

William Frantz, Chair
Shane Martins, 1st Vice Chair
Naomi Riley, 2nd Vice Chair
Monica C. Kowalski, Esq.
Matt Shafai, PE, PP
Jennifer C. Beahm, PP, AICP
Heather Kepler, Administrative Officer



Barbara Bascom
Dr. James Brown
Shawn Weston

Alternates: Danny Lynn
Brittany Dremluk
Shawn Mazur
Lisa DiPace

Office of the Neptune Board of Adjustment
2201 Heck Avenue, P.O. Box 1125
Neptune, New Jersey 07753
732-897-4162 Ext. 200
hkepler@neptunetownship.org

September 30, 2024

Sent via e-mail matthew.millon@permitadvisors.com and First-Class Mail

Matthew Millon
Permit Advisors
8370 Wilshire Blvd, Suite 330
Beverly Hills, CA 90212

**Re: Harbor Freight
Minor Subdivision & Site Plan Application – ADMINISTRATIVELY INCOMPLETE
15 Highway 35
Block 1004, Lot 5 – Neptune Township, NJ**

Dear Mr. Millon:

This office has received your client's application for Minor Subdivision and Site Plan to the Planning Board for the property located at Block 1004, Lot 5 – 15 Highway 35, Neptune Township. In reviewing the documents submitted it has been determined that this application is **ADMINISTRATIVELY INCOMPLETE** for the following reasons:

- Checklist for Use and/or Bulk Variances – ***Checklist was not completed and/or provided with this submission. A Hardware/Tool Store does not appear to be a permitted use within the C-6 Zoning District.***
- Checklist Item #1 – The application has not been completed as there is no applicant identified, you have indicated that it is not known if there have been prior applications. Please submit an OPRA request to the Municipal Clerk as there have been prior applications on this property, the affidavit of application has not been completed and/or signed, the owner's affidavit of authorization and consent has not been completed if the applicant is not the owner, the site visit authorization has not been signed, and the escrow agreement has not been completed and signed. – ***Not completed and required number of copies not submitted.***
- Checklist Item #2 – Copies of "Deed" –***No copies have been provided.***
- Checklist Item #4 - Copies of current "Survey of Property" –***No copies of a survey have been provided.***
- Checklist Item #13 – Application fee and Escrow deposit – ***No fees have been submitted.***

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This application will remain administratively incomplete until the above-referenced items are submitted to this office or waivers requested. Please do not hesitate to contact me via the phone number or e-mail listed above should you require further assistance. Thank you for your cooperation.

Very truly yours,

Heather Kepler, Administrative Officer
Neptune Township
Zoning Board of Adjustment

cc: Matt Shafai, PE, PP (Via E-mail only mattshafai@aol.com)
Jennifer C. Beahm, PP, AICP (Via E-mail only jbeahm@leonsavakian.com)
Monica C. Kowalski, Esq. (Via E-mail only mckowalskiesq@gmail.com)