The Pearl of the Bayshore℠
Keyport
NEW JERSEY

Dear Applicant:

There is a Planning Board Procedure that must be followed: You must submit twenty-two (22) packages of the full application including plans and survey to the Planning Board Secretary as well as placing everything submitted on a computer disk.

The Planning Board Secretary will send copies of application to Board's professionals. The Board professionals will submit a letter to the Board Secretary as to whether the application is complete for a hearing date. If so, the secretary will inform the applicant as to the next available date.

Once the applicant receives the hearing date, notice must be placed in the newspaper ten days prior to the meeting. Applicant must also send out letters to the surrounding neighbors within 200 feet of the site. Neighbors must be notified by certified mail ten days before the meeting date. If they are NOT noticed within that ten (10) day period, jurisdiction will not be taken at the hearing and notice will have to be done all over again.

All applicants must make sure the notice is correct before being processed by checking with their attorney, surveyor or planner.

If you have any questions, please call me.

Denise Nellis

Denise Nellis
Certified Planning Board Secretary
732-739-5123
dnellis@keyportonline.com

The Pearl of the Bayshore™
Keyport
NEW JERSEY

KEYPORT UNIFIED PLANNING BOARD APPLICATION

BOROUGH OF KEYPORT
70 WEST FRONT STREET
KEYPORT, NEW JERSEY 07735

KEYPORT UNIFIED PLANNING BOARD
CHECKLIST

1. Copy of Denied Zoning Permit from Zoning Officer

2. Copy of 200 Foot radius list from the Tax Assessor's Office

3. Application Packages must include:
   20 copies of the Application
   20 copies of the Maps or Drawings
   20 copies of the Corporate Disclosure (if Applicable)

4. Certification from Tax Collector that property taxes have been paid

5. Sewer Connection Application Submitted to:

6. Copy of Notice to County of Monmouth Planning Board

7. Copy of Notice to DOT

10. DCA Application (property exceeds 150 acres or 500 dwelling units)

11. Original affidavit of publication prior to hearing:

    Asbury Park Press
    P.O. Box 1550
    Neptune, NJ 07754

12. Original affidavit of service (prior to hearing) certified mailing return receipts to Board Secretary

13. Meetings held: Regular meetings for the Keyport Unified Planning Board are held on the 4th Thursday of each month except in the event of a holiday. All meetings are held at 7:00 PM in the Council Chambers of the Borough Hall 70 West Front Street, Keyport, NJ 07735

14. Meeting time 7:00 p.m.

15. Fees must be paid to Board Secretary no later than 10 days before your hearing date. Checks are made payable to the Borough of Keyport.

    Checks: One (1) check for application fees
    One (1) check for escrow fees for the professionals

16. Applicant is responsible for publishing the Board's decision after the resolution is memorialized. (sample enclosed)

17. All escrows and bonds must be paid to the Planning Department.

FILING THE APPLICATION

1. Each application package must include the following:
    a. Application forms, fully completed and signed --20 copies
    b. Zoning Officer's denial letter –20 copies
    c. Survey –20 copies of a certified survey of the property. If a present building exists, the survey shall be a certified "location survey" and shall clearly indicate such buildings thereon with all front, side and rear yard dimensions, together with setback dimensions required by ordinance.
    d. Plot Plan – 20 copies (if new building). Clearly indicate all new and existing buildings and front side and rear yard dimensions, with a comparison to the zoning ordinance requirements.
    e. Any other supporting reports and documents, if applicable. – 20 copies
    f. Required fees and escrows.
    g. Affidavit of Disclosure, if applicable. – 20 copies
    h. Certification of Tax Collector.
    i. Present and proposed easements.
    j. Applicants doing renovations, alterations or new construction must provide drawings to scale.
2. A sample Notice of Hearing is attached. The following information MUST be in your notice:
    a. Date, time and place of hearing.
    b. Nature of matters to be considered.
    c. Identification of property proposed for development by street address, tax block and lot number, as shown on tax map.
    d. Zone classification.
    e. Where and when maps, blueprints, specifications and other documents for which approval is sought are available for public inspection.
3. At least 10 days prior to hearing date, notice of the hearing must be:
    a. Published in the Asbury Park Press.
    b. Served by certified mail on:
        1. All property owners within 200 feet of the property.

