



BLOCK(S) _____
LOT(S) _____

Township of Little Egg Harbor Planning Board

665 Radio Road Little Egg Harbor, NJ 08087 Phone: 609-296-7241 ext. 221

☐

Development Application

☐

Amended Development Application

Type of Application: () MAJOR SUBDIVISION () MINOR SUBDIVISION () SITE PLAN
() OTHER _____

Type of Approval Requested: () PRELIMINARY () FINAL

PLEASE NOTE – Applicant must submit (1) one original along with (13) thirteen copies of this application and copies of the development plans containing the information indicated in the Township of Little Egg Harbor Development Ordinance code.

Planning Board File # - _____

Application Fee \$ _____ Escrow Fee \$ _____ Resolution Fee \$ _____

Date Received ____/____/____ Escrow Account # _____

To be completed by Planning Board Secretary

*****Notice*** Fees **must** be calculated by the Administrative Officer (Planning Board Engineer)**

Name of Applicant _____ Phone # _____

Street Address _____

Town/State/Zip _____

Is the applicant a Corporation? () YES () NO If yes,
N.J.S.A. 40-55D-48.1 et seq disclosure must be complied with.

Applicants General Data:

Developer Name _____ Phone # _____

Attorney Name _____ Phone # _____

Engineer Name: _____ Phone # _____

Name of Project: _____

Location of Project: _____

Total Area of Lot/Tract: _____ Zone: _____ Estimated Date of Completion:

_____/_____/_____ Estimated Cost: \$ _____

Requested Special Considerations:

Exceptions to Ordinances or Statutes - _____

Variance from Zoning Laws - _____

What is the site presently used for? _____

What is the land use of the adjacent properties? _____

What is the proposed use for this application? _____

Has any application of this property been applied for before this application? () YES () NO

If YES, when? _____ Resolution #(s) _____

Number of original lots _____

Number of new lots created _____

Proposed public and private utilities _____

Proposed Water & Waste Water Systems _____

Rejection of proposal by _____

Municipal Agency/BOCA Official, etc)

Recommended Classification as a _____

_____ for the following reasons:

Site Visited on ____/____/____ by _____

_____/_____/____

Signature of Official

Date

AUTHORIZATION

I have reviewed the information contained in this application and find it to be correct. I hereby authorize:

Name _____ Phone # _____

Address _____

to act as my representative or agent in all matters pertaining to my Development Application.

I _____ agree to serve as agent for the applicant.

Signature of Agent _____

OWNER'S AUTHORIZATION

I hereby certify that I reside at _____ and that I am the owner of Lot(s) # _____ in Block(s) # _____, which property is the subject of the above application and I hereby authorize the above Attorney or Agent to act as my representative as hereby authorized by me.

Date: ____/____/____

Owner's Signature _____

Print Owner's Name _____

**STOCKHOLDER'S/PARTNER'S CERTIFICATE
STATEMENT SETTING FORTH THE NAMES AND ADDRESSES OF
STOCKHOLDERS OR PARTNERS OWNING MORE THAN 10% OF**

(Organization Name)

IN COMPLIANCE WITH N. J. S. A. 40-55D-48.1

The following constitute the names and addresses of all stockholders who own 10% or more of the corporation's stock or all individual partners in the partnership who own 10% or greater interest therein.

In the event no stockholder or partner owns 10% or greater, please so indicate at the appropriate space on this form.

If one or more such stockholder or partner is itself a corporation, the stockholders holding 10% or more of that corporation's stock or the individual partner owning 10% or more in that partnership are as follows:

NAME	ADDRESS	<u>% OWNED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF NO STOCKHOLDER OR PARTNER OWNS 10% OR MORE, PLEASE CHECK HERE ☐

I hereby certify that the foregoing information is correct.

Secretary or Partner

Corporation or Partnership

AFFIDAVIT OF NON-COLLUSION

STATE OF NEW JERSEY)

) SS.:

COUNTY OF OCEAN)

_____ (Name of Applicant)

being duly sworn, according to law, upon (his/her/their) oath deposes and says:

1. I am or we are the applicant(s) in connection with a proposed site plan / subdivision / variance of property known as: _____
Lot(s) in Block(s) shown on the Official Tax Assessment Map for the Township of Little Egg Harbor.

