

**ELMER BOROUGH LAND USE BOARD  
APPLICATION COVER SHEET  
(to be completed for all applications and appeals)**

1. Applicant Name(s): William B. Stephens
2. Applicant Address: 6 Field Crest Drive, Pittsgrove, NJ 08318
3. Applicant Telephone Number(s): c) 609-381-1094 o) 609-358-8181
4. Applicant E-mail: \_\_\_\_\_
5. Owner Name(s) (if other than applicant): Stephens, William B. & Sulpizi, Zach
6. Owner Address: 6 Field Crest Drive, Pittsgrove, NJ 08318
7. Type of Application: Use Variance
8. Property Address | Location: 116 Park Avenue, Elmer, NJ 08318
9. Property Tax Map Block(s) and Lot(s): Block 29, Lot 33
10. Zoning District: CONS. Conservation
11. Present Use of Property: Undeveloped
12. Proposed Use of Property: Commercial Business Parking/Staging (similar to GB)
13. Amount of Fees Paid: \_\_\_\_\_
14. Amount of Escrow Deposited: \_\_\_\_\_

**APPLICANT:** The undersigned hereby confirms that (1) all information provided with this application is true, complete and correct; and (2) each applicant understands and will comply with the requirements of the Elmer Borough Land Development Ordinance, including but not limited to the applicant's ongoing obligations to replenish review escrows upon request, and to reimburse the Borough for all professional review fees and costs relating to the application.

\_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**OWNER (if other than applicant):** The undersigned hereby confirms that (1) the person(s) or entity(ies) named in line 5, above, are the only owner(s) of the property; (2) the applicant has entered into a written agreement with the owner(s) to purchase, lease, or otherwise use or occupy the property; (3) a true and complete copy of that agreement is attached to this application (with or without prices deleted); and (4) the owner has reviewed and consents to this application.

\_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "A" — GENERAL REQUIREMENTS**

Applicants must file all information and materials specified in this checklist unless inapplicable. Applicants must indicate that all required information and materials have been included in the application by marking an "X" in the left column space that corresponds to each required item. "N/A" indicates inapplicability. If a submission waiver is requested, applicants must indicate "W" and include the checklist item requested to be waived in the list referred to in item A-9, below, with an explanation of why the waiver should be granted.

Applicant Please Check		Verification (Official Use Only)
	This application includes the following:	
	1. Copies of all plans, documents, and other materials comprising the application including the following: 3 full size plan sets (24" x 36"), 15 reduced plan sets (11" X 17"), and 1 digital copy (PDF). Sixteen (16) copies of all accompanying documents should be included. Digital copies are preferred.	
	2. A completed Application Cover Sheet confirming payment of all required fees and escrow deposits, signed by all applicants (and also signed by all owners if the property is not owned by the applicant). The applicant's attorney may sign the application on behalf of the applicant, and the owner's attorney may sign the application on behalf of the owner, but no other person may sign on behalf of either.	
	3. All checklists, materials, and information required as part of the application.	
	4. A certification or receipt from the Tax Collector confirming that all real estate taxes and water bills have been paid in full through the quarter in which the application is filed.	
	5. If the applicant is <u>not</u> the owner of the property, a complete copy of the document creating the applicant's interest in the property (such as a contract for purchase or lease). Prices may be deleted. If the applicant owns the property, indicate "N/A."	
	6. If the applicant is a corporation or limited liability company, or if the applicant is an individual or partnership represented by an attorney, the application includes correspondence from the applicant's attorney confirming the attorney's representation of the applicant and the attorney's name, address and telephone number. If the applicant is not a corporation or limited liability company, or if the applicant is not represented by an attorney, indicate "N/A."	
	7. If the applicant is a corporation, partnership or limited liability company, and if the application is one for which disclosure is required pursuant to <i>N.J.S.A. 40:55D-48.1, et seq.</i> , all such disclosures are included in the application. If the applicant is not a corporation, partnership or limited liability company, or if the application does not require such disclosure, indicate "N/A."	
	8. The names and addresses of all witnesses and their expertise. If no witnesses are proposed, indicate "N/A."	
	9. A list of all checklist items for which submission waivers are being requested, with an explanation of why each waiver should be granted. If no submission waivers are requested, indicate "N/A."	