4. After you have notified all parties listed above, the following items must be submitted to the Board Secretary at least two (2) business days prior to the meeting:
    1. Affidavit of Publication of Notice of meeting as published in the newspaper.
    2. Certified mail receipts
    3. A copy of the notice you served on all property owners.
    4. Both notice to the property owners and the notice in the newspaper must be legally correct and published at least 10 days before the hearing in order for the hearing to occur.

After the Board hears the case, and adopts a Resolution, notice of the decision of the Board must be advertised in the Asbury Park Press not more than 10 days after decision.

APPLICATION TO THE KEYPORT UNIFIED PLANNING BOARD

1. SUBJECT PROPERTY

Location: 99 Osborn St

Tax Map: Block 83 Lot(s) 1

Dimensions: Frontage 50 ft Depth 100 ft Total Area 5000 sq ft

Zone District: RA

Location of the property is approximately 20 ft feet from the intersection of Warren St (center) and Osborn St (center).

The property is located within 200 feet of another municipality: x NO _____ YES
If yes, name of municipality _____

The property fronts on a County Road or State Hwy: x NO _____ YES

COUNTY ROUTE NO. _____ STATE HWY NO. _____

2. APPLICANT INFORMATION

Full Legal Name: Lindsay Kassof and Jason P. Young

Address: 99 Osborn St, Keyport, NJ 07735
(Street) (City) (State) (Zip)

Telephone Numbers: DAY (303) 990-2366 EVENING (303) 990-2366

Applicant is a: _____Corporation _____ Partnership _____ Sole Proprietor x Resident

3. OWNER IF DIFFERENT FROM APPLICANT

If the owner of the property is someone different from the Applicant, then please complete the following:

Owner's Name: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone Numbers: DAY _____ EVENING _____

4. ADDITIONAL PROPERTY INFORMATION

Restrictions, covenants, easements, homeowners/condo association by-laws, existing or proposed on the property:

___YES (attach copies and/or copy of deed) ___PROPOSED (attach description) _x_NONE

NOTE: All Deeds Restrictions, covenants, easements, association by-laws, either existing or proposed, must be submitted for review, and must be written in easily understandable English in order to be approved.

Present use of the premises and proposed use (describe in detail): _____
Single family primary residence

5. APPLICANT'S EXPERTS / REPRESENTATIVES

Applicant Attorney: _____
(Name and Firm if Applicable)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax _____

Applicant Engineer: _____
(Name and Firm if Applicable)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax _____

Applicant Planning Consultant: _____
(Name and Firm if Applicable)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax _____

Applicant Traffic Engineer: _____
(Name and Firm if Applicable)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax _____

6. OTHER EXPERTS

List any other expert(s) who will submit a report and/or testify on behalf of the Applicant.

Name: Rick Pratt - Pratt Design Studio, LLC Field of Expertise: Architect

Address: 175 10th Street Belford NJ 07718
(Street) (City) (State) (Zip)

Telephone: 732-908-7232 Fax _____

7. RELIEF BEING REQUESTED

SUBDIVISION APPROVAL

_____ Minor Subdivision

_____ Major Subdivision _____ Major Subdivision – Final

_____ Number of Lots to be Created _____ Number of Proposed Dwelling Units

Note: A "Plan of Subdivision" must be submitted in accordance with the submission requirements set forth in the Submission Checklist and the Borough of Keyport Ordinance.

