



CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

## **TABLE OF CONTENTS**

### **DEVELOPMENT APPLICATIONS**

<b><u>PART I</u></b> INSTRUCTIONS TO THE APPLICANTS.....	2
<b><u>PART II</u></b> DEVELOPMENT APPLICATION.....	4
<b><u>PART III</u></b> ADMINISTRATIVE COMPLETENESS.....	9
<b><u>PART IV</u></b> PLAT REQUIREMENTS:	
MINOR SUBDIVISION.....	10
MINOR SITE PLAN.....	12
VARIANCE.....	16
MAJOR SITE PLAN.....	18
MAJOR SUBDIVISION.....	24
<b><u>PART V</u></b> SCHEDULE L- PLANNING, ZONING, AND FLOOD BOARD	
APPLICATION AND ESCROW FEES.....	30
<b><u>PART VI</u></b> – FORMS	
Form A - Confirmation of Paid Taxes.....	33
Form B – Request for Address within 200’.....	34
Form C – Appeal from a Decision of the Administrative Officer.....	35



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## **PART I**

### **INSTRUCTIONS TO THE APPLICANT**

#### **A. APPLICATION REQUIRED**

Applications for development in which the Zoning Board has the power to hear the application for development pursuant to N.J.S. 40:55D-70 and 40:55D-76, or Planning Board pursuant to N.J.S. 40:55D-25 and 40:55D:60, shall be filed, according to these instructions. Application shall only be made on the form supplied by the Board Secretary. All the information requested must be provided.

#### **B. NUMBER OF COPIES**

The applicant shall file with the Board an original and five (5) copies of the application and an equal amount of all supporting documents. All documents must be **PRE-PACKAGED, SORTED AND FOLDED**. Forms dealing with service and proof of service are to be filed in duplicate prior to the hearing date. \*Once the application has been deemed Administratively Complete, you will be notified to submit fifteen (15) additional copies for the Zoning Board or twenty (20) additional copies for the Planning Board.

#### **C. PROVIDE A LIST OF PROPERTY OWNERS SERVED**

The applicant shall provide a list of the property owners served, including the block and lot number of each property and designate the method of service using the form provided with the application. The entire form must be completed and the Affidavit of Service must be signed and notarized. The Affidavit of Service must be filed with the Board Secretary at least five (5) days prior to the date of the scheduled hearing. The certified list of persons to whom notice must be sent, as compiled by the proper administrative officer of the appropriate municipality, must be attached to the Affidavit of Service. Where notice has been made by certified mail, the postmarked receipt must also be attached to the Affidavit of Service.

#### **D. OWNERSHIP**

If the applicant does not own the property described in the application, the affidavit of ownership on page 8 of the application form must be completed, signed and notarized.



**E. CONFIRMATION OF PAID TAXES**

The applicant shall file with the application, proof that there are no taxes or assessments for local improvements due or delinquent on the property for which the application is made. Such proof shall be in the form of a certification from the Tax Assessor (form attached).

**F. APPLICANTS**

Applicants may proceed with or without an attorney. Persons without an attorney must be physically present at the hearing.

**G. COMPLETE APPLICATIONS**

The Administrative Officer will deem the application complete when the applicant has complied with all the submission requirements.

**H. SPECIAL MEETING**

An applicant may request that the Board consider his/her application at other than a regular meeting. The request must set forth the reason that a special meeting is required. If a special meeting is held at an applicant's request, the applicant is responsible for all additional fees.

**I. ORDER OF HEARINGS**

Applicants will be heard in the order in which the applications are received or as directed by the Board Chairman.

NEW CASES WILL NOT COMMENCE AFTER 10:00 PM.  
ADDITIONAL TESTIMONY WILL NOT BE TAKEN AFTER 11:00 PM.



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**PART II**  
**DEVELOPMENT APPLICATION**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION**

CHECK ONE: ZONING BOARD APPLICATION \_\_\_\_\_ PLANNING BOARD APPLICATION \_\_\_\_\_

A. Applicant's Name \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

\*Applicant's E mail Address \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Relationship of applicant to owner (i.e. same person, tenant, agent, purchase under contract or other)  
(Circle one)

Location of Premises \_\_\_\_\_  
(Street address)

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ **Zone** \_\_\_\_\_  
(Tax Map reference)

B. Description the application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Please check the type(s) of approvals requested:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Amendment                     | <input type="checkbox"/> Appeal                  | <input type="checkbox"/> Conditional Use   |
| <input type="checkbox"/> "C" Variance                  | <input type="checkbox"/> "D"/Use Variance        | <input type="checkbox"/> Interpretation    |
| <input type="checkbox"/> Site Plan Major Preliminary   | <input type="checkbox"/> Site Plan Major Final   | <input type="checkbox"/> Subdivision Minor |
| <input type="checkbox"/> Subdivision Major Preliminary | <input type="checkbox"/> Subdivision Major Final | <input type="checkbox"/> Site Plan Minor   |



**D. Request is hereby made for permission to** (erect, alter, convert, use) a \_\_\_\_\_

1) Said property is: \_\_\_\_\_  
(Give dimensions and area)  
and has the following structures: \_\_\_\_\_

**2) Size and setbacks of existing building:**

Width of building: _____	Length of building: _____
Height: _____	Stories: _____
Front: _____	Rear: _____
Side: _____	Side: _____
% Building Coverage: _____	% Impervious Surface Coverage: _____

**3) Size and setbacks of proposed building and/or addition:**

Width of building: _____	Length of building: _____
Height: _____	Stories: _____
Front: _____	Rear: _____
Side: _____	Side: _____
% Building Coverage: _____	% Impervious Surface Coverage: _____

4) Date property acquired and prevailing zoning at time of acquisition: \_\_\_\_\_

5) Has there been any previous appeal, requests or applications to this or any other City Boards, Construction Official, or other City Official involving these premises? YES \_\_\_\_\_ NO \_\_\_\_\_

**"If yes, state the nature, date and the disposition of said matter include a copy of the Resolution, a copy of the building permit or any other pertinent information previously submitted"**



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- 6) When variance approvals are requested:
- a. Describe the exceptional conditions of property preventing application from complying with Zoning Ordinance.
  - b. Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

7) All applicants must complete the following, as applicable:

Type of construction: (frame, stone, brick, cement)\_\_\_\_\_

Present use of existing building(s) and premises:\_\_\_\_\_

Describe any deed restrictions affecting this property:\_\_\_\_\_

Existing and proposed number of dwelling units:\_\_\_\_\_

Existing and proposed square footage of professional office:\_\_\_\_\_

Existing and proposed gross floor area:\_\_\_\_\_

Existing and proposed parking spaces:\_\_\_\_\_

Existing and proposed number of lots:\_\_\_\_\_

Portion of lot being subdivided:\_\_\_\_\_

Purpose for which lots will be utilized:\_\_\_\_\_

Facilities for solid waste and recyclables.

