

BOROUGH OF RED BANK  
DEPARTMENT OF PLANNING AND ZONING  
90 Monmouth Street  
Red Bank, NJ 07701  
732-530-2753

**APPLICANT CHECKLIST**  
**PLANNING BOARD & ZONING BOARD OF ADJUSTMENT**

The following is required to proceed with a Board application:

1. The Development Permit Application (DPA) should be filled out in detail.
2. Intent to Proceed Form and Property Ownership Disclosure Form
3. Narrative of Intent: Please state a description of what is proposed in the application or in the case of an appeal, the reasons relief is requested.
4. Two checks payable to the Borough of Red Bank, one for the Application Fee and the other for the Escrow Fee; Escrow Agreement/Bank Form, W-9 and Disclosure of Ownership Form. The Borough Engineer will calculate the fee amount based on the Ordinance requirement. The Escrow fee is an estimate, therefore, if the account fund becomes deficient, the applicant will be billed accordingly.
5. Site plan details (with written request of any waivers of details not on the plan) and a recent survey of the property. Four (folded) copies should be submitted initially.
6. Letter of certificate from the Tax Collector that taxes/utilities have been paid to date. (Request this from Municipal Building, 90 Monmouth St. (Phone Number 530-2742, 2743 or 2745)
7. Obtain a list of names and addresses of property owners within 200 feet of the property. List should be requested from the Tax Assessor, 1<sup>st</sup> floor, Municipal Building, 90 Monmouth St. (Phone Number 530-2767) There is a \$10.00 fee for the list, made payable to the Borough of Red Bank.

The Borough Engineer will review for completeness. Once the application is deemed complete; the Applicant will be advised of the hearing date.

The following must be submitted as soon as possible, but, no later than **10 days prior** to the hearing. Failure to submit these items may result in the application being re-scheduled to a later date:

- 1) PDF of site plan, survey and architectural plans.
- 2) PDF of any other reports related to the application (Traffic Report, Drainage Report, etc.).

Once the application is scheduled, please complete the following:

- 1) At least 10 days prior to the date of the hearing (the day of the meeting should not be included in the count) send a public notice to the surrounding property owners by certified mail (***Return receipt required***). It is necessary that each addressee on the list be noticed and that the certified mail receipt reflects the correct name, address and post office date stamp. Failure to comply with this requirement of the Municipal Land Use Law can cause your application to be removed from the agenda. A sample is included in this packet. Make sure the correct one is used (either Planning Board or Zoning Board). \* \* **Submit a copy of this notice to the Board Secretary.** \* \*
- 2) At least 10 days prior to the date of the hearing, not including the date of the meeting, publish the same notice in a designated newspaper, Asbury Park Press or Two River Times) for one day and request an “Affidavit of Publication”.
- 3) When the mailing is completed and the notice is published, submit the white certified mail slips (and green return receipt cards), Proof of Service form and the Affidavit of Publication from the newspaper to the Board Secretary.

**AFTER APPROVAL**, a resolution will be forwarded to you within 10 days of it being memorialized. Conditions of approval must be met prior to a development permit being issued. **BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY CAN NOT BE APPLIED FOR UNTIL THE DEVELOPMENT PERMIT IS ISSUED!**

Notice of the approval must be published in the newspaper, following the same procedure as the publication of the hearing. An “Affidavit of Publication” must be submitted to the Board Secretary.

If the approvals require the posting of performance guarantees or inspection fees the Borough Engineer will calculate the fees after the approval. Contact Shawna Ebanks, Director, at 530-2752 with any questions about this requirement.

Upon completion of the application, you may request a refund of any unused portion by submitting a written request to Shawna Ebanks. Application Fees are non-refundable.

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**INTENT TO PROCEED**

Preliminary Site Plan     Final Site Plan     Minor Site Plan     Major Subdivision  
 Minor Subdivision     Conditional Use     C Variance     D Variance

APPLICATION #: \_\_\_\_\_

I HEREBY MAKE FORMAL APPLICATION TO THE:

\_\_\_\_\_ RED BANK PLANNING BOARD    \_\_\_\_\_ RED BANK ZONING BOARD OF ADJUSTMENT

NAME OF APPLICANT: \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ZONE: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOTS: \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

INITIAL REVIEW ESCROW PAID: \_\_\_\_\_ (AMOUNT) \_\_\_\_\_ (DATE)  
MINIMUM \$500.00 – Single Family Dwellings (Additions)  
MINIMUM \$2,000.00 – All Other Applications

Signature of Applicant: \_\_\_\_\_

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

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

Date Received by Board Secretary: \_\_\_\_\_  
(Date of Commencement of Statutory 45-day Completeness Review Period)

Signature of Board Secretary: \_\_\_\_\_

### Contact Information

#### Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Attorney:

Name of Firm: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Architect:

Name of Firm: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Planner:

Name of Firm: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_



**Borough of Red Bank**  
**Department of Planning and Zoning**

90 Monmouth Street  
Red Bank, NJ 07701

**DISCLOSURE OF OWNERSHIP**

IN CONNECTION WITH DEVELOPMENT APPLICATION # \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

IF THE APPLICANT IS A SOLE PROPRIETORSHIP, CHECK HERE \_\_\_\_\_ AND SIGN FORM

IF THE APPLICANT IS A CORPORATION OR PARTNERSHIP, COMPLETE THE FOLLOWING INDICATING ALL OWNERS HOLDING A 10% (OR GREATER) INTEREST:

OWNERS NAME

ADDRESS

(%) Interest

_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: IF ANY OWNER HOLDING A 10% (OR GREATER) INTEREST IS ITSELF A CORPORATION OR PARTNERSHIP, COMPLETE A DISCLOSURE FORM FOR THAT OWNER.