SITE PLAN APPROVAL

_____ Major Site Plan Approval _____ Minor Site Plan Approval

_____ Preliminary Site Plan Approval (phases – if applicable) _____

_____ Final Site Plan Approval (phases – if applicable) _____

_____ Amendment or Revision to an Approval Site Plan (Area to be disturbed – square feet)

_____ Request for a Waiver from Site Plan Review and Approval. Reason for Request: _____

_____

_____

OTHER

_____ Informal Review of _____

_____

__x__ Appeal Decision of the Zoning Officer (N.J.S.A. 40:55D-70.a.) Describe nature of appeal: Application denied due to pre-existing set-back

_____ Interpretation of Map or Ordinance, or Decisions upon Special Questions (N.J.S.A. 40:55D 70.b.) Explain: _____

__x__ Variance Relief-Hardship (N.J.S.A. 40:55D-70c (1)) Provide Reasons: Exceptional narrowness, shallowness and/or shape of a specific piece of property

_____ Variance Relief-Substantial Benefit (N.J.S.A. 40:55D-70c (2)) Provide Reasons: _____

_____ Variance Relief-Use (N.J.S.A. 40:55D-70cd) Provide Reasons: _____

	EXISTING	PROPOSED	REQUIRED
Minimum lot area:*	5000 sqft	5000 sqft	5000 sqft
Building coverage limit:*	23%	25%	30%
Front yard setback:*	34'	34'	20'
Side yard setback:*	south 2'9" / north 22'	south 2'9" / north 22'	south 6' / north 16'
Rear yard setback:*	15'	15'	15'
Roadway setback:	N/A	N/A	N/A
Impervious coverage limit:	50%	52.5%	60%
Parking spaces:*	1	2	2
Building height:*	30'	30'	30'

*DENOTES ITEMS REQUIRED ON THE SITE PLAN.

7. SUBMISSION REQUIREMENTS

The Applicant is required to submit each of the following, unless otherwise noted:

A. Application: An Original and nineteen (19) copies to the Board Secretary (Total 20) must be submitted (with attached site plan, plot plan, survey and/or other pertinent documents).

B. Escrow Agreement (Form #1): Sign and submit with original copy of application

C. Notice of Public Hearing (Form #2): DO NOT MAIL TO PROPERTY OWNERS UNTIL AUTHORIZED TO DO SO BY THE BOARD'S SECRETARY. Submit a draft copy (leaving date of hearing blank) and submit with original application. *(Not required for minor subdivision where no variances are requested)*

C. Affidavit of Publication – Asbury Park Press: Evidencing that the Notice of Public Hearing (Form #3) was published at least ten (10) days prior to the hearing date: (DO NOT PUBLISH NOTICE IN NEWSPAPER UNITL AUTHORIZED TO DO SO BY THE BOARD'S SECRETARY) Submit to the Board's Secretary as soon as received by the newspaper. (Not required for minor subdivision where no variances are requested)

D. Affidavit of Service – with attachments (Form #4). Submit to the Board's Secretary along with Original copies of Certified Mail Receipts stamped by the US Post Office as to the date of mailing, and a copy of the Notice of Public Hearing (Form #2) with hearing date.

E. Tax Payment Certification (Form #5). Submit with Original copy of Application.

8. OTHER APPROVALS, WHICH MAY BE REQUIRED, AND THE DATES THAT PLANS/APPLICATIONS WERE SUBMITTED:

AGENCY OR PERMIT	YES	NO	DATE PLANS SUBMITTED
Borough of Keyport Health Dept	____	X	_____
Borough of Keyport Planning Board	____	X	_____
Freehold Soil Conservation District	____	X	_____
NJ Dept. of Transportation	____	X	_____
JCP&L	____	X	_____
Other: _____	____	X	_____

*NJ Dept of Environmental Protection

*Check nature of approval(s) needed on next page:

____ Sewer Extension Permit; ____Sanitary Sewer Connection Permit; ____Potable Water Construction Permit;

____ Stream Encroachment Permit; ____ Wetlands Permit; _____ Tidal Wetlands Permit; ____ Other_____

List of Maps, Reports and other materials accompanying this application (attach additional pages as required for complete listing): Survey; impervious area calculation; architectural site plan