A photograph(s) of the land and building(s) involved in the application.

Names, addresses and E-mail of all expert witness proposed to be used:\_\_\_\_\_

\_\_\_\_\_

- 8) If the applicant is a corporation or partnership, the names and addresses of all stockholders or partners owning 10% or greater interest in said corporation or partnership shall be set forth in accordance with P.L. 1977 Ch. 336.

**(If applicable, attach list)**



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**ESCROW FEES SUBMITTED**  
**FINANCIAL RESPONSIBILITY STATEMENT**

**Section 25-1300.15.2 Amounts Specified Are Estimates**, of the Ocean City Zoning Ordinance, 88-27, Volume II, reads as follows:

The amounts specified for escrow deposits are estimates, and it is recognized additional escrow fees may be necessary in particular applications. In the event that more than the amount specified for escrow is required in order to pay the reasonable costs incurred, the applicant, shall prior to being permitted to move forward in the approval procedure, or prior to being permitted to move forward in the approval procedure, or prior to obtaining Certificates of Occupancy for any portion of the application project, pay all additional required sums.

.....  
I have read Section 25-1300.15.2 and understand that additional escrow fees may be charged at a later date. I herewith agree to pay these additional charged fees. If I fail to pay these fees when requested, I understand that the City will also charge reasonable attorney's fees for the collection of these fees.

**Please Print Clearly**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Daytime Phone)

\_\_\_\_\_  
(Billing Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Note: The application will be deemed **incomplete** if all information above is not fully completed.



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\_\_\_\_\_ Being duly sworn  
(Name of Applicant or Attorney Representing)

according to law hereby certifies that the information presented in this application is true and accurate.

\_\_\_\_\_  
Signature of Applicant/Attorney

If applicant is not the owner of the property, have owner sign below or file with application a letter signed by the owner consenting to this application.

The foregoing application is hereby consented to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of property owner)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

Sworn and subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
**Signature of Person authorized to take oaths - Notary**



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**PART III**

**ADMINISTRATIVE COMPLETENESS**

**APPLICATION CHECKLIST**

(Please submit with your application document)

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

NAME OF OWNER: \_\_\_\_\_

NAME OF PROFESSIONAL(S): \_\_\_\_\_

**Required Documents**

- a) One original & 5 copies of the application WITH the completed Checklist \_\_\_\_\_
- b) One original & 5 copies of the required plat meeting requirements set forth in Chapter 1500 of the City Ordinance \_\_\_\_\_
- c) Required Application Fees as set forth in Chapter XXX of the City Code \_\_\_\_\_
- d) Copy of CAFRA application or written explanation of why one isn't needed \_\_\_\_\_
- e) Copy of NJDEP Wetlands application or written explanation of why one isn't needed \_\_\_\_\_
- f) Current signed and sealed Survey of property (less than 1 year old) \_\_\_\_\_
- g) Other submittals required by Board Professionals (if any) \_\_\_\_\_
- h) Written description and justification for Waivers & Variances \_\_\_\_\_
- i) Certified list of persons to whom notice must be sent, as compiled by the proper administrative officer of the appropriate municipality (Tax Assessor). \_\_\_\_\_
- j) Proof from the Tax Collector that real estate taxes and local Assessments have been paid to date \_\_\_\_\_
- k) (For Subdivisions only) A Certificate of Title \_\_\_\_\_



**PART IV**  
**PLAT REQUIREMENTS**  
**MINOR SUBDIVISION PER §25-1500.5.2**

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

NAME OF OWNER: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

a. *General Requirements.* The plat for a minor subdivision shall be drawn at a scale of not less than twenty feet (20') to the inch, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:23-9.9 et seq, and shall include or be accompanied by the information specified below:

1. All dimensions both linear and angular, of the exterior boundaries of the subdivision, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000). \_\_\_\_\_

2. The minor subdivision shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the subdivider and prepared or recertified not more than twelve (12) months prior to the date of application. \_\_\_\_\_

3. All topographical data on-site and within twenty five feet (25') of the site. Contours shall be shown at one foot (1') intervals throughout. \_\_\_\_\_

b. *Title Block.* A title block shall appear on all sheets and include:

1. Title to read "Minor Subdivision." \_\_\_\_\_

2. Name of the subdivision, if any. \_\_\_\_\_

3. Date (of original and all revisions). \_\_\_\_\_

4. Name, signature, address and license number of the land surveyor who prepared the map and made the survey (the plat shall bear the embossed seal of said land surveyor). \_\_\_\_\_

c. *Detailed Information.*

1. A key map (at a scale of not less than one inch (1") equals one thousand feet (1,000') showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which intersect or border the tract, the names of all such streets and any zone district boundaries and City boundary which is within five hundred feet (500') of the subdivision. \_\_\_\_\_

2. The names of all owners of and property lines of parcels within two hundred feet (200') of the land to be subdivided as shown by the most recent records of the City. \_\_\_\_\_



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3. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest City Tax Map, the date of which shall also be shown. \_\_\_\_\_
  4. Acreage of the tract being subdivided to the nearest hundredth of an acre. \_\_\_\_\_
  5. Names and addresses of owner and subdivider so designated. \_\_\_\_\_
  6. All zone district boundaries, City borders, existing public easements, tax map lot and block numbers, watercourses, floodways and flood hazard areas within two hundred feet (200'), and the width of the right-of-way of each street within two hundred feet (200') of the subdivision. \_\_\_\_\_
  7. All existing structures, with an indication of those which are to be destroyed or removed, and the front, rear and side yard dimensions of those to remain, referenced to proposed lot lines. \_\_\_\_\_
  8. All proposed public easements or right-of-ways and the purposes thereof. \_\_\_\_\_
  9. The existing systems of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage (where required by the Board or City Engineer). \_\_\_\_\_
  10. All proposed lot lines and the areas of all lots in square feet. The areas and dimensions specified shall be shown to the nearest hundredth of a square foot or hundredth of a linear foot. \_\_\_\_\_
  11. North arrow. \_\_\_\_\_
  12. Written and graphic scales. \_\_\_\_\_
  13. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. Such certification may be in letter form signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in New Jersey. \_\_\_\_\_
  14. Proposed lot and block numbers as assigned by the City Tax Assessor in accordance with the digitized lot numbering system specifications promulgated by the New Jersey Division of Taxation. \_\_\_\_\_
  15. Such other information as the Board and/or City Engineer may require or request during the review of the application for classification and approval as a minor subdivision. \_\_\_\_\_
  16. In those instances where the minor subdivision application requires variance approval pursuant to N.J.S.A. 40:55D-70c, floor plans, elevation drawings and plot plans for each lot and structure depicting building and yard dimensions, architectural details, fenestration and building materials. \_\_\_\_\_
- d. County Planning Board (if located on County Road) \_\_\_\_\_
- e. Sewerage Service Availability \_\_\_\_\_



