



Highlands Land Use Board Instructions LUB Application

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Borough of Highlands
151 Navesink Ave.
Highlands, NJ 07732
(732) 872-1224
www.highlandsnj.gov

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Development Completeness Checklist - Single Family Residential

LAND USE APPLICATION INSTRUCTIONS

After receiving a **Zoning Permit Denial** (included in LUB Application) from the Borough Zoning Officer, Applicants are encouraged to meet with the Land Use Board Secretary/Zoning Officer prior to completion of the LUB Application. Applicants should familiarize themselves with **Highlands Borough Chapter 21, Zoning/Land Use Regulations** available on www.highlandsnj.gov. (Quick Links/Home Page Borough Code)

STEP 1: APPLICATION SUBMISSION

- 1) **Development Completeness Checklists** are **required** to be completed by an engineer, signed and sealed to **guide your application submittal and completeness determination** to be scheduled for a LUB Meeting.
 - o **Development Completeness Checklists waiver(s) require written explanation/attachments.**
- 2) **LUB Application** consists of various documents that must be completed and submitted landuse@highlandsnj.gov as **PDF, original+ one copy** (delivered to LUB Office) with your **LUB Application supportive plans, survey/documents** in order to be deemed complete by the LUB Secretary. Plans, survey documents must be folded not rolled.
- 3) **LUB Application Fee (non-refundable)/Escrow/Professional Fees (refundable)** are based upon type of application, calculated by Board Office, payable to Borough of Highlands (see LUB 6 Fee Schedule XXII) in accordance with 21-108 Escrow/Bond Accounts and Technical Review Fees.
 - o LUB Secretary provides monthly escrow account status, which may require replenishment.
- 4) **Taxpayer Identification Request (W-9 Form)** completion and signature to enable Highlands Borough to set up an escrow account on behalf of the applicant and properly hold funds in escrow for payment of professional reviews.
- 5) **Municipal Tax/Sewer Account Status Request** - the Board Secretary will have the Finance Department certify that accounts are up to date. (Account must be current prior to application being heard)
- 6) **Statement of Corporate or Other Ownership**
 - o **A New Jersey Attorney must represent a corporation, S-Corp, LLC, or LLP**
- 7) **Certified List of Property Owners/Notice to 200'** from your property - request and pay associated fee
 - o **Notice of Hearing Publication mailed certified** to certified 200' list.
 - o Publication of Hearing Notice Asbury Park Press or Two River Times (Official Newspapers).
- 8) **Affidavit of Publication**

STEP 2: COMPLETENESS REVIEW

Failure to submit any items on the Development Completeness Checklists may cause your application to be delayed by the LUB Board Professionals until missing items are received.

- 1) For your application to be deemed administratively complete by the Board Secretary, all Checklist items must be addressed, attached as required. The LUB Secretary shall forward administratively complete applications to the LUB Engineer and Planner or initial review.
- 2) Highlands Borough LUB Professionals will determine **within 45 days** if the applicant has satisfied the Checklist requirements of the Highlands Land Use Ordinance and the best engineering practices and provide a review letter to the LUB Secretary.
- 3) The LUB Secretary will contact applicants when your application can be formally scheduled for a hearing date.
 - a. This overview should not be considered all-inclusive. It is the applicants/responsibility to follow the rules and regulations of the Highlands Borough Land Use Board and the NJ Municipal Land Use Law MLUL.
 - b. We are unable to offer any legal advice/information on the merits of your case. All applicants should consider seeking outside professional assistance in their application preparation