2. There has been no collusion between the named applicant and any members of the Little Egg Harbor Township Planning Board, the Little Egg Harbor Township Zoning Board of Adjustment or any officials of the Township of Little Egg Harbor with respect to said application for development.

(Signature of Applicant)

(Signature of Applicant)

SWORN AND SUBSCRIBED TO BEFORE
ME THIS _____ DAY OF _____ 20____

NOTARY PUBLIC

FEE NOTICE

In accordance with the Township of Little Egg Harbor Ordinance 15-6.1, in the event that the costs incurred by the Little Egg Harbor Township Planning Board and/or the Little Egg Harbor Township Board of Adjustment exceed the fee posted with this application, then it is fully understood and agreed that the applicant shall be responsible for payment of any excess billing amounts.

DATE

Signature of Applicant

SITE INSPECTION CONSENT

_____ hereby give permission to the Members of the Planning Board of the Township of Little Egg Harbor, and its authorized representatives, consultants and other Township Officials, to enter onto the premises located at _____, Little Egg Harbor Township for the purposes of evaluation of the application for development presently pending before that Board.

Date

Signature of
Applicant/Owner/Representative

PRINT NAME HERE



Township of Little Egg Harbor
665 Radio Road, Little Egg Harbor, New Jersey 08087

Date: _____

Re: Block _____ Lot(s) _____

Block _____ Lot(s) _____

Block _____ Lot(s) _____

Block _____ Lot(s) _____

To Whom It May Concern:

Please be advised that the taxes on the above referenced property have been paid through the:

1st ☐ 2nd ☐ 3rd ☐ 4th ☐ quarter of 20 ____.

Sincerely,

Tax Collector's Office

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

N.J.S.A. 40:55D-12.C

Please check below. Unchecked request will receive a 200 foot list.

	Adjoining Owners
	200' from perimeter
	500' from perimeter

NAME	
PROPERTY ADDRESS	
BLOCK	
LOT(S)	
TELEPHONE NUMBER	

Date: _____

Applicant

PLEASE FORWARD TO THE LITTLE EGG HARBOR TOWNSHIP TAX ASSESSOR'S OFFICE, ALONG WITH A CHECK IN THE AMOUNT OF \$10.00



Township of Little Egg Harbor Planning Board
665 Radio Road Little Egg Harbor, New Jersey 08087 Phone: 609-296-7241 ext. 221

Planning Board Application

Block(s)_____ **Lot(s)** _____

1. _____ Application – Original and 13 copies, plus 1 digital copy
(including Stockholders Partners Certificate, Affidavit of Non-Collusion, Fee Notice,
Site Inspection Consent & Proof of Paid Taxes)
2. _____ Plans – 13, plus 1 digital copy
3. _____ Survey – 4, plus 1 digital copy
4. _____ Drainage Report – 3, plus 1 digital copy (if applicable)
5. _____ Environmental Study – 3, plus 1 digital copy (if applicable)
6. _____ Traffic Study – 3, plus 1 digital copy (if applicable)
7. _____ Certified List of Property Owners – Original and 2 copies
8. _____ Proof of mailing
9. _____ Proof of publication
10. _____ Check List
11. _____ Application fee* Check # _____
12. _____ Escrow fee* Check # _____

*Two separate checks made payable to LEHT.

Application Fee	\$150
Escrow Fee	\$500

(Revised 10/21/2026)