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**PLAT REQUIREMENTS**  
**MINOR SITE PLAN PER §25-1500.13.2**

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

NAME OF OWNER: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

a. *General Requirements.* The plan for a minor site plan shall be drawn at a scale of not less than fifty (50) feet to the inch nor larger than ten feet (10') to the inch, with North oriented to the top of the page, on one of the four standard sheet sizes (8.5" x 14", 15" x 21", 24" x 36", 30" x 42"), shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:23-9.9 et seq., and shall include or be accompanied by the information specified below:

1. The minor site plan shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the owner and prepared or recertified not more than twelve (12) months prior to the date of application. If more than 12 months has passed since the date of (or date of last recertification) of the survey, it shall be recertified and, if necessary, brought up-to-date. \_\_\_\_\_

b. *Title Block.* A title block shall appear on all sheets and include:

- 1. Title to read "Minor Site Plan." \_\_\_\_\_
- 2. Name of development, if any. \_\_\_\_\_
- 3. Tax map sheet, block and lot designation. \_\_\_\_\_
- 4. Street Address. \_\_\_\_\_
- 5. Name of applicant and owner. \_\_\_\_\_
- 6. Date (of original and all revisions). \_\_\_\_\_
- 7. Name, signature, address and license number of the professional who prepared the plan and their embossed seal. \_\_\_\_\_
- 8. If the site plan contains more than one sheet, each sheet shall be numbered and titled. \_\_\_\_\_

c. *Detailed Information.*

1. A current aerial image (at a scale of not less than one inch (1") equals one thousand feet (1,000') with North oriented to top of the page, indicating the location of the subject parcel with reference to surrounding areas, existing streets which intersect or border the parcel, the names of all such streets and any zone district boundaries and City boundary which is within five hundred feet (500') of the subject parcel. \_\_\_\_\_



CITY OF OCEAN CITY  
DIVISION OF PLANNING  
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2. The names and addresses of all owners, and property classifications of all parcels within two hundred feet (200') of the subject parcel as shown by the most recent records of the City. \_\_\_\_\_
3. A portion of the current Ocean City Zoning Map showing the subject parcel and zone district boundaries, existing easements, watercourses, floodways and flood hazard areas within two hundred feet (200'), and the width of the right-of-way of each street within two hundred feet (200') of the subject parcel. \_\_\_\_\_
4. A portion of the current Ocean City Tax Map showing the subject parcel, zone district boundaries, existing easements and public rights-of-way within two hundred feet (200') of the subject parcel. \_\_\_\_\_
5. A schedule shall be placed on the site plan indicating:
  - a) The area of the tract and site (the portion of the tract involved in the site plan). \_\_\_\_\_
  - b) The floor area (and floor area ratio where appropriate) of the existing and proposed building (listed separately). \_\_\_\_\_
  - c) The proposed use or uses and the floor area devoted to each use. \_\_\_\_\_
  - d) The zone in which the site is located. \_\_\_\_\_
  - e) Proposed and required lot dimensions and front, rear and side setbacks. \_\_\_\_\_
  - f) Proposed and required off-street parking spaces. \_\_\_\_\_
  - g) Square footage and percentage of the site retained in unoccupied open space. \_\_\_\_\_
  - h) Square footage and percentage of the site considered as Building Coverage. \_\_\_\_\_
  - i) Building height measured from the appropriate reference point. \_\_\_\_\_
  - j) Applicant's compliance with the zoning requirements. \_\_\_\_\_
6. All existing structures, with an indication of those which are to be removed, and the front, rear and side yard dimensions of those to remain, referenced to existing lot lines. \_\_\_\_\_
7. All existing and proposed private and public easements or rights-of-way and the purposes thereof. \_\_\_\_\_
8. North arrow. \_\_\_\_\_
9. Written and graphic scales. \_\_\_\_\_
10. All required endorsements or certifications and space for the appropriate signatures. \_\_\_\_\_
11. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. Such certification may be in letter form signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in New Jersey. \_\_\_\_\_
12. Spot elevations at all four (4) corners of the subject parcel (oceanfront parcels require two (2) additional spot elevations, one (1) at midpoint on each of the two (2) side lot lines). \_\_\_\_\_



13. Sufficient spot elevations (NAVD88 datum) and/or contour lines to indicate the proposed system of surface drainage and the relationship of proposed grading to the land surrounding the site. \_\_\_\_\_

14. FEMA flood zone, base flood elevation, Zoning Flood Elevation and such other information as may assist the Planning Board in the determination of floodway and flood hazard area limits. \_\_\_\_\_

15. The following shall also be required unless the administrative officer determines that they are not necessary to provide a full understanding of the application:

a) Existing at point of connection and all proposed manholes, sewer lines, waterlines, fire hydrants, utility poles and all other topographical features of a physical or engineering nature within the site and within fifty (50) feet thereof. \_\_\_\_\_

b) All existing structures on the site and within fifty (50) feet thereof, including their use, thereof indicating those to be destroyed or removed and those to remain. \_\_\_\_\_

c) Location, use, finished grade level, ground coverage, first-floor and basement elevations, front, rear and side setbacks of all buildings and other pertinent improvements. \_\_\_\_\_

d) The capacity of off-street parking areas including setbacks, location and dimensions of all access drives, aisles and parking stalls. \_\_\_\_\_

e) The location and size of proposed loading docks. \_\_\_\_\_

f) Location of curbs, sidewalks, above-ground utilities including overhead electric transmission wires. \_\_\_\_\_

g) Cross-section(s) showing the composition of pavement areas, curbs and sidewalks. \_\_\_\_\_

h) Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal footcandles, wattage and drawn details of all outdoor lighting standards and fixtures. \_\_\_\_\_

i) Landscaping and screening plan including planting note and plant guarantees, showing the size, location, type, spacing and number of each type of street tree, shrub and groundcover to be utilized. \_\_\_\_\_

j) Location of signs and drawn details showing the size, nature of construction, height, lighting and content of all signs. \_\_\_\_\_

k) Drawn details of the type of screening to be utilized for refuse storage areas, air conditioning units, outdoor equipment and bulk storage areas. \_\_\_\_\_

l) Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated. \_\_\_\_\_



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m) Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall indicate the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance. \_\_\_\_\_

n) Road dedication, where required. \_\_\_\_\_

o) Proposed sight easements, where required. \_\_\_\_\_

p) Proposed drainage easements, where required. \_\_\_\_\_

q) Soil Erosion and Sediment Control plan, where required. \_\_\_\_\_

16. Such other information as the Board Engineer and/or Planner may require or request during their review of the application. \_\_\_\_\_



