



Borough of Highlands Land Use Board
42 Shore Drive, Highlands, NJ 07732
Phone: 732-872-1224
Fax: 732-872-0670

Instructions for Filing a Land Use Board Application

Applications for subdivision shall be made to the Secretary of the Land Use Board on the forms provided by the Borough. Each application should include the following documents:

1. Application form, 18 copies
2. Plat or Plan, 18 copies
3. Other Reports and Documents, 18 copies
4. Completed Checklist Form, 18 copies
5. Required Application & Escrow Fees – *to be submitted as two separate checks*
6. Affidavit of Ownership
7. Affidavit of Disclosure, if applicable
8. Certification of Payment from Tax Collector/Sewer Dept.
9. Present/Proposed Easements, if any, 18 copies
10. Zoning Officer Denial & Flood Plain Determination, 18 sets
Prior to submission you must obtain a denial from the Borough Zoning Officer as well as a determination as to whether or not the subject property is located in a flood zone. This determination must be included in your application submission package.

**NOTE: Applicant has the option of submitting
4 large full sets of plans and 14 “half scale” sets of plans**

Upon submission of an application, Board Professionals have 45 days to review for Completeness. Once an application is deemed “complete”, a hearing date will be given.

Notices to surrounding Property Owners within 200 feet should not be sent out until the application is deemed complete and a Hearing Date is given. The Municipal Land Use Law requires that notices be sent at least 10 days in advance of the hearing, by certified mail and by publication in either the Asbury Park Press or The Two River Times. *You do not count the day of the hearing as one of the 10 days.* Notices sent out prematurely could result in errors and could hold up the application process. Certified Lists of Property Owners can be obtained through the Borough Clerk’s Office.

The Board recommends the applicant obtain an attorney, although it is not required for privately owned properties. ***The Applicant and/or Attorney should be acquainted with the Land Use Ordinance of the Borough Code (Part 3).*** Copies can be obtained at Borough Hall or by online at <http://clerkshq.com/highlands-nj>



PART 6 FEE SCHEDULE

Article XXIII

21-107 The following Schedule of fees is established for the various applications for development and other matters which are the subject of this Chapter. These fees shall be non-refundable and are for the purpose of offsetting Borough Administrative, Clerical and meeting costs. Applications requiring a combination of approvals, such as subdivision, site plan, and/or variances, shall require a fee equal to the sum of the individual fees for each element of the application. Escrow deposits for professional consultants, such as legal planning, engineering, and other professional fees, costs and expenses, shall also be required in accordance with section 21-108. All fees and escrow deposits required in sections 21-107 and 21-108 shall be paid prior to the certification of complete application.

A. Variances

1. For proceedings governed by N.J.S.A. 40:55D70a	\$125
2. For proceedings governed by N.J.S.A. 40:55D70b	\$125
3. For proceedings governed by N.J.S.A. 40:55D70c	
For residential	\$125
For non-residential	\$250
4. For proceedings governed by N.J.S.A. 40:55D70d	
For residential	\$150
For non-residential	\$500
5. For proceedings governed by N.J.S.A. 40:55D34	\$75
6. For proceedings governed by N.J.S.A. 40:55D36	
For residential	\$75
For non-residential	\$200

B. Subdivisions

1. Simple lot line or merger	\$100
2. Minor subdivision	\$400
3. Major subdivision	
a. Conceptual review	10% of the preliminary fee
	<i>(To be applied to preliminary fee at time of preliminary submission)</i>
b. Preliminary plat	\$500 plus \$50 per lot
c. Final	50% preliminary fee
4. Application for revised approval of subdivision	\$100

C. Site plans

1. Minor	\$250
2. Major	
a. Conceptual review	10% of the preliminary fee
	<i>(To be applied to preliminary fee at Time of preliminary submission)</i>
b. Preliminary approval	\$1000 plus \$50 per acre or Part thereof and \$20 per 1,000 Square foot of building floor area or part thereof; or \$20 per dwelling unit
c. Final approval	50% of preliminary fee
3. Application for revised approval of site plan	\$100

D. Flood plain review

Residential	\$50
Non-residential	\$100

In order to qualify for the lower fees established for residential applications, an application must be exclusively residential in character, and can only be for a single use on the lot or tract. Any application not complying with each of these conditions shall fall under the higher fee schedule.



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|---------------------------------|-------|
| E. Conditional use applications | \$250 |
| Individual plot plan review | \$300 |
- F. **Zone changes-** applications or requests to consider a change in the zoning ordinance made either to the Land Use Board or the Borough Council shall be subject to the payment of a fee of \$250 plus an escrow deposit in the amount of \$2,000 in accordance with the provisions of section 21-108 below.