TOWNSHIP OF LITTLE EGG HARBOR PLANNING BOARD - CHECKLISTS

MINOR SITE PLAN APPLICATION CHECKLIST

**THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR THE APPLICATION TO BE
DEEMED COMPLETE:**

I. MINOR SITE PLAN SHOWING THE FOLLOWING:

YES	NO	N/A		ITEM
			1.	Conforming Title Block.
			2.	Date of plan with all revisions.
			3.	Scale and North Arrow.
			4.	Layout of the proposed or existing building or structure.
			5.	Key Map showing the location of the tract and street names.
			6.	Name(s) and address(es) of property owner(s) and applicant(s).
			7.	Signature and seal of preparer of the minor site plan.
			8.	Location of all signs.
			9.	Plan size: 11x17, 24x36, or 30x42.
			10.	Scale one (1) inch equals 10, 20, 30, 40 or 50 feet.
			11.	Metes and bounds of all property lines.
			12.	Error of closure no greater than 1:10,000.
			13.	Names of all owners of record of all properties within 200 feet.
			14.	Block and lot numbers of all lots within 200 feet.
			15.	Right-of-ways, streets, easements, boundaries are indicated and dimensioned.
			16.	Zoning schedule (required / provided).
			17.	Zoning setback lines.
			18.	Copy of deed restrictions, covenants or exceptions applicable to the property.
			19.	Minor site plan based on current boundary prepared by a New Jersey licensed land surveyor; date of survey indicated.

			20.	Dimensions of existing and proposed parking area(s); size of proposed spaces.
			21.	Proposed and existing lighting, screening and landscaping are shown.
			22.	Existing and proposed spot grades to insure adequate surface drainage.

II. ADMINISTRATIVE REQUIREMENTS

			1.	Proper Application Fee.
			2.	Fees for any variance or design waiver requests.
			3.	Original & 13 sets of Plans and Completed Application Forms.
			4.	Original & 13 prints of preliminary architectural floor plans and elevations.
			5.	Proof of payment of property taxes up to and including the current quarter.
			6.	Evidence of a Comprehensive General Liability Insurance Policy.
			7.	Proof of submission of applications to all required regulatory agencies.

SITE PLAN APPLICATION CHECKLIST

**THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR THE APPLICATION TO BE
DEEMED COMPLETE:**

I. SITE PLAN SHOWING THE FOLLOWING:

YES	NO	N/A			ITEM
			A.		Title Block
				1.	Name of the project, if any.
				2.	Title of "Site Plan."
				3.	Tax Map sheet, lot and block designation.
				4.	Date of original and all revisions.
				5.	Name(s) , signature(s), address(es) and license number(s) of engineer and land surveyor who prepared the site plan.
			B.		General
				1.	Standard size drawing (24" x 36" or 30" x 42").
				2.	Scale: Not less than 1" – 50'.
				3.	Bearings, distances of each property line.
				4.	Zone(s), Zone Requirements (required and provided) and area map showing zoning boundaries.
				5.	Area of Tract.
				6.	Building area(s).
				7.	Name and address of owner and applicant.
				8.	Required parking and parking provided.
				9.	Owner's name, block and lot designation, and present use of all property within 200 feet.
				10.	Existing topography at one foot contour intervals (minimum two (2') foot contour intervals, where slopes exceed 5%) extending a minimum of 100 feet beyond tract boundary.
				11.	Proposed site grading with one (1') foot contours and sufficient spot grades in paved areas to determine and define flow direction.
				12.	Existing Features:
					a. Existing buildings and structures (with future disposition).
					b. Water courses.

				c. Limits of wooded area.
				d. Easements.
				e. Drainage system.
				f. Location of all driveways within 100 feet.
				g. Location of nearest fire hydrant.
				h. Location and use of existing structures within 100 feet of the site.

				i. Delineation of important physical features including swamps, bogs, ponds, and wetlands areas on-site and within 200 feet of the tract boundary.
				j. Existing streets, watercourses, flood plains, floodways, and flood areas on-site and within 200 feet of the boundaries thereof, both the width of the right-of-way of each street, existing public easements and Township borders within 200 feet of the site.
			13.	North arrow and graphic scale.
			14.	Copy of any covenants or deed restrictions.
			15.	All proposed uses and structures with setbacks from property lines.
			16.	Location of existing and proposed signs, outdoor lighting, fencing, and buffer areas.
			17.	Typical construction details and/or cross-sections for curb, sidewalk, pavement, manholes, inlets, headwalls, etc.
			18.	Detailed utility layouts showing methods of connection and sources of service.
			19.	Design details and dimensions of fences, walls, signs, lighting and other similar facilities.
			20.	Existing and proposed storm drainage facilities including plans and profiles, invert elevations, and drainage area map and calculations to substantiate adequacy of proposed storm drainage. Drainage areas to each inlet shall be shown. The plan shall be accompanied by an off-site drainage plan.
			21.	Specifics of site ingress and egress (i.e. curb radii, curb opening, lane widths, existing driveways within 100 feet of site, etc.).
			22.	Key Map naming streets within 500 feet of the site.
			23.	Entire parcel shall be shown.
			24.	Space for signature of Chairman, Secretary and Board Engineer.
			25.	Written description of proposed operations.