STEP 3: NOTIFICATIONS & PUBLICATIONS

1. **Certified 200' list from Municipal Clerk** should be requested by every applicant. You may need to obtain a 200-ft list from an adjoining municipality if your application involves property located within 200-ft of an adjoining municipality. The applicant fills out and sends a completed **Notice of Public Hearing** to **every name/address on the list**, via **certified mail**, at least ten **(10) days prior to the hearing**. When contacting the newspaper, please be aware of the time lag between newspaper receiving the ad and **publishing the ad (10) days prior to the hearing**. If not, the **Public Hearing Notice** will be invalid, and the public hearing cancelled. **Affidavit of Publication** (once published) forms must be returned (completed, signed, and notarized) to the Board Secretary to ensure compliance with the MLUL. **A sample is provided.**
2. Prepare the **Public Notice of Hearing**. **A sample is provided.**
 - a. Distribute **Notice of Hearing** by **certified mail to all owners of real property located within 200 feet in all direction of the property**, as detailed above whether located within the municipality or the adjoining municipality.
 - a. Deliver notice at least 10 days prior to the hearing date-not including the day of the hearing.
 - b. You must fill out and retain copies of certified mail receipts; return receipts are not required. Note: You must provide notice to the property owner(s) delivery address, which may be different from their property address.
3. Publish the **Notice of Hearing** as a Legal Notice in Asbury Park Press or the Two River Times (official newspapers of the community) **at least 10 days prior to the hearing date -not including the day of the hearing.**
 - a. The newspaper will send you **Proof of Publication**, which must be submitted to the Land Use Board Secretary at least **3 days prior to the hearing date.**
4. Submit proof of notice at least 3 days prior to the hearing date.
 - a. One copy of the Notice of Hearing that was provided.
 - b. One copy of all Certified Mail receipts. (Please keep originals for your records).
 - c. One copy of the Proof of Publication from the newspaper.
 - d. The original Affidavit of Service

STEP 4: PREPARE PRESENTATION

1. Prepare a brief and concise presentation including all relevant facts and exhibits. Provide reasons why your application should be approved. You may present photographs, sketches, testimony of witnesses, and/or other pertinent information. The Applicant will receive a copy of any review letters from the Land Use Board's professionals prior to the hearing-be prepared to address any questions or comments raised therein.
2. Burden of proof is on Applicant. The Board is required to consider certain criteria in evaluating your application, as specified in the Municipal Land Use Law (N.J.S.A. 40:SSD-1 et seq). If you have any questions regarding variances, you should consult with an attorney.
3. You may want to attend a Land Use Board meeting prior to your hearing.

STEP 5: ATTEND THE HEARING

1. The Land Use Board meets on the 2nd Thursday of every month at the Highlands Municipal Building, located at 151 Navesink Ave. The meeting begins at 7:00pm.
 - a. A New Jersey Attorney must represent a corporation, S-Corp, LLC, or LLP.
2. The procedure for the hearing is typically as follows:
 - a. The Land Use Board Chair calls the meeting to order.
 - b. The Board conducts Pledge of Allegiance and then Roll Call.
 - c. There is an Open for Public Comments where interested parties can ask procedural questions or make comments not pertaining to applications.
 - d. When an application is called, the Applicant or Applicant's attorney proceeds to the podium.

- e. The Applicant and anyone giving testimony is sworn in.
- f. The Applicant presents a concise summary of the application, presents all relevant facts, and exhibits, and explains why the application should be approved.
- g. The Board Members ask questions after the Applicant's case is presented.
- h. The Public, after giving their name and address, is then allowed to ask questions or make a sworn statement.
- i. The Applicant has the opportunity to summarize its application and testimony.
- j. The Board Chair closes the hearing and asks for discussion by the Board. No further comments can be made by the Applicant, designated representative, or the Public as the Board deliberates.
- k. A Board Member makes a motion on the application, and, if motion is seconded, a vote is taken.
- l. You can leave after the decision is made or you can stay for the remainder of the meeting.

3. If a full seven (7) member Board is not present for a (d) variance, the Applicant may request a postponement of the hearing, as five (5) affirmative votes are required for approval.

