

# Borough of Little Silver

Settled 1667

Incorporated 1923

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## 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 1929 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"**).

\_\_\_\_\_ Three 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.

\_\_\_\_\_ Completed COAH form. A COAH fee is required for 25% or more of additional living space

\_\_\_\_\_ 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)

**Please Note: Planning and Zoning Office Hours are as follows: Monday 8:30 A.M. to 4:30 P.M., Wednesday 1 P.M. to 4:30 P.M., Thursday 8:30 A.M. to 4:30 P.M. and Friday 8:30 A.M. to 12 P.M. Phone: 732-842-0261. Check with Office for Zoning Officer hours.**

APPLICATION FOR DEVELOPMENT PERMIT

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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"/>	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	<input type="checkbox"/>	J. Direction for Building Permit Insurance	<input type="checkbox"/>
E. Sign			
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

September 18, 2009  
Revised October 20, 2009

Dear Applicant:

As required by the State of New Jersey, the Borough of Little Silver must collect mandatory affordable housing fees for deposit to a trust fund dedicated to affordable housing projects and programs.

Unless the development is exempt, fees shall be paid by the following:

All residential developers who construct less than nine dwelling units must pay a development fee of 1.5% of the equalized assessed value of any residential development.

Developers of non residential development who create less than 25 jobs shall pay a fee of 2% of the equalized assessed value for non residential development

**Fees will be collected as follows:**

50% of the calculated development fee prior to the issuance of a building permit

The remainder of the fee shall be paid prior to the issuance of a Certificate of Occupancy

**Please fill in the #1 and # 2 portions of the attached Council On Affordable Housing form, sign and date it and return it with your application for zoning review along with your check made payable to the Borough of Little Silver.**

For further questions or information, please contact the Borough's Tax Assessor at 732-842-2400, extension 116 or the Borough Administrator, Michael D. Biehl at 732-842-2400, extension 114.

Coah

## COUNCIL ON AFFORDABLE HOUSING

Development fees, in accordance with the Directive of the NJ Council on Affordable Housing (COAH)