				26.	Fire zones and signage.
				27.	Date of outbound survey and name of Land Surveyor.
				28.	Signed and sealed by New Jersey Licensed Engineer and Land Surveyor (if applicable).
				29.	Sectionalization Plan, if applicable.
				30.	Proposed sign triangles.
				31.	Proposed traffic control signage and pavement markings.
				32.	Soil borings (to a minimum depth of 10 feet) and hydraulic conductivity tests for all stormwater basins / trenches / wells.
				33.	Compliance with Little Egg Harbor Township Land Development Ordinance Subsections 15-10.13 and
					15-12-1.
			C.		COMMERCIAL AND INDUSTRIAL SITE PLANS
				1.	Off-street parking layout (dimensions of aisles, parking spaces, loading areas, fire lanes, traffic lanes, etc.) and in compliance with the requirements of the Zoning Ordinance.
				2.	Direction of internal traffic flow.
				3.	Lighting and Landscaping Plan.
				4.	Storage areas (refuse, equipment, materials).
				5.	Soil borings – soil logs to a minimum depth of 20 feet (depth to ground water, ground elevation).
			D.		MULTI-FAMILY HOUSING
				1.	Off-street parking layout (dimensions of aisles, parking spaces, loading areas, fire lanes, traffic lanes, etc.).
				2.	Lighting and Landscaping Plan.
				3.	Recreation areas – other public areas.
				4.	Refuse storage and pick-up, recycling areas.
				5.	Soil borings – soil logs to a minimum depth of 20 feet (depth to ground water, ground elevation).
				6.	Compliance with applicable detail requirements of Zoning Ordinance pertaining to multi-family housing.

MINOR SUBDIVISION CHECKLIST

I. PLAT DETAILS

YES	NO	N/A		ITEM
			1.	Title of "Minor Subdivision."
			2.	Acreage of tract to be subdivided.
			3.	Tax Map sheet, block and lot number(s) of tract to be subdivided as shown on the latest Township Tax Map.
			4.	Scale: Not less than 1" = 100' and Key Map (1" = 2,000') showing and naming streets and any Township boundary within 500 feet of the subdivision.
			5.	Title Block conforming to N.J.A.C. 13:40-1.2.
			6.	Names of all owners of and property lines of parcels within 200 feet.
			7.	All existing streets, watercourses, floodplains, floodway, and flood hazard areas within the proposed subdivision and within 200 feet.
			8.	All existing structures and uses with an indication of structures to be removed. Distance between an existing building and existing or proposed lot line. Show all setback lines.
			9.	Location of significant physical features (wooded areas, water areas, wetlands, etc.)
			10.	Existing and proposed right-of-ways and easements with dimensions, driveways, street names, sight triangles.
			11.	Reference meridian shown graphically.
			12.	Existing five (5) foot (or less) interval contours based on U.S.C. and G.S. datum extending 100 feet beyond property boundary.
			13.	Size: 30" x 42", 24" x 36", 15" x 21", 8½" x 13"
			14.	Dimensions, bearings and curve data shown for all streets.
			15.	Tangents, chords, arc, radius and central angle of all street corners.
			16.	Dimensions (linear and angular) of all exterior boundaries of the subdivision and all lots and all lands dedicated for public use. Wetlands areas and their buffers delineated by area and metes and bounds on each lot.
			17.	Closure no greater than one (1) in 10,000.
			18.	Block and lot numbers as recommended by Tax Assessor.
			19.	All municipal boundary lines shown, crossing or

				adjacent to the property.
			20.	Names of adjoining subdivisions, if any, and file numbers of the recorded plats, or the name of owners of adjacent properties.
			21.	All monumentation shown.
			22.	Affidavits of consent of property owners.
			23.	Name(s) and address(es) of owner and subdivider.
			24.	Schedule of zone requirements and plan provisions.
			25.	Signature block for Planning Board Chairman, Secretary and Engineer.
			26.	Signature block for Municipal Clerk.
			27.	Signature and Seal of a New Jersey Licensed Land Surveyor.
			28.	Required certifications pursuant to the "Map Filing Law" P.L. 1960 C141.