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**PLAT REQUIREMENTS**

**VARIANCE §25-1500.6.2**

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

NAME OF OWNER: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

a. *General Requirements.* The plan for a variance shall be drawn at a scale of not less than twenty feet (20') to the inch, with North oriented to the top of the page, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:23-9.9 et seq., and shall include or be accompanied by the information specified below:

1. The variance plan shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the owner and prepared or recertified not more than twelve (12) months prior to the date of application. \_\_\_\_\_

2. Spot elevations at all four (4) corners of the subject parcel (oceanfront parcels required two (2) additional spot elevations, one (1) at midpoint on each of the two (2) side lot lines). \_\_\_\_\_

b. *Title Block.* A title block shall appear on all sheets and include:

1. Title to read "Variance Plan." \_\_\_\_\_

2. Tax map sheet, block and lot designation. \_\_\_\_\_

3. Street address. \_\_\_\_\_

4. Name of the applicant and owner. \_\_\_\_\_

5. Date (of original and all revisions). \_\_\_\_\_

6. Name, signature, address and license number of the professional who prepared the plan. \_\_\_\_\_

c. *Detailed Information.*

1. A key map (at a scale of not less than one inch (1") equals one thousand feet (1,000') with North oriented to top of the page, showing the location of the subject parcel with reference to surrounding areas, existing streets which intersect or border the parcel, the names of all such streets and any zone district boundaries and City boundary which is within five hundred feet (500') of the subject parcel. \_\_\_\_\_

2. The names and addresses of all owners, and property classifications of all parcels within two hundred feet (200') of the subject parcel as shown by the most recent records of the City. \_\_\_\_\_



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3. A portion of the current Ocean City Zoning Map showing the subject parcel and zone district boundaries, existing easements, watercourses, floodways and flood hazard areas within two hundred feet (200'), and the width of the right-of-way of each street within two hundred feet (200') of the subject parcel.

\_\_\_\_\_

4. A zoning schedule showing all zoning requirements applicable to the parcel in question, existing conditions, proposed conditions and extent of applicant's compliance with the zoning requirements.

\_\_\_\_\_

5. All existing structures, with an indication of those which are to be removed, and the front, rear and side yard dimensions of those to remain, referenced to existing lot lines.

\_\_\_\_\_

6. All proposed private and public easements or rights-of-way and the purposes thereof.

\_\_\_\_\_

7. North arrow.

\_\_\_\_\_

8. Written and graphic scales.

\_\_\_\_\_

9. All required endorsements or certifications and space for the appropriate signatures.

\_\_\_\_\_

10. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. Such certification may be in letter form signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in New Jersey.

\_\_\_\_\_

11. Such other information as the Board Engineer and/or Planner may require or request during their review of the application.

\_\_\_\_\_



**PLAT REQUIREMENTS**

**SITE PLAN- PRELIMINARY §25-1500.8.2 and FINAL §25-1500.10.2**

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

NAME OF OWNER: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**25-1500.8.2 Preliminary Plat Requirements**

a. *General Requirements.*

1. Any preliminary plat of a site plan presented to the Planning Board or Board of Adjustment for its approval shall be signed and appropriately sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey; provided, however, that sanitary sewer, water distribution and storm drainage plans and water and sewage treatment plans may only be signed and sealed by a professional engineer. \_\_\_\_\_

2. Site plans shall not be drawn at a scale smaller than one inch equals fifty feet (1"=50') or larger than one inch equals ten feet (1"=10'). If the size of the site would require the use of sheets larger than thirty inches by forty-two inches (30" x 42") in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty inches by forty-two inches (30" x 42"), which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one inch equals two hundred feet (1"=200'). \_\_\_\_\_

The site plan shall be based on a monumented, current certified boundary survey. The date of the survey and the name of the person making same shall be shown on the map. If twelve (12) months or more has passed since the date of (or date of last recertification of) the survey, it shall be recertified and if necessary, brought up to date. \_\_\_\_\_

b. *Title Block.* The title block shall appear on all sheets and include:

1. Title to read "Preliminary Site Plan." \_\_\_\_\_

2. Name of the development, if any. \_\_\_\_\_

3. Date (of original and all revisions). \_\_\_\_\_

4. Names, signatures, addresses, and license numbers of engineer, architect, land surveyor, or planner who prepared the plan and their embossed seal(s). \_\_\_\_\_

5. If the site plan contains more than one (1) sheet, each shall be numbered and titled. \_\_\_\_\_



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DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

- c. A schedule shall be placed on the site plan indicating:
  - 1. The acreage of the tract and site (the portion of the tract involved in the site plan). \_\_\_\_\_
  - 2. The floor area of the existing and proposed buildings (listed separately). \_\_\_\_\_
  - 3. The proposed use or uses and the floor area devoted to each use. \_\_\_\_\_
  - 4. The zone district in which the site is located. \_\_\_\_\_
  - 5. Tax map sheet, block and lot number of the site, as shown on the latest City tax map, the date of which should also be shown. \_\_\_\_\_
  - 6. Names and addresses of owner and developer, so designated. \_\_\_\_\_
  - 7. Proposed and required lot dimensions and front, rear and side setbacks. \_\_\_\_\_
  - 8. Proposed and required off-street parking spaces. \_\_\_\_\_
  - 9. The square footage and the percentage of the site that is:
    - (a) Occupied by buildings \_\_\_\_\_
    - (b) Impervious \_\_\_\_\_
  - 10. All variances requested. \_\_\_\_\_
- d. North arrow and written and graphic scales. \_\_\_\_\_
- e. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Board in the determination of floodway and flood hazard area limits. \_\_\_\_\_
- f. The boundary, nature, and extent of marshes, wetlands, dunes and water areas within the site and within two hundred feet (200') thereof. \_\_\_\_\_
- g. Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles, and all other topographical features of a physical or engineering nature within the site and within fifty feet (50') thereof. \_\_\_\_\_
- h. All existing structures on the site and within fifty feet (50') thereof, including their use, indicating those to be destroyed or removed and those to remain. \_\_\_\_\_
- i. Location, use, finished grade level, ground coverage, first floor, front, rear and side setbacks of all existing buildings and other pertinent improvements. \_\_\_\_\_
- j. Existing and proposed public easement or rights-of-way and the purposes thereof. \_\_\_\_\_



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k. A grading plan showing existing and proposed grading contours at one foot (1') intervals throughout the tract, or spot elevations if acceptable to the Board Engineer. Datum shall be National Geodetic Vertical Datum (N.G.V.D.) and source of datum shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading. Also, a site bench mark shall be labeled on the plan.