**ELMER BOROUGH LAND USE BOARD  
CHECK LIST  
SCHEDULE "G" – GENERAL WAIVER OF SITE PLAN REVIEW  
INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for a general waiver of site plan review must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
	1. A plan survey, sketch, or other drawing or depiction of the property and the structures and improvements at and near it.	
	2. At least one recent photograph of the property.	
	3. A written description of the proposed use and development of the property, as well as past and current development and uses.	
	4. Copies of all Land Use Board (or former Planning Board or Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	

**ELMER BOROUGH LAND USE BOARD  
CHECK LIST  
SCHEDULE "H" — CONDITIONAL USE  
INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for a conditional use approval must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
	1. A written description of the proposed use and development for which conditional use approval is being sought.	
	2. Citation to the Elmer Borough Land Use Ordinance Section by which the proposed use and development is conditionally permitted.	
	3. Application for site plan approval or waiver, as applicable, using appropriate application forms.	

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "I" – "BULK" VARIANCE (N.J.S.A. 40:55D-70(c))  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for "bulk" variance relief pursuant to <i>N.J.S.A. 40:55D-70(c)</i> must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
	<p>1. Unless the variance application includes a site plan, the applicant must provide a survey prepared and certified by a New Jersey licensed professional surveyor, originally dated, or updated and re-certified, within three months prior to the date the application is filed, depicting the property in question and clearly showing the location of (a) all existing buildings, structures, improvements at and within twenty-five feet from the property in question; (b) all trees of greater than six-inches caliper; (c) all rights-of-way and other easements of record; and (d) all areas where new or expanded buildings, structures and improvements are being proposed. Accurate dimensions must be shown for all existing and proposed buildings, structures and improvements from all lot lines. The plan must also include tax map sheet, block and lot numbers, and the zoning district designation(s), a table of all zoning requirements. The survey must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. The survey must also confirm compliance with all applicable requirements of the Residential Site Improvement Standards (<i>N.J.A.C. 5:21-1.1, et seq.</i>) If a site plan has been provided, indicate "N/A."</p>	
	<p>2. At least one recent photograph of the property.</p>	
	<p>3. A written description of the proposed use and development of the property, as well as past and current development and uses.</p>	
	<p>4. Copies of all Land Use Board (or former Planning Board or Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".</p>	

**ELMER BOROUGH LAND USE BOARD**  
**C H E C K L I S T**  
**SCHEDULE "J" – "USE" VARIANCE (N.J.S.A. 40:55D-70(d))**  
**PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for "use" variance relief pursuant to <i>N.J.S.A. 40:55D-70(d)</i> must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
	<p>1. Unless the variance application includes a site plan, the applicant must provide a survey prepared and certified by a New Jersey licensed professional surveyor, originally dated, or updated and re-certified, within three months prior to the date the application is filed, depicting the property in question and clearly showing the location of (a) all existing buildings, structures, improvements at and within twenty-five feet from the property in question; (b) all trees of greater than six-inches caliper; (c) all rights-of-way and other easements of record; and (d) all areas where new or expanded buildings, structures and improvements are being proposed. Accurate dimensions must be shown for all existing and proposed buildings, structures and improvements from all lot lines. The plan must also include tax map sheet, block and lot numbers, and the zoning district designation(s), a table of all zoning requirements. The survey must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. The survey must also confirm compliance with all applicable requirements of the Residential Site Improvement Standards (N.J.A.C. 5:21-1.1, <i>et seq.</i>) If a site plan has been provided, indicate "N/A".</p>	
	<p>2. At least one recent photograph of the property.</p>	
	<p>3. A written description of the proposed use and development of the property, as well as past and current development and uses.</p>	
	<p>4. Copies of all Land Use Board (or former Planning Board or Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".</p>	
	<p>5. Application for site plan review or waiver of site plan.</p>	