9. OTHER INFORMATION ATTACHED IN SUPPORT OF YOUR APPLICATION.
(List specific information attached and its importance/significance to your application): _____

10. CERTIFICATIONS

APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant that I am authorized to sign the application for the Corporation, or that I am a general partner of the partnership applicant. (If the Applicant is a corporation, this application must be signed by an authorized corporate officer as indicated in a resolution of the corporation which must be attached hereto. If the applicant is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

16th day of September, 2022

State of New Jersey
County of Monmouth

NOTARY PUBLIC

ANGELA Y SHEU
Notary Public - State of New Jersey
My Commission Expires Jan 25, 2026

X Lindsay Kassof
SIGNATURE OF APPLICANT

Lindsay Kassof
Applicant's Name (Print)

OWNER (IF DIFFERENT FROM APPLICANT)

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made by the applicant, and the decision of the Board in this matter.

Sworn to and subscribed before me this

_____ Day of _____, 20___

NOTARY PUBLIC

X_____
SIGNATURE OF OWNER

_____
Owner's Name (Print)

ESCROW AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into this 16th day of September 2022 by and between the KEYPORT UNIFIED PLANNING BOARD (the"Board") and Lindsay Kassof (the "Applicant").

1. PURPOSE. The Board authorizes its professional staff to review, inspect, report to the Board, and study all plans, documents, statements, improvements and provisions submitted by the Applicant to the Board or pursuant to relief granted to the Applicant by the Board. The Board is entitled to reimbursement from an Applicant for all reasonable costs/fees incurred by the Applicants in accordance with N.J.S.A 40:55D-8, and N.J.S.A 40:55D-53 et seq. of the New Jersey Municipal Land Use Law ("MLUL").

2. ESCROW ESTABLISHED. The Board, Borough and Applicant, in accordance with the provisions of this Agreement, hereby create an escrow deposit account to be established with the finance office of the Borough of Keyport.

3. ESCROW FUNDED. The Applicant, by execution of this Agreement, shall pay to the Borough to be deposited in the account referred to in paragraph 2 above.

4. INCREASE IN ESCROW AMOUNT DEPOSITED. If, during the existence of this escrow agreement, the funds deposited into said escrow account are insufficient to cover any voucher or bill submitted by the Board's professional staff, the applicant shall, within fourteen (14) days of receipt of a notice from the Board or the Borough that a deficiency in the escrow exists, provide such funding as required to fund the existing deficit as well as to pay for projected costs and fees associated with the ongoing professional reviews, inspections, etc., pursuant to applicable Borough ordinances governing the same, as well as the MLUL.

5. DISPUTES AND APPEALS. Should any disputes arise by and between the applicant and the Borough and/or the Board with respect to either the funding of, or payment from, the escrow account established herein, then the settlement of any and all disputes, including appeals from any decisions made by the Borough and/or the Board regarding such escrow account shall be made as called for by the applicable ordinance of the Borough of Keyport and the provisions of the MLUL.

6. COLLECTION OF DELINQUENT ESCROW BALANCES. Should the Applicant fail to adequately and on a timely basis fail to fund its escrow account so that the payment of necessary fees of the Board's professionals can be made in accordance with the law, then the Borough and/or Board shall be entitled to pursue all remedies available at either law of inequity, including but not limited to all amounts due, and simple interest at a rate of 18% per annum on all sums unpaid, beginning from 30 days after the applicant received notice of such deficiencies, if permitted by law. The Borough and/or Board shall be permitted to place a lien against any and

all properties within the Borough owned by the Applicant until such time as all sums due and owed have been paid. The Borough shall also have the right to withhold and/or suspend any building permits, the conduct of construction inspections, the issuance of certificates of occupancy, and other actions, unless and until all escrow deficiencies have been satisfied by the Applicant.