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1. *On-Site Drainage Plan:*

1. The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout and those items which are pertinent to drainage including existing and proposed contours and spot elevations as previously required.

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2. The plan shall outline each area contributing to each inlet.

---

3. All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.

---

4. The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in this Ordinance.

---

m. *Off-Site Drainage Plan.* The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

1. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.

---

2. The pertinent off-site existing drainage shall be shown with elevations of inverts and grates to the nearest one-hundredth of a foot (.01').

---

3. To the extent that information is available and may be obtained from the County or Municipal Engineer, any existing plans or drainage improvements shall be shown.

---

4. In the event a temporary drainage system is proposed, full plans of that system shall be shown.

---

5. The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details, pipe sizes, type, inverts, crowns, slopes; all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross-sections at intervals not exceeding one hundred feet (100') shall be shown for all open channels.

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115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

n. If required by the City Engineer, center line profiles of streets bordering the site, internal roadways, and major circulation aisles showing:

1. Existing and proposed final grades and slopes. \_\_\_\_\_

2. Pipe sizes, slope, type, inverts, and grate or rim elevation of drainage and sanitary sewage facilities. \_\_\_\_\_

o. *Boring Logs.* A Soils Engineer's Report shall conform to Section 25-1500.7.2x of this Ordinance. \_\_\_\_\_

1. Borings shall be spaced evenly throughout the site. \_\_\_\_\_

2. One (1) boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten feet (10') below proposed or existing grade. \_\_\_\_\_

3. In addition to the above, in those areas where the water table is found to be five feet (5') or less below existing or proposed grade, two (2) additional borings per acre (or portion thereof) will be required if construction of basements is contemplated. Borings shall be located where such basements are proposed. \_\_\_\_\_

4. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth of a foot (.1'). \_\_\_\_\_

5. Based on the borings, the site plan shall clearly indicate all areas having a water table within two feet (2') of the existing surface of the land, or within two feet (2') of proposed grade; or all areas within which two feet (2') or more of fill is contemplated or has previously been placed. \_\_\_\_\_

p. Zone district boundaries and a portion of the Tax Map Sheet shall be reproduced for a minimum distance of five hundred feet (500') surrounding the site upon which the following shall be indicated:

1. The site; \_\_\_\_\_

2. Zone district boundaries; \_\_\_\_\_

3. Tax map sheet; \_\_\_\_\_

4. Lot and block numbers; \_\_\_\_\_

5. Name of all owners within two hundred feet (200') of the site; \_\_\_\_\_

6. Streets with names; \_\_\_\_\_

7. Scale and north arrow. \_\_\_\_\_



CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

q. *Key Map*: A portion of the U.S. Geological Survey map shall be shown (scale 1"=2,000') indicating the following:

1. The site;
2. U.S.G.S. map number;
3. Scale and north arrow.

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r. The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.

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s. The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single unit trucks or buses, and semi-trailers that will enter the site each day.

---

t. Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation. If the developer desires to have the appropriate provisions of N.J.S.A. 39:1 et seq. governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The City Engineer will advise the developer regarding the details of such a plan.

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u. The location and size of proposed loading docks.

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v. Location of curbs and sidewalks.

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w. Cross-sections showing the composition of pavement areas, curbs, and sidewalks.

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x. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and fixtures.

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y. Landscaping and screening plan showing the location, type, spacing, and number of each type of tree or shrub, the location, type and amount of each type of ground cover to be utilized, and plant list and planting details for trees, shrubs, and/or ground cover.

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z. Location of signs and drawn details showing the size, nature of construction, height and content of all signs.

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aa. Drawn details of the type of screening to be utilized for refuse and recyclable material, storage areas, outdoor equipment and bulk storage areas.

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bb. Floor plans and building elevation drawings of any proposed structure or structures, or existing structures to be renovated. \_\_\_\_\_

cc. Location of handicapped facilities including parking spaces and ramps (where applicable). \_\_\_\_\_

dd. *Sectionalization and Staging Plan.* Developers of large uses such as shopping centers, multi-family dwellings, office parks or other such uses proposed to be developed in stages shall submit a sectionalization and staging plan showing the following:

1. The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any stage, the developed portion of the site would comply in all respects to the requirements of this Ordinance and be provided with adequate drainage and utility systems. \_\_\_\_\_

2. Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings in the site and adjoining properties. \_\_\_\_\_

ee. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance. \_\_\_\_\_

ff. Such other information as the Planning Board and/or City Engineer may request during site plan review. \_\_\_\_\_

**MISCELLANEOUS REQUIREMENTS THAT MAY BE REQUIRED**

1. COST OF IMPROVEMENTS ESTIMATE (SEE 25-1600.1.1A) \_\_\_\_\_

2. SIGHT TRIANGLE – CORNER PROPERTIES (SEE 25-1700.13.3) \_\_\_\_\_

3. SOIL EROSION PLAN (SEE 25-1700.32) \_\_\_\_\_

4. OTHER AGENCY REQUIREMENTS

- a. County Planning Board (25-1500.8.3B) \_\_\_\_\_
- b. New Jersey Water Company (25-1500.8.3C) \_\_\_\_\_
- c. Waterfront Development (CAFRA) \_\_\_\_\_
- d. Adequacy of Utility Service \_\_\_\_\_

**25-1500.10.2 Final Plat Requirements.**

The final plat shall include all data required for the preliminary plat of the site plan and shall be drawn to incorporate all changes required as a condition of preliminary approval and shall be drawn by persons and to specifications as required for a preliminary plat and shall be titled "Final Plat - Site Plan." \_\_\_\_\_



CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

**PLAT REQUIREMENTS**

**MAJOR SUBDIVISION- PRELIMINARY §25-1500.7.2 and FINAL §25-1500.9.2**

**25-1500.7.2 Plat Requirements.**

a. *General Requirements.* All plats containing proposals or designs for drainage, streets and subdivision layouts shall be prepared by a professional engineer licensed to practice in the State of New Jersey and shall bear the address, signature, embossed seal and license number of said professional engineer. The preliminary plat shall be based on a land survey conducted not more than five (5) years prior to the date of application and certified to the subdivider and shall be drawn at a scale of not less than fifty feet (50') to the inch.

\_\_\_\_\_

b. *Title Block.* The title block shall appear on all sheets and include:

1. "Preliminary Plat - Major Subdivision."

\_\_\_\_\_

2. Name of subdivision, if any.

\_\_\_\_\_

3. Date (of original and all revisions).

\_\_\_\_\_

4. Name(s), signature(s), address(es) and license number(s) of the engineer and/or land surveyor who prepared the map. (The plat shall bear the embossed seal of said engineer and land surveyor).

