Bottom Borough Land Development Ordinance for submittals and required action and agree to be bound by it.

DATE

SIGNATURE OF OWNER OR APPLICANT

BOROUGH OF SHIP BOTTOM PROFESSIONAL CONSULTANTS

Land Use Board Attorney

Joseph D. Coronato, Sr., Esq.
Coronato Law
121 Washington Street
Toms River, NJ 08753

Office: (732) 808-4600
Fax: (732) 808-0449

Land Use Board Engineer/Planner

Frank J. Little, Jr., P.E., P.P.
Owen Little & Associates
443 Atlantic City Blvd.
Beachwood, NJ 08722

Office: (732) 244-1090
Fax: (732) 341-3412

NOTICE OF HEARING

(Newspaper)

Please take notice that _____
have appealed to the Land Use Review Board of the Borough of Ship Bottom, in the County of
Ocean for a _____

_____ on premises known as _____
_____ Lot _____ Block _____

This appeal is Number _____ on the Land Use Review Board's Docket and a
public hearing has been ordered for _____ at _____ p.m. in
the Municipal Building, 1621 Long Beach Boulevard, Ship Bottom, New Jersey, at which time
you may appear personally or by agent or Attorney and present any objections which you may
have, to the granting of this application.

Documents are available for inspection at the office of the Board Secretary, 1621 Long Beach
Boulevard, Ship Bottom, New Jersey, during normal business hours.

(Applicant's Signature)

Date

NOTICE OF HEARING

To Other Property Owners

To: _____

PLEASE TAKE NOTICE that the undersigned has appealed to the **LAND USE REVIEW BOARD** of the Borough of Ship Bottom in the County of Ocean for a _____

_____ so as to permit _____
_____ on the premises known as _____
_____ which is within 200 feet of the property owned by you. This appeal is Docket No. _____ on the Land Use Review Board's Docket and a public hearing has been ordered for _____ at _____ p.m. in the Municipal Building, 1621 Long Beach Boulevard, Ship Bottom, New Jersey at which time you may appear in person or by agent or attorney and present any objections which you may have, to the granting of this appeal. **ALL PLANS AND RELATED PAPERS** are on file, and available for inspection in the office of the Land Use Review Board, 1621 Long Beach Boulevard, Ship Bottom, New Jersey, during normal business hours. **THIS NOTICE IS BEING SENT TO YOU** by applicant as is required by law.

Respectfully,

(Applicant's Signature)

Date

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY :
: SS

COUNTY OF _____

_____, of full age, being duly sworn according to law, on oath deposes and says that he or she resides at _____
_____ in the Municipality of _____
_____ in the County of _____, and State of _____
_____ that he or she is the owner in fee of all that certain lot, tract, or parcel of land, situated, lying and being in the Borough of Ship Bottom, Ocean County, New Jersey, and known and designated at Lot_____, Block_____ and that he or she hereby authorizes and appoints _____ as his or her attorney in fact to make the within application on his or her behalf to the Land Use Review Board of the Borough of Ship Bottom, Ocean County, New Jersey.

Signature

Sworn and subscribed before
me this _____ day
of _____, 20____

PUBLIC NOTARY

DOCKET NO. _____

**LAND USE REVIEW BOARD
BOROUGH OF SHIP BOTTOM
IN THE COUNTY OF OCEAN**

AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY

COUNTY OF _____ SS.

_____ of full age, being duly sworn according to law, upon
_____ oath deposes and says:

1. That _____ is the appellant in a proceeding before the Land Use Review Board of the Borough of Ship Bottom in the County of Ocean, having the above Docket Number and affecting the above-described lands.
2. Notice of said proceeding, a true copy of which is attached hereto and made a part hereof, was served on each of the above listed persons in manner as required by law; and as indicated above. To the best of my knowledge and belief the above list includes all persons owning or having an interest in the property within two hundred (200) feet to the premises in question, and the addresses shown are correct.

Signature

Sworn and subscribed before
me this _____ day
of _____, 20____

PUBLIC NOTARY

WAIVER OF TIME LIMITS

The undersigned, applicant in the matter pending before the Land Use Review Board, bearing Docket No. _____, hereby consents to the continuance of the hearing in said matter and further consents to a tolling of the time within which said Board must render a decision in the above matter. If at the time and place scheduled for continuance of this hearing a quorum of the Board is not present, said matter shall be further continued to the next succeeding regularly scheduled meeting of said Board.

(Applicant or Attorney)

Date: _____



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Ship Bottom, Ocean County, N.J. 08008

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Request for Certified 200 Foot List

Date of Request _____

Block _____ Lot _____

Location _____

Owner's Name _____

Requested by _____

Address _____

Phone _____

Application is for:

CAFRA _____

Variance _____

Site Plan _____

Subdivision _____

Other _____

\$10.00 Application fee must be paid in advance of preparation.

Return to:

Tax Assessor's Office

Borough of Ship Bottom

1621 Long Beach Blvd.

Ship Bottom, NJ 08008

Phone: 609-494-2171 x121

Administrative Use Only:

Cash: \$ _____ Check: # _____ Paid on: _____



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March 27, 2025

Re: ESCROW ACCOUNTS

If there is ever any question as to what the monies in your ESCROW account are being used for, please contact the Land Use Review Board Secretary and you will be provided with this information by phone, fax or a mailed copy of each voucher submitted against your account from either the Board Engineer or Board Attorney.