Date: 9/16/2022

x Lindsay Kassof
SIGNATURE OF APPLICANT

Lindsay Kassof
Owner's Name (Print)

State of New Jersey
County of Monmouth

Sworn to and subscribed before me this
16th day of September, 2022

ANGELA Y SHEU
Notary Public - State of New Jersey
My Commission Expires Jan 25, 2026

NOTARY PUBLIC

Date: _____

_____
BOROUGH OF KEYPORT

Date: _____

_____
BOROUGH OF KEYPORT
UNIFIED PLANNING BOARD

FORM #2 – NOTICE SERVED ON PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PROPERTY:

BOROUGH OF KEYPORT, COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF PUBLIC HEARING

TO: _____ OWNER OF PREMISES LOCATED AT:

_____

Also known as Block _____ Lot _____ in the Borough of _____.

PLEASE TAKE NOTICE, that the undersigned has filed an application with the Unified Planning/Zoning Board of the Borough of Keyport for the following appeal or form of relief: ____

_____

_____

_____

On the premises at _____ in the Borough of Keyport, also known as Block _____ Lot _____ on the tax maps of the Borough. This notice is being sent to you because you are a property owner within 200 feet of the property that is the subject of this application. A public hearing has been set for this application on _____, 20____ at 7:00 PM in the Keyport Borough Municipal Building, 70 West Front Street, Keyport, NJ 07735. You may appear either in person, or by agent, or by attorney, and present any objections to the granting of the relief being sought. Copies of the application and all documents, maps or other papers filed in connection with this application are on file in the Office of the Board Secretary in the Borough's Municipal Building and are available for inspection during the Borough's regular business hours.

BY ORDER FO THE KEYPORT BOROUGH
UNIFIED PLANNING BOARD

_____
(Name of Applicant)

FORM #3 – NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE BOROUGH OF KEYPORT

NOTE: Publication of this notice must appear at least ten (10) days prior to the scheduled hearing date.

NOTICE OF PUBLIC HEARING
Borough of Keyport Unified Planning Board

TAKE NOTICE that on the _____ day of _____, 20____, at 7:00 PM, a hearing will be held before the Keyport Unified Planning Board ("the Board") in the Council Chambers at Keyport Borough Hall, 70 West Front Street, Keyport, NJ 07735 on the application of the undersigned for the following form of relief: _____

_____

_____

_____

_____

_____

Regarding premises known as _____ in the Borough of Keyport, also known as Block _____ Lot _____ on the tax maps of the Borough. This application, along with all maps, papers and supporting documents filed with the application are on file in the Office of the Board Secretary in the Borough Municipal Building and are available for public inspection during the Borough's regular business hours. Any interested party may appear at the hearing in this matter and participate therein, either in person, by attorney, in accordance with the Rules and Regulations of the Board.

By Order of the Borough of Keyport
Unified Planning Board

_____
(Applicant-Print Name)

FORM #4

AFFIDAVIT OF SERVICE

State of New Jersey :
: S
County of _____ :

_____, being of full age and duly sworn according to law, on his/her oath deposes and says that he/she resides at _____
(Street Address)

in the _____
(City) (County) (State)

And that he/she did on _____, 20_____, at least ten (10) days prior to the hearing date scheduled before the Unified Planning Board of the Borough of Keyport set for _____, 20_____, give personal notice to all property owners within 200 feet of subject property of the application known as _____,
(Street Address)

and being further known as Block _____ Lot_____ on the Tax Maps of the Borough of Keyport. Said notice was given by sending said notice by certified mail, return receipt requested. Notices were also served upon: _____ the Clerk of the Borough of Keyport, _____ the Monmouth County Planning Board, _____ Utility Companies.

A copy of the NOTICE OF PUBLIC HEARING is attached hereto, along with the CERTIFIED LIST OF PROPERTY OWNERS within 200 feet of the subject property provided to me by the Keyport Borough Tax Assessor's Office. All original CERTIFIED MAIL RECEIPTS are also attached hereto.