\_\_\_\_\_

c. A key map (at a scale of not less than one inch (1") equals one thousand feet (1,000') showing the location of the tract to be subdivided, with reference to surrounding areas, existing streets which intersect or border the tract, the names of all such streets and any zone boundary or City boundary which is within five hundred feet (500') of the subdivision.

\_\_\_\_\_

d. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest City tax map, the date of which shall also be shown.

\_\_\_\_\_

e. Names and addresses of owner and subdivider, so designated.

\_\_\_\_\_

f. A schedule shall be placed on the map indicating the acreage of the tract, the number of lots, the zone district, the minimum required lot areas, setbacks, yards, and dimensions.

\_\_\_\_\_

g. Zone district boundaries, City borders and the names of all owners, lot and block numbers and property lines of parcels within two hundred feet (200') of the land to be subdivided including properties across the street, as shown by the most recent records of the City or of the municipality of which the property is a part.

\_\_\_\_\_

h. The preliminary plat shall be based on a current certified boundary survey as required above with sufficient lines of the adjoining tracts surveyed to establish any overlap or gap between the adjoining boundary lines and the boundary lines of the tract in question and prepared in accordance with N.J.A.C. 13:40-5.1 "Preparation of Land Surveys". The date of the survey and the name of the person making the same shall be shown on the map.

\_\_\_\_\_



i. *Contours.*

1.Existing one foot (1') interval contours based on National Geodetic Vertical Datum (N.G.V.D.) shall be shown extending a minimum of twenty-five feet (25') beyond the boundary of the tract in question and shall be certified. The source of elevation datum base shall be noted. If contours have been established by aerial photography, a check profile shall be made on the boundary line of the tract and certified by a New Jersey licensed land surveyor. A site bench mark shall be noted on the plat.

---

2.Ninety percent (90%) of elevations interpolated from contour lines will be within one-half (1/2) the contour interval when referred to the nearest bench mark. All spot elevations shall be to the nearest one-tenth foot (.1') and accurate to within three-tenths of a foot (.3').

---

3.Ninety percent (90%) of all planimetric features shown on the map will be within one-fortieth inch (1/40") of their true position and no planimetric features will be out of true position more than one-twentieth inch (1/20") as map scale when referenced to the nearest field-established station. A statement of compliance and/or a complete statement concerning any areas of noncompliance with this requirement shall be placed on the tentative plat.

---

j. All existing streets, public easements, watercourses, floodways and flood hazard areas within the proposed subdivision and within one hundred feet (100') of the boundaries thereof, including the width of the right-of-way of each street within one hundred feet (100') of the subdivision.

---

k. All existing structures, an indication of those which are to be destroyed or removed, and the front, rear, and side yard dimensions of those to remain.

---

l. The boundaries, nature, extent and acreage of wooded areas and other important physical features, including dunes, marshes, wetlands and water areas within the proposed subdivision and within one hundred feet (100') thereof.

---

m. The layout of the proposed subdivision drawn in compliance with the provisions of this Ordinance.

---

n. All proposed public easements or rights-of-way and the purposes thereof, and proposed streets within the proposed subdivision. The proposed streets shall show the right-of-way and proposed pavement width.

---

o. The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.

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p. The acreage of the drainage area (or areas) of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.

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CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
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q. All proposed lot lines and areas of all lots in square feet. The areas and dimensions specified should be accurate to within minus zero percent (-0%) and plus four percent (+4%) [for example, a lot line specified as two hundred fifty feet (250') long should not be less than two hundred fifty feet (250') but may be as long as two hundred sixty feet (260')]. \_\_\_\_\_

r. North arrow and basis therefore and written and graphic scales. \_\_\_\_\_

s. Preliminary utility layouts showing methods of connection and sources of service. Prior to public hearing for preliminary subdivision plat, the developer shall provide written certification that he has contacted the involved servicing utility companies and has received their detailed specific installation standards. It will be the developer's responsibility to then integrate the various design standards and achieve optimum coordinated design. \_\_\_\_\_

t. The proposed location and area, in acres or square feet, of all proposed common open space areas. \_\_\_\_\_

u. The tentative plat shall show, on the property to be subdivided and within one hundred feet (100') of that property all existing paper streets, dirt roads, paved streets, curbs, manholes, sewer lines, water and gas pipes, utility poles, ponds, swamps and all other topographical features of a physical or engineering nature. \_\_\_\_\_

v. *Preliminary On-Site Grading and Drainage Plan.*

1. The preliminary plat shall show or be accompanied by a preliminary grading and drainage plan which shall show locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage including the approximate proposed grading contours at one foot (1') intervals, Datum shall be N.G.V.D. and the source of datum shall be noted. \_\_\_\_\_

2. The plan shall outline the approximate area contributing to each inlet. \_\_\_\_\_

3. All proposed drainage shall be shown with preliminary pipe type and sizes, invert elevations, grades, and direction of flow, the direction of flow of all surface waters and all water courses shall be shown. \_\_\_\_\_

4. The preliminary grading and drainage plan shall be accompanied by drainage calculations made in accordance with standards set forth in Sections 25-1700.33—25-1700.33.8 of this Ordinance. \_\_\_\_\_

5. Preliminary plans and profiles of streets shall be shown indicating storm drains and utilities including any drainage components not presented in the street profiles. \_\_\_\_\_

w. *Preliminary Off-Site Drainage Plan.* The preliminary plat shall also be accompanied by a preliminary off-site drainage plan prepared in accordance with the following standards:

1. The plan shall consist of an outline of the entire drainage basin in which the property to be subdivided is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown. \_\_\_\_\_



CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

2. Pertinent off-site existing drainage, which receives or discharges runoff from or onto the site, shall be shown with elevations of inverts, pipe types, and sizes or other appropriate physical data for open or nonpipe conduits. \_\_\_\_\_

3. To the extent that information is available and may be obtained from the County or City Engineer(s). Any existing plans for drainage improvements shall be shown. \_\_\_\_\_

4. In the event a temporary drainage system is proposed, tentative plans of that system shall be shown. \_\_\_\_\_

x. *Soils Engineers Report.* A preliminary Soils Engineers Report shall be prepared by a N.J. Professional Engineer. The number of borings, depths, and boring locations shall be as specified by the Soils Engineer and approved by the Board Engineer. The Preliminary Soils Engineers Report shall include:

1. Standard Penetration Resistance boring data to a depth of stable soil conditions. \_\_\_\_\_

2. Sufficient laboratory testing to determine preliminary consolidation and settlement information. \_\_\_\_\_

3. Preliminary recommendations to include bulkhead design, utility installation and stabilization, soil consolidation methods, preliminary road and pavement design, and such other information as may be required by the Board Engineer. \_\_\_\_\_

4. The Preliminary Report shall be the basis for further borings, laboratory testing, and a Final Report shall accompany the final plat, if required by the Board Engineer. \_\_\_\_\_

y. The location, dimensions, area and disposition of any park and recreation areas shall be shown and noted on the preliminary plat and shall be subject to the approval of the Planning Board. \_\_\_\_\_

z. Center line profiles of all proposed streets showing:

1. Existing and proposed finished grades and slopes. \_\_\_\_\_

2. Pipe sizes, slope, type, inverts, and grate or rim elevations of drainage and sanitary sewage facilities. \_\_\_\_\_

aa. Where required by the City Engineer, cross-section of proposed streets to at least ten feet (10') outside of any grading limit at intervals of at least every one hundred feet of all proposed streets. \_\_\_\_\_

bb. The number, location, and species of all proposed trees, shrubs, and/or ground cover plant materials and planting details of same. \_\_\_\_\_



cc. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated or the limits of alluvial soils where boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Board in the determination of floodway and flood hazard area limits.

