



**ISLAND HEIGHTS PLANNING BOARD  
APPLICATION FOR BOARD ACTION**

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**FOR OFFICE USE ONLY**

**DATE APPLICATION FILED:** \_\_\_\_\_

**APPLICATION FEE PAID:**     Cash       Check # \_\_\_\_\_

**ESCROW DEPOSITED:**       Cash       Check # \_\_\_\_\_

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**PROPERTY INFORMATION**

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

Street Address: \_\_\_\_\_

Property Zone: \_\_\_\_\_

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**APPLICATION INSTRUCTIONS**

1. This application must be filled out completely and signed by the applicant and the property owner. The signature of the property owner must be notarized.
2. All applications shall be accompanied by a non-refundable application fee payable by cash, check or money order made payable to the "Borough of Island Heights." Application fees are enumerated in Borough Code Chapter 31. Any questions as to the fee for a particular Application shall be directed to the Borough Clerk.
3. All applications require an escrow deposit to cover the cost of application review by Borough Professionals. The initial escrow deposit for all applications shall \$2,000.00 payable in the form of cash, check or money order made payable to the "Borough of Island Heights."

4. All subdivision applications must be accompanied by fifteen (15) copies of a sealed property survey showing the current conditions at the property and fifteen (15) copies of the sealed proposed subdivision plan.
5. All variance applications must be accompanied by fifteen (15) copies of a sealed property survey showing the current conditions at the property, fifteen (15) copies of a sealed proposed plot plan and fifteen (15) copies of any architectural or engineering plans.
6. Once the application is received and deemed to be complete, it will be forwarded to the Planning Board Attorney and Engineer for review.
7. Once the application is deemed complete by the Planning Board Attorney and Engineer, it will be scheduled for a hearing before the Planning Board, the applicant and the property owner will be notified of the meeting date, time and location.
8. In cases where notification of surrounding property owners is required, the applicant is required to provide proof of publication and notice to property owners within two hundred (200) feet to the Board Secretary prior to the scheduled hearing date. Failure to provide proof of publication and notice may cause the matter to be removed from the Board Hearing Calendar.

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Telephone # \_\_\_\_\_

**NATURE OF APPLICATION: (Check All That Apply)**

Appeal of Action of Borough Administrative Officer

Subdivision

Variance

Other (specify in detail): \_\_\_\_\_

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Applicant Proposal Narrative (attach separate sheets if necessary):

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Reasons for the Relief Sought (attach separate sheets if necessary):

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**APPLICANT PROFESSIONALS (If Applicable)**

Attorney: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Architect: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Professional Planner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Professional: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPLICANT'S CERTIFICATION**

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are accurate and truthful.

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Applicant Printed Name

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Applicant Signature

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Date

**PROPERTY OWNER AUTHORIZATION**

1. I hereby certify that I am the owner of the property that is the subject of this application and that said application is hereby authorized by me.
2. I agree to pay all professional expenses incurred by the Borough of Island Heights related to the review and disposition of this application.
3. I attest that all property taxes owed on the subject property are paid.

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Owner Printed Name

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Owner Signature

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Notary Printed Name

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Notary Signature

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Date