STEP 6: AFTER HEARING

- 1. The **Board Attorney** will prepare a legal document called a **Resolution** which will include all the facts that were presented to the Board and the Board's reasoning for its approval/denial of the request.
- 2. The LUB Board will vote on the Resolution at its next meeting to **Memorialize the Resolution**. The Board is voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The Applicant is not required to attend the hearing at which the Resolution is Memorialized.*
- 3. A copy of the Resolution will be emailed or mailed to the Applicant
- 4. The Board Secretary will submit a **Notice of Decision** to the official newspaper for publication within ten (10) days of the Memorialization of the Resolution.
- 5. Any party interested in **Appealing a Decision of the Board** must do so within **45 days of the publication of the Notice of Decision**.
- 6. If your project requires a **Tree Removal Permit**, that application and plan can be submitted at any time after LUB Approval.
- 7. **Escrow-** Escrow Account Status Report will be provided to the applicant to determine compliance with all required review escrow, bond payments, and/or inspection - any unpaid professionals' bills will become a lien on the property. **Escrow Bond. Inspection Accounts must be in good standing prior to the start of Resolution Compliance.**

Resolution Compliance (See Flow Charts on Pages 6 & 7)

See Resolution Compliance Flow Chart for Road Map to Submitting your Zoning and Construction Permit

- ✓ Modifications revised plans must be submitted to the LUB Secretary for Board Professionals review to ensure conformance/modifications.
- ✓ All Outside Agency Conditions of Approval (if applicable) must be satisfied
- ✓ Required filings deeds, easement
- ✓ Developers' Agreements in Redevelopment Areas.

Highlands LUB will issue official correspondence stating the application has completed Resolution Compliance.

Zoning & Construction Permits can be submitted to build your project.

Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, the Applicant should submit a written request to the LUB Board Secretary for a refund of the remaining escrow.



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Sample – Notice to be Published in Official Newspaper

Notice of Hearing

Land Use Board

TAKE NOTICE that on Thursday evening at 7:00 p.m. on the _____ day of _____, a hearing will be held before the Borough of Highlands Land Use Board at the Municipal Building, 151 Navesink Ave., 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.

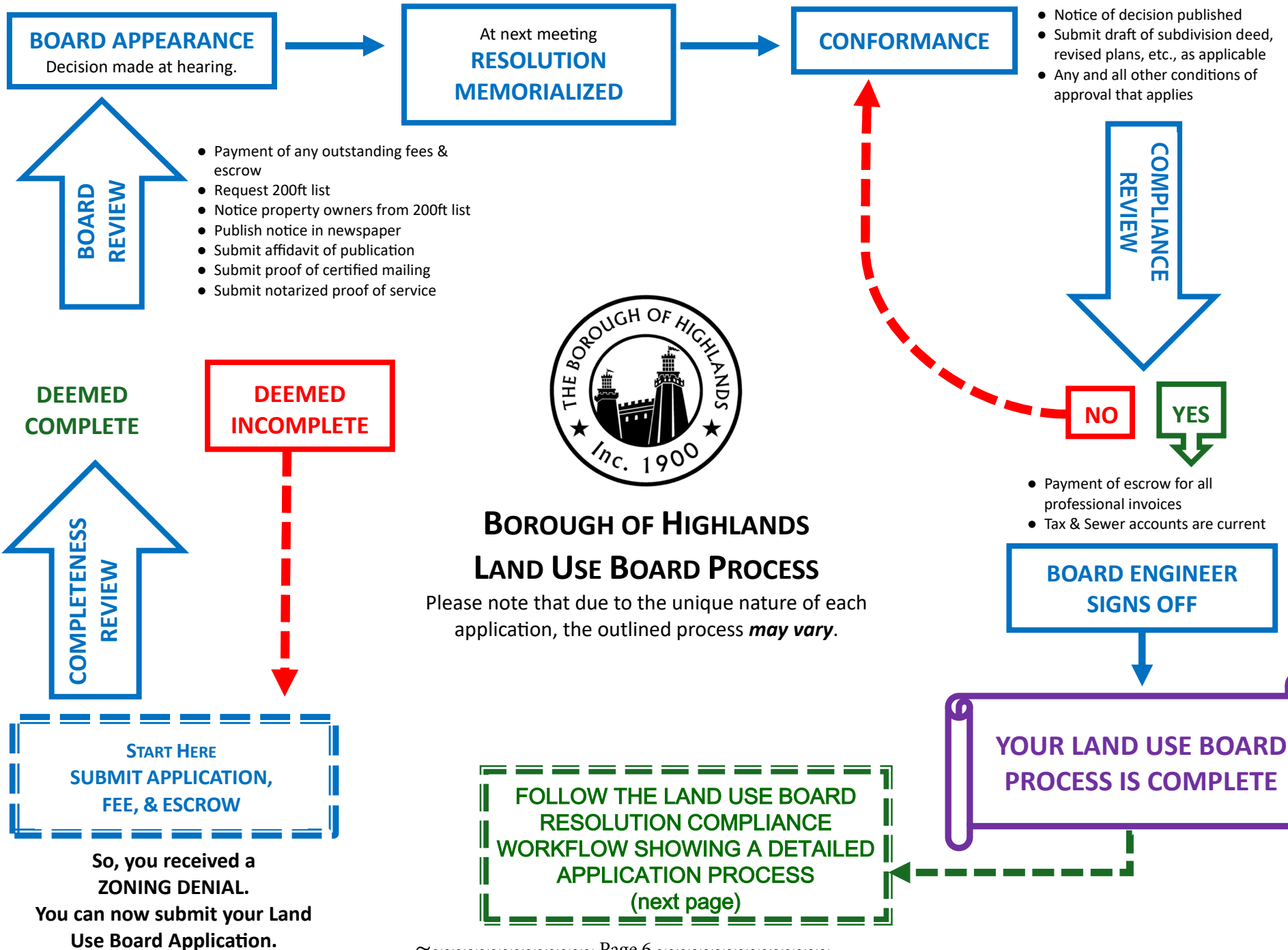
The applicant is seeking:

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.]

Highlands Land Use Board Process Overview



BOROUGH OF HIGHLANDS LAND USE BOARD PROCESS

Please note that due to the unique nature of each application, the outlined process *may vary*.

HIGHLANDS LAND USE BOARD RESOLUTION COMPLIANCE WORKFLOW

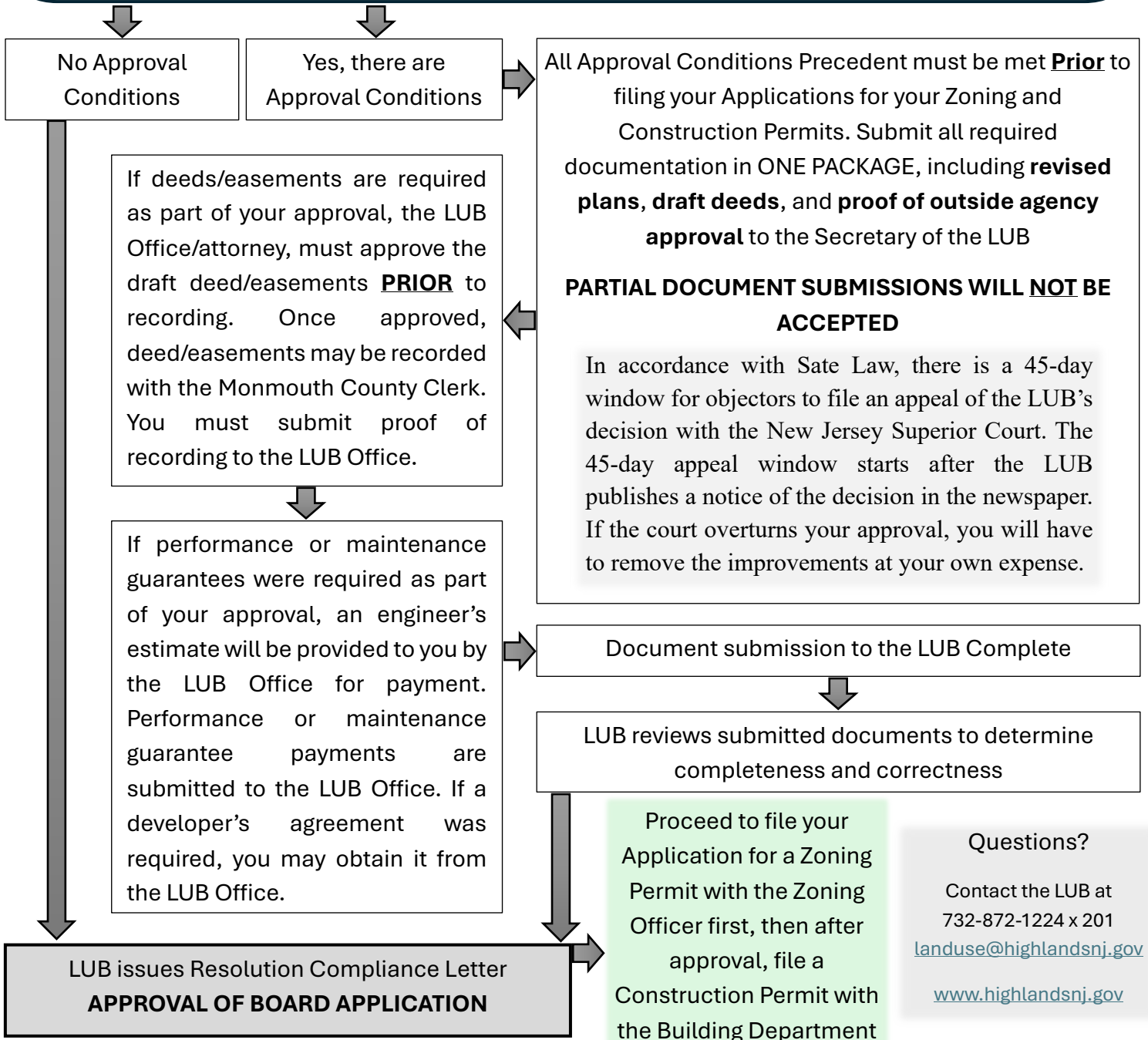
Congratulations, your Land Use Board (LUB) application was approved! Here is your roadmap to submitting your Zoning and Construction Permit Applications so you can build your project.

