



BOROUGH OF HIGHLANDS

Land Use Board

151 Navesink Ave., Highlands, NJ 07732
(732) 872-1224

www.highlandsborough.org

So, you received a Zoning Denial... Now what?

The Land Use Board (LUB) has also received a copy of your Denial letter and will email you the appropriate Land Use Board application packet.

1. Should you choose to go forward with the Land Use Board application, you will need:
 - Submit the completed application.
 - Proof that your taxes and sewer are current. You can reach out to the Tax and Sewer Departments at Borough Hall.
 - Proof of homeownership or a signed affidavit from the owner acknowledging application to the Land Use Board.
 - If applicant is an LLC, the names and addresses of each individual holding 10% or more interest is required.
 - 3 copies of any and all proposed plans
 - Email pdf of each submitted plans to landuse@highlandsborough.org
 - 3 copies of Property survey
 - Email pdf of Property survey to landuse@highlandsborough.org
2. Within 45 days of your submission, our Land Use Board Professional will review it for completeness.
3. Once the application is deemed "Complete," the LUB Engineer will issue an Engineer's review.
4. A review to determine the required fees and escrow will also be done at this time and a Fee Determination Letter will be sent. The fees will be payable in two (2) separate checks –1 for the Land Use Board application fee and 1 for the escrow deposit. Both are payable to Borough of Highlands. Any outstanding fees and/or escrow will need to be made.
5. We will give you your hearing date and request the additional 15 copies noted in application packet.
6. You will need to apply for the Certified 200-Ft List to Notice property owners via certified mail at least 10 days before your hearing –NOT counting the hearing date.
7. You will be required to publish Public Notice of your hearing in either the *Asbury Park Press* or *The Two River Times*. The Municipal Land Use Law requires that notices be sent at least 10 days in advance of the hearing –NOT counting the hearing date.
8. Proof of Notice and Publication needs to be submitted to the Land Use Board before your hearing in order for your application to heard.

The Land Use Board recommends that the applicant obtains an attorney, although it is not required for privately owned properties, and that the applicant be acquainted with the Zoning and Land Use Regulations (Chapter 21 of the Borough of Highlands Municipal Code

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