---

dd. *Sectionalization and Staging Plans.* The preliminary sectionalization and staging plan showing the following:

1.If the subdivision is proposed to be filed for final approval in sections, the plan shall show each such section and the anticipated date of filing for each section. The staging of the various sections in the subdivision shall be such that if development of the subdivision were to be discontinued after the completion of any section, the developed portion of the subdivision would be provided with adequate street drainage and utility systems. The size and staging of the section in a subdivision shall be established to promote orderly development and shall be subject to the approval of the Board.

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2.The sectionalization and staging plan shall identify for each lot or groups of lots in the subdivision those improvements that will be completed prior to application for Certificates of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings in the subdivision and adjoining properties.

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ee. The location of proposed depressed pedestrian ramps and other facilities for the handicapped.

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ff. Such other information as the Board and/or City Engineer may require or request during the review of the preliminary plat.

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gg. Floor plan and elevation drawings of any proposed structure or structures depicting architectural details, fenestration and building materials.

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**25-1500.9.2 Plat Requirements.**

a. *General Requirements.* A final plat may, for all or any portion of an approved preliminary plat, be submitted to the Planning Board within three (3) years of the date of approval of the preliminary plat. Requirements set forth in this Ordinance for preliminary plats shall apply to final plats with the addition of the specific additional requirements set forth herein.

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1.A final plat shall be drawn at a scale of not less than fifty feet (50') to the inch, shall conform to the provisions of N.J.S.A. 46:23, Map Filing Law, as amended and supplemented, specified herein.

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2.All dimensions, both linear and angular, of the exterior boundaries of the subdivision and all lots and all lands reserved or dedicated for public use shall balance and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).

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CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

3. Unless specifically waived by the City Engineer, the bearing system used on the exterior boundaries of the final plat shall conform to the New Jersey State Plane Coordinate System or the plat shall show bearings based on said system in addition to any other bearings shown. When multiple bearing systems are shown, the bearings conforming to the New Jersey State Plane Coordinate System shall be enclosed in brackets.

---

4. Unless specifically waived by the City Engineer, coordinates, based on the New Jersey State Plane Coordinate System (x and y) shall be shown, individually or in tabular form, for the monumented (existing or proposed) corners of the exterior boundary of the tract.

5. The source of New Jersey State Plane Coordinate System information shown as required above shall be noted on the final plat.

---

b. *Purpose of Final Plat.* A final plat and supporting drawings and documents for a proposed subdivision constitute the complete and fully detailed and documented development of the subdivision proposal and becomes the basis for the construction of the subdivision and inspection by the Board Engineer, other officials and Planning Board, or Board of Adjustment. The portion of the plat intended for filing must be recorded at the County Clerk's office to have legal status.

c. *Title Block.* The title block shall appear on all sheets and include:

1. Title to read: "Final Plat - Major Subdivision."

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2. Development name, if any.

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3. Date (of original and all revisions).

---

d. Tax map sheet, block and lot numbers of the tract to be subdivided as shown on the latest City Tax Map, the date of which shall also be shown.

---

e. Names and addresses of owner and subdivider, so designated.

---

f. Lot and block numbers shown on the final plat shall conform to the City Tax Map (or proposed revisions thereof) and shall be obtained by the applicant's engineer and/or surveyor from the City Tax Assessor. Proposed house numbers shall also be obtained from the City Tax Assessor and shall be shown encircled on the final plat.

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g. Such other information as the Board and/or City Engineer or City Planner may request during review.

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h. Sectionalization of final plats shall be in conformance with the sectionalization and staging plan, if any, approved with the preliminary plat.

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## PART V

### SCHEDULE L

#### PLANNING, ZONING AND FLOOD BOARD APPLICATION AND ESCROW FEES

(Effective July 1, 2010)

	<b>APPLICATION FEE</b>	<b>ESCROW FEE</b>
1. Administrative Site Plan	\$375.00	\$500.00
2. Minor Subdivision Application:		
(a) By Right Application	\$250.00	\$750.00 + \$50/lot
(b) Application With 40:55D-70c      Variances	\$750.00	\$1,000.00 + \$50/lot
3. Preliminary Major Sub-division	\$750.00	\$1,200.00 + \$50/lot
Final Major Subdivision	\$500.00	\$750.00 + \$50/lot
4. Extension of Subdivision:		
Extension of preliminary approval	\$300.00	\$200.00 + \$50/lot
Extension of final approval	\$300.00	\$200.00 + \$50/lot
5. Minor Site Plan: (less than 1,001 sq. ft.; less than 9 units; parking increase less than 20% and no new street)	\$525.00	\$1,000.00
6. Major Site Plan:		
Preliminary Residential	\$750.00	\$1,200.00 + \$50/UNIT
Final Residential	\$500.00	\$750.00 + \$50/unit
Preliminary Commercial	\$750.00	\$1,400.00
Final Commercial	\$500.00	\$1,000.00
7. Extension of preliminary or final site plan	\$525.00	\$300.00
8. Plan Revisions:		
a. Revisions prior to approval	\$375.00	\$500.00
b. Amendment to Board approved plans	\$375.00	\$500.00
c. Zoning Board Executive Committee	\$375.00	— —
9. Amendment to Master Plan and/or Zoning Ordinance	\$525.00	\$1,000.00
10. a. Appeal from Administrative Officer pursuant to N.J.S.A. 40:55D-70a	\$500.00	\$1,000.00
b. Appeal from Administrative Officer regarding Historic Preservation Commission Report pursuant to N.J.S.A. 40:55D-70a	\$500.00	\$1,000.00
11. Interpretation of Zoning Map or Ordinance pursuant to N.J.S.A. 40:55D-70b	\$375.00	\$350.00
12. Bulk Variance pursuant to N.J.S.A. 40:55D-70c:		