_____
(Signature of Applicant)

_____
(Name of Applicant – Print)

Sworn and subscribed to before me
This _____ day of _____, 20_____

_____
NOTARY PUBLIC

FORM #5

TAX PAYMENT CERTIFICATION

Pursuant to the New Jersey State Law, Chapter 174 of 1987, N.J.S.A. 40:55D-39e and N.J.S. 40:55D 65h, an applicant may be required to furnish proof that no taxes or assessments of local improvements are due or delinquent on the property for which any relief is being sought through the Unified Planning Board of the Borough of Keyport. An applicant must complete Section I of this form and request the Keyport Borough Tax Office to complete Section II which verifies that no taxes or assessments are due. When completed, the applicant should attach this form to the originally signed application that is to be submitted to the Board secretary.

SECTION I (To be completed by applicant):

I Lindsay Kassof residing at 99 Osborn St., Keyport and making an application for the following relief before the Unified Planning Board of the Borough of Keyport: appeal of zoning decision

Regarding property known as Block 83 Lot(s) 1 on the Tax Map of the Borough of Keyport, located at: 99 Osborn St., whose owner of the record is Lindsay Kassof and Jason Young, who resides at 99 Osborn St., Keyport. I request the Tax Collector of the Borough of Keyport to determine if all taxes and/or assessments are paid on the property that is the subject of my application.

DATE OF REQUEST: August 30, 2022

Lindsay Kassof
(Applicant's Signature)

SECTION II (To be completed by the Keyport Borough Tax Collector)

I certify that:
- ✓ All taxes are paid up-to-date on the above referenced property
- ✓ All assessments due have been paid
- ____ The following are delinquent and past due: ____

Date: 8/30/22 (Tax Collector) Kim R Stencel /for

FORM #6

REQUEST FOR 200 FOOT LIST

Date: _____

I, _____, am requesting a 200 foot list for property at _____, which is located in the Borough of Keyport.

Block: _____ Lot(s) _____

When the list is completed, I would like to be contacted by:

_____ Phone: _____
_____ Fax: _____
_____ Mail: _____

List is $10.00 per Lot.

PAID BY:

_____ Cash
_____ Check

FORM #7

NOTICE OF ACTIONS TAKEN BY THE BOARD
BOROUGH OF KEYPORT

Take notice that on the _____ day of _____ , 200___ the Keyport Unified Planning Board in the County of Monmouth took the following actions:

(Granted / Denied) to (Name) _____ for the property located at

(Address) _____

_____

Block _____ , Lot _____

Approval to (a variance, site plan, preliminary subdivision, minor site plan, etc.) describe development

_____

_____

_____

_____

COMPLETION CHECKLIST

UNIFIED PLANNING BOARD

Application Number: _____ Date Received: _____

Applicant: _____

Property: Block _____ Lot(s) _____

Street Address: _____

RECEIVED:

____Application Fee in Amount of $ _____ Paid by: _____

_____Escrow Deposit in Amount of $ _____ Paid by: _____

_____ Certification of Taxes Paid

_____ Proposed "Notice of Public Hearing"

_____ Signed Escrow Agreement

_____ Certified List of Property Owners Within 200 Feet

ACTION TAKEN:

_____ Copy of Application to Board Attorney on: _____

_____ Copy of Application to Board Engineer on: _____

_____ Letter _____ "Completeness" _____ "Incompleteness" sent on: _____

_____ Hearing Date Set for: _____

NOTES: _____

_____

_____

_____

_____

_____

EXHIBIT "A"
REQUIRED APPLICATION FEES AND ESCROW DEPOSITS

Fees and escrows – The following is a schedule of fees to be paid by the applicant upon filing an application:

1.	Minor Subdivision	
	Application Fee –	$200.00
	Professionals Escrow –	$400.00 (per lot)
2.	Major Subdivision, Preliminary	
	Application Fee –	$300.00
	Professionals Escrow –	$300.00 + $50.00 per lot for 1st 10 lots and $70.00 for any lot over 10 lots
3.	Major Subdivision, Final	
	Application Fee –	$100.00
	Professionals Escrow –	$200.00 + $50.00 per lot for 1st 10 lots and $70.00 for any lots over 10 lots
4.	Resubmission of Incomplete Application	
	Application Fee –	$75.00
	Professionals Escrow –	None Required
5.	Resubmission involving a significant change In the site plan or subdivision	
	Application Fee –	One-half required fee for initial submission
	Professionals Escrow –	One-half required fee for initial Submission
6.	Sketch Plat	
	Application Fee –	$100.00
	Professionals Escrow –	$100.00
7.	Site Plan Preliminary	
	Application Fee –	$300.00
	Professionals Escrow –	$0.025 per square foot being disturbed, provided a minimum of $500.00 shall be deposited

8.	Site Plan, Final	
	Application Fee –	$100.00
	Professionals Escrow –	$0.025 per square foot being disturbed, provided a minimum of $500.00 shall be deposited
9.	Sketch Plat	
	Application Fee –	$100.00
	Professionals Escrow –	$100.00
10.	Site Plan Waiver	
	Application Fee –	$50.00
	Professionals Escrow –	None Required
	In the event that a waiver is not approved, and a site plan is deemed necessary, the funds already submitted will be deducted from the application and escrow fees to be collected for the application.	
11.	Resubmission of Incomplete Application	
	Application Fee –	$75.00
	Professionals Escrow –	None Required
12.	"D" or Use Variance	
	Application Fee –	$150.00
	Professionals Escrow –	$200.00
13.	Bulk Variance	
	Application Fee –	$25.00 (per variance)
	Professionals Escrow –	$200.00
14.	"C" Variance	
	Application Fee –	$25.00 (per variance)
	Professionals Escrow –	$200.00
15.	Appeals	
	Application Fee –	$75.00
	Professionals Escrow –	$200.00
16.	Interpretations	
	Application Fee –	$75.00
	Professionals Escrow –	$200.00

17.	Conditional Use	
	Application Fee –	$150.00
	Professionals Escrow –	$200.00
18.	Building Permit in conflict with Official map or building permit for Lot not related to a street	
	Application Fee –	$100.00
	Professionals Escrow –	None Required
19.	Others, including signs	
	Application Fee –	$50.00
	Professionals Escrow –	None Required

In the event the escrow fund is depleted and there remain sums due to the Municipality, any resolution of approval or issuance of C.O. will be withheld pending satisfaction of this obligation.

BOROUGH OF KEYPORT POST-APPROVAL FEES

1. Preparation of Performance Guarantees:

   Subdivisions: $250.00 plus $10.00 per lot

   Site Plans: $300.00 plus one (1) cent per square foot of building

2. Inspection Fees:

Improvement Cost	Inspection Fee Required
0-$10,000.00	8% of estimated cost of construction As estimated by the Borough Engineer or a minimum of $300.00
$10,000.00 - $50,000.00	$800.00 plus seven and one-half (7½) percent of estimated cost over $10,000.00
$50,000.00 - $100,000.00	$4,800.00 plus seven (7) percent of the estimated cost over $100,000.00
$100,000.00	$13,800 plus six (6) percent of the estimated cost over $100,000.00

If a Developer's Agreement is required, applicant shall post an initial escrow fund as set forth in the Developer's Agreement to reimburse the Borough for legal fees incurred in the review and preparation of documents, and the administration and enforcement of the terms set forth in the Developer's Agreement.

BOROUGH OF KEYPORT MISCELLANEOUS FEES

1. Reproduction of Records

Duplication of tape recordings	$75.00
Use of tape recordings for transcript Purposes (applicant to supply his own stenographer to make transcript)	$150.00
Photocopy of any minutes or reports	$0.50 sheet

2. Change of Zone Request $200.00

3. Certificate of Subdivision $ 10.00

4. Zoning or Change of Use Permit $ 10.00