\_\_\_\_\_

Sworn to and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

## LAND DEVELOPMENT – ESCROW AGREEMENT

DEVELOPMENT PERMIT APPLICATION #: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_

\*ESCROW ACCOUNT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TAX ID # OR SOCIAL SECURITY #: \_\_\_\_\_

The undersigned hereby agrees to pay for the cost of professional services, including, but not limited to, engineering, professional planning and legal services, necessary to review the developer's application as captioned above.

\_\_\_\_\_  
Name (print or type legibly)

\_\_\_\_\_  
Applicant's Signature

\*The Escrow Account will be established in this name. All bills, correspondence and return of Escrow Funds unused will be addressed in this manner.

Request for Taxpayer  
Identification Number and CertificationGive form to the  
requester. Do not  
send to the IRS.Print or type  
See Specific Instructions on page 2.

Name					
Business name, if different from above					
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ► ..... Address (number, street, and apt. or suite no.)					<input type="checkbox"/> Exempt from backup withholding
City, state, and ZIP code			Requester's name and address (optional)		
List account number(s) here (optional)					

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ►
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Date ►

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.



# **Borough of Red Bank**

## **Department of Planning and Zoning**

90 Monmouth Street  
Red Bank, NJ 07701

# CERTIFIED PROPERTY OWNER'S LIST REQUEST

DATE: \_\_\_\_\_

Mr. Mitchell Elias  
Tax Assessor  
90 Monmouth Street  
Red Bank, NJ 07701

Re: Block \_\_\_\_\_ LOT(S) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Dear Mr. Elias,

Please provide the undersigned with a certified list of property owners within 200 feet of the Above referenced Block and Lot.

Please mail the list to the address below (if other than the above referenced address)

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I have enclosed \$10.00; representing the fee for this service.

I understand that this list takes approximately seven (7) days to be completed.

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**Applicant's Signature**



# **Borough of Red Bank**

## **Department of Planning and Zoning**

90 Monmouth Street  
Red Bank, NJ 07701

## AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY  
COUNTY OF MONMOUTH

\_\_\_\_\_, of full age, being duly sworn according to law, deposes and says, that (s) he resides at

County of Monmouth, State of NEW JERSEY, that (s) he is the applicant in a proceeding before the Red Bank Planning/Zoning Board, Red Bank, New Jersey, the application relates to premises located at Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ and that on \_\_\_\_\_ (s) he gave written notice of the hearing on this application to each and all the persons upon whom service must be had, in the required form and according to the attached lists, and in the manner indicated thereon.

**Applicant's Signature**

Sworn to and Subscribed Before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**Signature**

**NOTE TO APPLICANT:** Attach list of all people served. If Service has been made by registered mail, return registry receipts must be filed with the Planning/Zoning Board.

**USE THIS FORM FOR ZONING BOARD APPLICATIONS**

**(FOR APPLICATION BEING HELD IN PUBLIC)**

**PUBLIC NOTICE**

**PLEASE TAKE NOTICE** that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at 6:30 p.m. at the Red Bank Municipal Building, 90 Monmouth Street, Red Bank, New Jersey, the **Red Bank Zoning Board** will hold a hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard. The premises in question is located in the \_\_\_\_\_ Zoning District, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, and more commonly known as \_\_\_\_\_.

The applicant is seeking \_\_\_\_\_

and any and all other variances required to permit \_\_\_\_\_.

A copy of said application and related documents are on file with and may be inspected by all interested parties in the Department of Planning and Zoning, 90 Monmouth Street, third floor, Red Bank, New Jersey during normal business hours.

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(Applicant Signature)

**USE THIS FORM FOR PLANNING BOARD APPLICATIONS**

**(FOR APPLICATION BEING HELD IN PUBLIC)**

**PUBLIC NOTICE**

**PLEASE TAKE NOTICE** that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at 7:00 p.m. at the Red Bank Municipal Building, 90 Monmouth Street, Red Bank, New Jersey, the Red Bank Planning Board will hold a hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard. The premises in question is located in the \_\_\_\_\_ Zoning District, Block \_\_\_\_\_, Lot(s) \_\_\_\_, and more commonly known as \_\_\_\_\_. The applicant is seeking \_\_\_\_\_

and any and all other variances required to permit \_\_\_\_\_.

A copy of said application and related documents are on file with and may be inspected by all interested parties in the Department of Planning and Zoning, 90 Monmouth Street, third floor, Red Bank, New Jersey during normal business hours.

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(Applicant Signature)