Existing undersized lot to be occupied by a new detached single-family dwelling	\$500.00	\$1,000.00
Alterations or additions to an existing detached single-family dwelling	\$500.00	\$1,000.00
Sign, fence, mechanical equipment, shed, or like accessory variance	\$250.00	\$500.00
All others	\$500.00	\$1,200.00
13. Variance pursuant to N.J.S.A. 40:55D-70d (includes Floor Area Ratio)	\$500.00	\$1,500.00
14. Planning variance pursuant to N.J.S.A. 40:55D-36	\$375.00	\$500.00
15. Conditional Use pursuant to N.J.S.A. 40:55D-67	\$750.00	\$1,200.00
16. Informal Concept Plan Review pursuant to N.J.S.A. 40:55D-10.1	\$500.00	\$1,000.00
17. Certificate of Default Approval pursuant to N.J.S.A. 40:55D-50b and 73b	\$150.00	—
18. Certificate of Subdivision Approval pursuant to N.J.S.A. 40:55D-56	\$150.00	—
19. Certificate of Pre-existing Nonconforming Use or Structure pursuant to N.J.S.A. 40:55D-68		—
Issued by the Administrative Officer	\$10.00	—
Issued by the Board of Adjustment	\$500.00	\$1,000.00
20. Certificate of Appropriateness	\$150.00	—
21. Zoning Permit Application:		
a. Initial Zoning Permit Application	\$100.00	
b. Mid-Term As-Built Zoning Certification	\$50.00	
c. Resubmittal after Denial	\$50.00	
d. Amendment to Approved Plan	\$50.00	
e. Final As-Built Certification	\$100.00	
f. Zoning Permit Application for shed, HVAC, and/or fences. (Includes Final Zoning Certification)	\$125.00	
g. Zoning Permit Application including zoning compliance inspection not requiring a final as-built zoning certification	\$150.00	
h. Concrete—removal and replacement of existing concrete or hardscape such as pavers, or installation of additional concrete or hardscape, on public right-of-way or private property, (including compliance inspection).	\$100.00	
i. Concrete or hardscape work on public right-of-way or private property involving new construction or renovation that requires a certificate of occupancy, (including zoning compliance inspection).	\$75.00	
j. Sign Permit for modifying existing signs		
16 square feet or less		\$25.00 per sign
Greater than 16 square feet		\$50.00 per sign

k. As-Built Certificate of Compliance		One (1) permit is required for each lot. Permits are required for paver installation. Department of Planning and Engineering will be the enforcement agency
1. Mid-Term As-Built Certification per subsection 25-1200.3.1a.		\$50.00
2. Final As-Built Zoning Certification per subsection 25-1200.3.1b.		\$100.00
3. Reinspection for Final As-Built Zoning Certification		\$50.00
4. Final on-site zoning inspection for construction that does not require Final As-Built Certification (defined in subsection 25-1200.3.1a. or b.)		\$50.00
22. Reserved.		
23. Application to Flood Damage Prevention Appeal Board	\$500.00	\$1,000.00
24. (a) Request for Transcription of Audio – Applicant will be responsible for the costs of the transcription as provided by third party who is determined by the Secretary. The Secretary will provide the tape to the third party for transcription <b>upon written request from the applicant.</b> (b) Copy of audio CD \$10.00 per CD		
25. Final Zoning Certification		(See item 21)
26. Appeal of the decision of the Bulkhead Inspector as per Chapter 22, Section 12	\$750.00	\$1,200.00
27. Request for Reapproval	50% OF ORIGINAL	50% of original
28. Permit pursuant to N.J.S.A. 40:55-34 and 36	\$250.00	\$350.00
29. Waiver Request - Checklist Item and Design Standards	\$100.00 EACH	
30. Tax map changes resulting from subdivision	\$500.00	
31. Special meeting requested by Applicant	\$500.00	
32. Historic Preservation Commission Application		
a. Infill development and demolition application	\$150.00	\$600.00
b. Rehabilitation and restoration application	\$75.00	\$300.00
32A. Inspection as required by condition of approval or Court Order or prior to sale	\$100.00 (EFFECTIVE 01/01/13)	
33. Reinspection	\$75.00	
34. Redevelopment Plan	\$1,000.00	\$5,000.00



CITY OF OCEAN CITY  
DIVISION OF PLANNING  
115 12<sup>th</sup> Street  
OCEAN CITY, NJ 08226  
609-399-6111 \* FAX 609-399-8419

**PART VI - FORMS**

**FORM A**

**CONFIRMATION OF PAID TAXES**

[24 HOUR NOTICE MAY BE REQUIRED]

**TO BE COMPLETED BY APPLICANT AND  
RETURNED TO THE TAX COLLECTION OFFICE**

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

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

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



TO BE COMPLETED BY TAX COLLECTION OFFICE

Taxes current as of \_\_\_\_\_

Taxes paid through \_\_\_\_\_ quarter 20\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Terence Graff** Date  
Tax Collector

THIS STATEMENT IS NOT AN OFFICIAL TAX SEARCH



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**FORM B**  
**REQUEST FOR ADDRESSES WITHIN 200'**

**Submit to Tax Assessment Office**  
(861 Asbury Avenue)

Applicant \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

I authorize the Tax Assessor's Office to compile a listing of property owners and mailing addresses located within a 200-foot radius of the above-mentioned property.

\_\_\_\_\_  
Authorized Signature

Please call me when the list is complete at: \_\_\_\_\_

Please mail the list to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**FORM C**

**APPEAL FROM A  
DECISION OF THE ADMINISTRATIVE OFFICER**

**TAKE NOTICE** that the undersigned, owner of premises in the City of Ocean City designated on the Ocean City Tax Map as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_; and also known and designated as \_\_\_\_\_ in said City located in a zoning district hereby appeals to the Zoning Board of Adjustment from the order, determination, or decision of said enforcing official made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, a building permit to \_\_\_\_\_ at \_\_\_\_\_ to permit construction of a \_\_\_\_\_ on premises designated as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Municipal Tax map owned by \_\_\_\_\_ for the reason that appellant alleges error in the order, requirement, decision or refusal of said administrative Officer in that:

**TAKE FURTHER NOTICE** that you are hereby required to immediately transmit to the Secretary of the Zoning Board of Adjustment all papers constituting the record upon which the action appealed from was taken, in accordance with the Rules of Zoning Board of Adjustment and the statute in such case made and provided.

Appellant \_\_\_\_\_

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

**NOTE: THIS NOTICE OF APPEAL MUST BE SERVED UPON THE ADMINISTRATIVE OFFICER FROM WHOM THE APPEAL IS TAKEN WITHIN 20 DAYS OF THE DATE OF THE ACTION THAT IS APPEALED. COPIES OF ALL RELEVANT PAPERWORK MUST ALSO BE SUPPLIED.**