Did the LUB or the Board Professional condition your Approval on the submission of additional items, such as:

- Payment of outstanding/accrued fees and escrow
- Revised layout, architectural or plot plan
- Stormwater management/landscaping plan
- Deed restriction, easement, or maintenance agreement
- Subdivision recorded by deed, or filed by plot with Monmouth County

- OUTSIDE AGENCY
- Monmouth County Health Department
 - Monmouth County Planning Board
 - Freehold Soil
 - NJ DEP
 - NJ DOT

If your project requires a tree removal permit, that application and plan can be submitted at any time with the Borough Clerk after the LUB Approval. Properties in steep slope or flood hazard areas require a permit, filed with the Building Department





LAND USE BOARD APPLICATION

Last Revision: 9.7.2025

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Highlands, NJ 07732
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FOR OFFICIAL USE

Date Rec'd: _____ Application #: _____ Fee: _____

Escrow: _____ Escrow Acct# _____

1. APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Relation to property: _____

2. OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

3. TYPE OF APPLICATION (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Appeal – Zoning Denial date _____ |
| <input type="checkbox"/> Major Subdivision – Preliminary | <input type="checkbox"/> Appeal – Land Use Decision date _____ |
| <input type="checkbox"/> Major Subdivision – Final | <input type="checkbox"/> Informal Concept Plan Review |
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Extension of Approval |
| <input type="checkbox"/> Major Site Plan – Preliminary | <input type="checkbox"/> Revision/Resubmission of Prior Application |
| <input type="checkbox"/> Major Site Plan – Final | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Variance | |
| <input type="checkbox"/> Use (“D”) Bulk Variance (“C”) Use: _____ | |
| Bulk: _____ | |

4. ITEMS OF PROPOSED DEVELOPMENT

Title of Plan: _____

Zoning District: _____ Address: _____

Block _____ Lot(s) _____ Flood Zone: _____ Slump/Steep Slope Area: No Yes

Number of Existing Lots: _____ Number of Proposed Lots: _____

Are there existing Deed Restrictions or Easements? No Yes If Yes, please attach copies