II. REQUIRED DOCUMENTATION

YES	NO	N/A			ITEM
			A.		Regulatory Agencies (Proof of Submission)
				1.	Ocean County Planning Board approval.
				2.	Ocean County Soil Conservation District approval.
				3.	Any other required permits / approvals.
			B.		Administrative
				1.	Proof of payment of property taxes for the current quarter.
				2.	Certificate of Title.
				3.	Evidence that the Township Tax Assessor has reviewed the proposed block and lot numbering system.

PRELIMINARY MAJOR SUBDIVISION CHECKLIST

YES	NO	N/A		ITEM
			1.	Scale: Not less than 1" = 100'.
			2.	Size: Maximum of 30" x 42".
			3.	Signature and Seal of a New Jersey Licensed Land Surveyor.
			4.	Improvement Plans, at a scale of not less than 1" = 50", signed and sealed by a New Jersey Licensed Engineer.
			5.	Plat Design:
			a.	Lots conform to zoning or variance(s) requested.
			b.	Side lot lines are at right angles or radial to street line.
			c.	Lots fronting on a paved public, existing or proposed, street with a right-of-way of at least 50 feet.
			d.	No through lots except in compliance with allowed conditions.
			e.	Block length does not exceed 1,500 feet.
			6.	Title Block:
			a.	Title of "Preliminary Plat."
			b.	Name of subdivision, if any.
			c.	Tax map sheet, block and lot number.
			d.	Date and revisions.
			e.	Name of engineer and/or land surveyor preparing the plat and license number(s).
			7.	Project Notes Include:
			a.	Tract acreage.
			b.	Name(s) and addresses of sub-divider and owner.
			c.	Number of lots.
			d.	Zoning Schedule with required and provided items.
			8.	Certification of property owner(s) consenting to the proposed subdivision.
			9.	Key Map (Minimum Scale: 1" = 2,000'), showing street names within 500 feet of the subdivision.
			10.	Names of all owners and property lines of all parcels within 200 feet.
			11.	Date of current, certified boundary survey. Name of the person preparing same.

			12.	Existing one (1) foot contour intervals based on U.S.C. & G.S. Datum on the property and extending a minimum 100 feet beyond property boundary. Note source of elevation datum.
			13.	All existing streets, watercourses, floodplains, floodways, and flood areas within the proposed subdivision and within 200 feet of the property boundary. Paving width and R.O.W. width of each
				street and any existing public easements.
			14.	All existing structures and future status.
			15.	Delineation of important physical features (wetlands, ponds, etc.) on-site and within 200 feet of the proposed subdivision boundaries.
			16.	Existing drainage system.
			17.	North arrow and graphic scale.
			18.	Plat Details:
			a.	Proposed lot lines.
			b.	Areas of each lot.
			c.	Yard setbacks on each lot.
			19.	Signature block for Planning Board Chairman, Secretary, and Engineer.
			20.	Administrative Requirements:
			a.	Proper application fee (submit calculations).
			b.	Proof of payment of property taxes for the current quarter.
			c.	Required number of prints submitted.
			d.	Application fees reflect any variance or design waiver requests.
			21.	Preliminary grading and drainage plan included.
			22.	Drainage area map(s) and drainage calculations.
			23.	Preliminary off-site drainage plan included.
			24.	Preliminary centerline profiles included.
			25.	Sectionalization plan, if applicable.
			26.	Soil borings and hydraulic conductivity of soils, if septic systems or stormwater basins / trenches / wells are proposed.
			27.	Submission of Environmental Impact Statement.
			28.	Submission of a Traffic Impact Statement.
			29.	Preliminary plat designed in compliance with Little Egg Harbor Township Land Development Ordinance Subsection 15-12.1.