21-108 Escrow Accounts and technical review fees

A. Escrow Accounts

1. In addition to the above general non-refundable fees for each application filed, the applicant shall reimburse the Borough for all professional or technical review fees deemed necessary or desirable by the Board and shall establish an escrow fund with the Borough Treasurer to pay such fees or charges. The escrow fund shall be utilized to reimburse the Borough for all costs which are reasonable and related to the review or such application.
2. As part of the application submission, **the applicant shall be required to make a deposit to the escrow account in an amount provided for in B, listed below.** If the amount posted is not sufficient to cover the Borough's professional charges associated with the application, the Board shall request additional funds.
3. After approval of an application and prior to the start of construction, the applicant shall be required to deposit with the Borough Clerk Engineering inspection escrow fees to provide for anticipated inspection and any additional professional review services in accordance with C, listed below.
4. Additional escrow funds, equal to 25% of the applicable escrow fee, will be required upon submission of a revised plan to review by Board Professionals.
5. Additional escrow funds shall be required when the balance of any escrow account reaches twenty percent (20%) of the initial deposit. The Borough shall notify the applicant who shall be requested to deposit up to thirty-five percent (35%) of the original escrow account. No further consideration, review, processing or inspection shall take place until the additional escrow has been paid.
6. For escrow deposits over \$5,000 the procedures under N.J.S.A 40:55D-53.1 shall prevail.
7. At the applicant's written request and at his cost, an account of the expenses or fees paid by him for professional services shall be provided. Borough professionals shall submit vouchers for all services to be assessed against an escrow account, which vouchers shall state the hours spent, the hourly rate and the expenses incurred.
8. Any unexpended monies remaining after the completion of the project and maintenance period shall be returned to the applicant.

B. Escrow deposits for professional and technical review

The initial deposit of escrow funds for technical and professional review of an application **shall be in an amount equal to double the application fee,** but no less than \$750

C. Escrow deposit for inspection

Prior to the start of construction, the applicant shall post Engineering inspection fees determined in accordance with the provisions of N.J.S.A. 40:55D-53h and 53.4. **Inspection fees shall be five percent (5%) of the cost of improvement, with a minimum of \$500.**



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Subdivision Application

Minor Subdivision:
Preliminary _____
Final _____

Major Subdivision:
Preliminary _____
Final _____

For Official Use

Application Fee Paid: \$ _____

Date Received: _____

Received By: _____

Case No: _____

Board Action: _____

Date: _____

Application is hereby made for the classification of a sketch of a proposed subdivision of land hereinafter more particularly described:

Applicant Information

Name _____

Street _____ City _____ State _____ Zip _____

Phone # _____

Owner Information (if other than applicant)

Name _____

Street _____ City _____ State _____ Zip _____

Phone # _____

Interest of applicant if other than owner: _____

Subdivision Information

Street _____ Block _____ Lot _____ Zone _____

Number of existing lots: _____ Number of proposed lots: _____

Area of entire tract: _____ and portion being subdivided: _____



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Development Plans		
Sell lot only:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construct houses for sale:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	_____	

Attach a copy of any deed restrictions or restrictive covering

Information of Person Preparing Sketch Plat			
Name	_____		
Street	_____	City	_____
		State	_____
		Zip	_____
Phone #	_____		

Sketch Plat Requirements

The Sketch Plat shall be based on the Tax Map information or other similar accurate information based at a scale preferably not less than 100 feet to the inch to enable the entire tract to be shown on one sheet and shall show or include the following information:

- a. The location of that portion which is to be subdivided in relation to the entire tract.
- b. All existing structures and wooded areas within the portion to be subdivided and within 200 feet thereof.
- c. The name of the owners and of adjoining lots within 200 feet as disclosed by the most recent tax record information (Major subdivision, or minor is not waived by the Board).
- d. The Tax Map Sheet, Block and Lot numbers.
- e. All streets or roads and streams within 200 feet of the subdivision.
- f. Sketch of proposed layout of Street, Lots and other features in relation to existing conditions.



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Affidavit of Applicant

State of New Jersey)

SS.

County of Monmouth)

I, the undersigned, certify that all of the statements contained herein are true and correct to the best of my knowledge, information and belief.

Applicant's Signature

Date

Sworn and subscribed

before me this _____

day of _____

Signature of Notary

Authorization

(If anyone other than the owner is making this application, the following authorization must be completed.)

To the Land Use Board:

_____ is hereby authorized to make this application.

Date: _____

Signature of Owner: _____



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Sample – Notice to be Published in Official Newspaper

Notice of Hearing

Land Use Board

TAKE NOTICE that on Wednesday evening at 7:30 p.m. on the _____ day of _____, a hearing will be held before the Borough of Highlands Land Use Board in the Community Center, 22 Snug Harbor, Highlands New Jersey on the application of the undersigned that has been made to the Borough of Highlands Land Use Board, at which time and place all interested persons will be given an opportunity to be heard.

The property in question is located at _____

also known as Block _____, Lot(s) _____, on the Highlands Tax Map.

The property is located in the _____ zone.

The applicant is seeking:

A copy of the application and documents are on file with the Board Secretary, and may be inspected Monday through Friday, 9:00 a.m. to 4:00 p.m.

[Name of Applicant, and/or applicant's attorney]

[This notice must be published at least 10 days prior to the hearing
in the Asbury Park Press or the Two River Times.]



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Affidavit of Proof of Service

State of New Jersey)

SS.

County of Monmouth)

I, _____, of full age, being duly sworn, upon oath
depose and say:

On _____ I () personally served or () mailed by certified mail a
notice, a true copy of which is attached hereto, upon the attached list of property owners

Applicant's Signature

Date

Sworn and subscribed
before me this _____
day of _____

Signature of Notary

Notary Seal