For the Construction of: (check all that apply and provide number of each)

- | | |
|---|--|
| <input type="checkbox"/> Single Family Dwelling(s): _____ | <input type="checkbox"/> Mixed Use: _____ |
| <input type="checkbox"/> Two Family Dwelling(s): _____ | <input type="checkbox"/> Other Residential: _____ (Describe) _____ |
| <input type="checkbox"/> Townhomes: _____ | <input type="checkbox"/> Other (Describe) _____ |
| <input type="checkbox"/> Aged Restricted Units: _____ | |
| <input type="checkbox"/> Apartments: _____ | |
| <input type="checkbox"/> Commercial: _____ | |

Is a variance or conditional use approval required? If yes, provide a detailed explanation of variance needed:

Provide brief description of proposed development: _____

5. ATTORNEY (A corporation, LLC, Limited Partnership, or S-Corp **must** be represented by a NJ attorney)

Name: _____

Address: _____

Phone: _____ Email: _____

6. APPLICANT'S OTHER PROFESSIONAL(S) – Engineer, Planner, Architect, etc.

Name: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Email: _____

6A. PROPERTY HISTORY: Describe in detail, nature of prior use(s) on the site, start date of such use, any prior Land Use Board applications for this site (attach copy of resolution, if applicable), history of current ownership, etc.

6B. PROPOSED PLAN: Describe in detail, proposed use for property, including, but not limited to:

1) portion to be subdivided _____

2) sell lot only _____

3) construct house(s) for sale _____

4) how trash will be disposed _____

5) landscaping _____

6) hours of operation _____

7) type of goods/services _____

8) fire lane _____

Attach additional sheets if necessary.

6C ADDITIONAL INFORMATION

Existing

Proposed

Residential:	How many dwelling units?	_____	_____
	How many bedrooms in each unit?	_____	_____
	How many on-site parking spaces?	_____	_____
Commercial:	How many commercial uses on site?	_____	_____
	How many on-site parking spaces?	_____	_____

6D VARIANCE REQUESTS Complete section(s) related to the relief being requested

	Req'd	Exist.	Prop'd		Req'd	Exist.	Prop'd
Minimum Lot Requirements				Accessory Structures			
Lot Area				Fence/Wall Height			
Frontage				Garage/Shed Height			
Lot Depth				Garage/Shed Area			
Minimum Yard Requirements				Pool Setback			
Front Yard Setback				Parking Requirements			
2 nd Front Yard Setback				On-site Parking Spaces			
Rear Yard Setback				Other (please add)			
Side Yard Setback, right							
Side Yard Setback, left							
Building Height							

VARIANCE RELIEF REQUESTS Please specify relief(s) and explain below.

9. BUSINESS ORGANIZATION OWNERSHIP DISCLOSURE STATEMENT

Name of Corporation, Partnership, LLC, LLP, S-Corp:

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the above referenced business organization:

NAME	ADDRESS

*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or great interest in a partnership, that corporation or partnership shall list the names and address of its stockholders holding 10% or more of its stock or 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% owner ship criterion established have been listed.

SWORN & SUBSCRIBED to before me this _____ day of _____ 20____ (year) _____ (notary) (Seal)
--

_____ Signature (Officer/Partner)	_____ Date
_____ Print Full Name	_____ Title



Highlands Borough

Land Use Board

151 Navesink Avenue Highlands, New Jersey 07732

Phone: 732-872-1224 X201

landuse@highlandsnj.gov

www.highlandsnj.gov

Application Number:

DEVELOPMENT COMPLETENESS CHECKLIST SINGLE-FAMILY RESIDENTIAL PROPERTIES

Applicant:				Property Address:				
Owner:				Block:	Lot(s):	Flood Zone:	Zone:	
Project Name:				Application #:			Date:	
SUBMISSION REQUIREMENTS				ITEM DESCRIPTION			STATUS	NOTES
ITEM #	LAND USE BOARD				C=Complies			
	21-17A.1 (Ord. No. O-2016-1)				W = Waiver			
	Subdivision	Site Plan	Variance N.J.S.A. 40:55D70a 40:55D70b 40:55D70c 40:55D70d		APPLICANT	Borough		
1	X	X	X	Submit original LUB Application plus one copy . Include, survey sand supportive plans. (If applicable include corporate disclosure/owner authorization.)				
2	X	X	X	Submit three signed copies of completed Development Completeness Checklist with applicable waiver letters				
3	X	X	X	Electronic copies of all application documents in PDF format.				
4	X	X	X	Non-refundable applicable filing fees & escrow (paid by separate checks made payable to Highlands Borough), Calculated by LUB				
5	X	X	X	Two (2) W-9 forms with original signatures				
6	X	X	X	Certification of paid property taxes from Tax Collector.				
7	X	X	X	Certified list of names, blocks and lots, and property owners within 200 feet of the property as prepared by the Highlands Tax Assessor, also to be shown on site plan if applicable. (1)				
8	X	X	X	Upon Application Completeness: PDF of detailed narrative as to the applicant's proposal for the overall project, including existing/proposed site conditions/use/operations.				
9	X	X	X	Three (3) copies of protective covenants, deed restrictions, or easements applying to the site, to be submitted with the application , and/or indicated on the submitted plan (if applicable).				
10		X		Upon Application Completeness: Three (3) copies of property survey no more than 5 years old, prepared by a NJ-licensed land surveyor showing data including, but not limited to: Block/Lot number(s), existing/ proposed monuments, structures, lot lines, lot area, lot dimensions, metes and bounds, right-of-way lines, and easements and/or deed restrictions.				
11	X	X	X	Upon Application Completeness: Three (3) copies dimensioned architectural plans, including floor plans, elevation views. Plans prepared by a NJ licensed architect sufficiently depict all building features, including color, material, and textures (if applicable).				

(1) You may need to obtain a 200-ft list from an adjoining municipality if your application involves property located within 200-ft of an adjoining municipality.

SUBMISSION REQUIREMENTS				ITEM DESCRIPTION	STATUS		NOTES
ITEM #	LAND USE BOARD				C = Complies		
	21-17A.1 (Ord. No. O-2016-1)			W = Waiver			
	Subdivision	Site Plan	Variance N.J.S.A. 40:55D70a 40:55D70b 40:55D70c 40:55D70d	APPLICANT	Borough		
12		X	X	Three (3) copies of proof of application for all required outside agency approvals, including but not limited to: Monmouth County Planning Board, Freehold Soil Conservation District, Monmouth County Board of Health, NJDOT, and NJDEP.			
13		X	X	Three (3) copies of folded development plans, e.g. grading, plot, or landscaping.			
14		X	X	Zoning schedule indicating zone classification, existing and proposed use, and all bulk and area requirements, including site area, setbacks, building coverage, impervious coverage, building height, floor area ratio, density, and all other data needed to insure conformity with the Highlands Borough Development Regulations. Front, rear and side yard setback lines shall be depicted graphically on the plan.			
15		X		Location of accessory structures, including fences, walls, trash enclosures, recycling areas, and details of each.			
16		X		Total area of landscaping/open space expressed in square feet and as a percentage of total area disturbed.			
17		X	X	Location of existing and proposed wells and septic systems, with Board of Health application if applicable.			
18		X	X	Photographs (including date) showing existing conditions and structures on the subject property.			
19		X	X	Letter from Homeowners' Association consenting to proposed development (if applicable).			

Notes:

- This checklist shall also be applicable to two-family residential development in accordance with the provisions of the MLUL.
- The approving Board may waive submission of any information required of any application for development where deemed appropriate, after first considering all waiver requested made by the applicant and the opinion(s) of the Borough Professionals.
- The approving Board may request additional information of any Applicant if said information is deemed necessary by the Board to make an informed opinion on the application, though such request shall not cause the application to be deemed incomplete.

Additional Comments:

Signature of Preparer of Checklist _____ Title _____ Date: _____