FINAL PLAT CHECKLIST

I. PLAT DETAILS:

YES	NO	N/A		ITEM
			1.	Scale: Not less than 1" = 50' (includes graphic scale) and Key Map (1" = 2,000') provided.
			2.	Size: 30" x 42", 24" x 36", 15" x 21", 8½" x 13".
			3.	Title Block conforming to N.J.A.C. 13:40-1.2
			4.	Dimensions, bearings and curve data shown for all streets.
			5.	Tangents, chords, arc, radius and central angle of all street corners.
			6.	Metes and bounds, areas and grantee of all easements.
			7.	Reference meridian shown graphically.
			8.	Closure no greater than one (1) in 10,000.
			9.	All lands reserved or dedicated to public use shall be so noted.
			10.	Block and lot numbers as recommended by Tax Assessor.
			11.	All municipal boundary lines shown, crossing or adjacent to the property.
			12.	Names of adjoining subdivisions, if any, and file numbers of the recorded plats, or the name of owners of adjacent properties.
			13.	Watercourses, streams, shorelines, water boundaries, wetlands and encroachment lines shown with appropriate easements / conservation areas delineated including calculated areas.
			14.	All monumentation shown.
			15.	Affidavit of consent of property owners.
			16.	Schedule of zone requirements and plan provisions.
			17.	Setback lines on each lot.
			18.	Date of final survey.
			19.	Subdivision and street names not similar to any existing subdivision and street names.
			20.	Sectionalization of final plat conforms to preliminary sectionalization plan.
			21.	Signature block for Planning Board Chairman, Secretary and Engineer.
			22.	Signature block for Municipal Clerk.
			23.	Signature and Seal of a New Jersey Licensed Land Surveyor.
			24.	Signature and Seal of a New Jersey Licensed Land Engineer.
			25.	Required certifications pursuant to the "Map Filing Law" P.L. 1960 C141.

			26.	Compliance with Little Egg Harbor Township Land Development Ordinance Subsection 15-12.1.
			27.	General requirements, details and supporting data specified under the preliminary plat of Little Egg Harbor Township Land Development Ordinance Subsection 15-8.18.

II. IMPROVEMENT PLANS CONTAINING THE FOLLOWING:

YES	NO	N/A		ITEM
			A.	Scale 1" = 50' horizontal, Scale 1" = 5' vertical
			B.	Grading Plans
			C.	Drainage Plans (and Supplemental; Calculations)
			D.	Utility Plans
			E.	Soil Erosion Control Plan
			F.	Construction Details
			G.	Profiles
			H.	Final Lot Grading and Street Centerline Elevations

IMPROVEMENT PLANS SHALL SHOW THE LOCATION OF AND PROVIDE CONSTRUCTION DETAILS AND SPECIFICATIONS FOR THE FOLLOWING:

YES	NO	N/A		ITEM
			1.	Streets
			2.	Curbs
			3.	Sidewalks
			4.	Stormwater Facilities
			5.	Sanitary Sewerage and Water Facilities
			6.	Shade Trees
			7.	Street Lighting
			8.	Traffic Control Signage
			9.	Street Name Signs
			10.	Bulkheading (if applicable)
			11.	Soil Erosion and Sediment Control Measures

III. REQUIRED DOCUMENTATION:

YES	NO	N/A			ITEM
			A.		Regulatory Agencies
				1.	Little Egg Harbor Township Municipal Utilities Authority, Preliminary and Tentative approvals.
				2.	Ocean County and Little Egg Harbor Board of Health approvals.
				3.	Ocean County Planning Board approval.
				4.	N.J.D.E.P. Wetlands approval, if applicable.
				5.	N.J.D.E.P. CAFRA approval, if applicable.
				6.	Ocean County Soil Conservation District approval.
				7.	N.J.D.E.P. Flood Plain approval and/or Stream Encroachment Permit, if applicable.
				8.	N.J. Department of Transportation access, drainage, utility and/or occupancy permits.
				9.	Any other required permits / approvals.
			B.		Administrative
				1.	Proof of payment of property taxes for the current quarter.
				2.	Evidence of a Comprehensive General Liability Insurance Policy.
				3.	Certificate of Title.
				4.	Evidence that the Township Tax Assessor has reviewed the proposed block and lot numbering system.
				5.	Evidence that the Township Police Chief has reviewed the proposed street name(s).