Should you request the release of your escrow monies, please e-mail sdelacruz@shipbottom.org stating you'd like the escrow released with the following information:

Docket No.

Applicant's Name

Address

Block and Lot

Regards,

Sara Dela Cruz

Secretary, Land Use Review Board
609-494-2171 x122
sdelacruz@shipbottom.org

**BOROUGH OF SHIP BOTTOM
LAND USE REVIEW BOARD
SUGGESTIONS TO APPLICANTS**

1. Your application will proceed as follows:
 - a. You file a completed application with the Land Use Review Board.
 - b. The Secretary will inform you of the date of the public hearing of your application.
 - c. You must appear in person and/or be represented by an attorney at your public hearing(s). At your hearing, you will be asked to describe to the Board the development and/or changes you propose to make, including the **reasons according to law**, why you are entitled to relief, presenting appropriate **proofs according to law**.
 - d. When your application has been considered fully, the Board will make a determination based upon testimony from the applicant and witnesses and reports made by the various agencies and departments concerned with the application. It will be decided that the Land Use Review Board Attorney will write a Resolution of approval or denial. This Resolution will be acted upon at the following meeting.

2. **APPLICATION OF REQUIREMENTS**

A. **Subdivision Review**

All subdivisions, as defined under Section 16.08.020 of the Land Development Ordinance, are subject to the review procedures specified under Section 16.80 of said ordinance.

B. **Site Plan Review**

No construction permit shall be issued for any new structure or for an addition or alteration to an existing structure, and no Certificate of Occupancy shall be issued for any change of use of an existing structure until the site plan has been reviewed and approved by the municipality except that:

1. A construction permit for a single-family detached dwelling unit or a two-family dwelling unit and/or their accessory building(s) or uses on a lot shall not require site plan approval; except that the use of any existing or proposed principal or accessory building for a "home occupation" as defined and permitted by this Ordinance shall require a zoning permit prior to the issuance of a construction permit or Certificate of Occupancy. The foregoing shall in no way affect the responsibility of an applicant to submit the necessary information and receive the necessary approvals as may be required pursuant to other Ordinances.
2. Any change of use from one permitted category of non-residential use to another permitted category of non-residential use shall not require site plan approval if 1) both the Construction Official and Zoning Officer stipulate to the Board that the existing site development meets the requirements of this Ordinance for the new use; and 2) the new use does not require an increase in the number of required parking spaces.
3. Fences not included as part of a site plan application shall not require site plan approval but shall require the issuance of a fence permit.

4. Signs not included as part of a site plan application shall not require site plan approval except that any signs exceeding twenty-five (25) square feet in area shall require minor site plan review and approval. All signs shall require the issuance of a sign permit except as exempted in Section 16.52.130 of this Ordinance.

An applicant may elect to file for preliminary and final site plan approval simultaneously to expedite the review process. The site plan shall be prepared according to the requirements stipulated for final approval. Developers electing to by-pass the preliminary approval stage are doing so at the peril of added expense if changes in design are required.

C. Variance Relief

All applications for variance relief to the Board not involving any related site plan, subdivision or conditional use approval shall be filed at least three (3) weeks prior to the meeting. The filing shall include eighteen (18) copies of any maps and related material; eighteen (18) completed copies of the appropriate application form(s), which includes the checklist for variances pursuant to N.J.S.A. 40:55D-10.3 attached to this Ordinance; and the fee in accordance with Section 16.84 of this Ordinance. The Board shall act upon the application as stipulated by law.

D. Informal Review By The Land Use Review Board

1. At the request of a developer, the Land Use Review Board shall grant one (1) informal review, without fee and not to exceed fifteen (15) minutes of duration, regarding a concept plan for a development for which a developer intends to prepare and submit an application for development.
 2. While no fee shall be required for the one (1) informal review, any subsequent informal review shall require that a fee be posted in accordance with Section 16.84 of this Ordinance, which fee shall be credited towards the fee for review of a development application, if subsequently submitted.
 3. The developer shall not be bound by any concept plan for which the review is requested, and the Land Use Review Board shall not be bound by any such review.
 4. A developer desiring to have a concept plan informally reviewed by the Land Use Review Board shall so notify the Administrative Officer at least four (4) weeks prior to the meeting of the Board. The Administrative Officer shall thereafter notify the developer of the time and place which has been scheduled by the Land Use Review Board for the informal review.
3. Inquire to your Engineer if your application requires a variance from elevation standards. If so, refer to the Land Development Ordinance, Section 16.68. Take appropriate steps when filing your application.
 4. The Land Use Review Board is acting as a quasi-judicial body in hearing your application. The burden of proof is upon you, the applicant, to establish the elements of your case.

These "SUGGESTIONS" are an attempt to assist the applicant and are not intended to be a complete list of instruction and the Land Use Review Board is not bound by same. The sole responsibility of presentation of the application is upon the applicant. Obtain a copy of all applicable Procedural and Land Development Ordinance.