

COMPLETENESS CHECKLIST for USE and/or BULK VARIANCES

§802B. Completeness Checklist for Use Variance and Bulk Variance Request. (Last revised by Ordinance No. 13-17.)

Prior to the issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

| C | I | N/A | W* | |
|--|-------------------------------------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Twenty-five (25) copies of completed and signed application form, which must include the following: |
| | <input checked="" type="checkbox"/> | | | Applicant's name, address, telephone number, facsimile number and e-mail address. |
| | <input checked="" type="checkbox"/> | | | Property Owner's name, address, telephone number, facsimile number and e-mail address. |
| | | N/A | <input type="checkbox"/> | Applicant's interest in the property. |
| | | N/A | <input type="checkbox"/> | Name, address, telephone number, facsimile number and e-mail address of the Applicant's attorney (if represented), and any and all other professional representatives. |
| | <input checked="" type="checkbox"/> | | | Street address of property under consideration. |
| | <input checked="" type="checkbox"/> | | | Tax Block and Lot numbers of property. |
| | <input checked="" type="checkbox"/> | | | Zoning District in which property is located. |
| | <input checked="" type="checkbox"/> | | | Description of the property. |
| | <input checked="" type="checkbox"/> | | | Description of the proposed development. |
| | <input checked="" type="checkbox"/> | | | Type of application (i.e., Use Variance or Bulk Variance). |
| | <input checked="" type="checkbox"/> | | | Identification of subject property's Special Flood Hazard Area Zone. |
| | | N/A | <input type="checkbox"/> | Executed copy of "Authorization & Consent Form" Part C. |
| | | | <input type="checkbox"/> | Executed copy of "Certificate of Ownership" Part D, if applicable. |
| | | N/A | <input type="checkbox"/> | Executed copy of "Certificate of Corporation/Partnership", if applicable. |
| | | N/A | <input type="checkbox"/> | Verification of taxes paid (this will be further verified by the Administrative Officer). |
| | <input checked="" type="checkbox"/> | | | Executed copy of "Escrow Agreement" Part E. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Twenty-five (25) copies of the property deed(s). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Twenty-five (25) copies of the Zoning Permit denial. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Required plans, folded, no larger than 30" x 42". |
| <u>PLEASE NOTE:</u> Only folded plans will be accepted, and all submitted plans must be to scale. | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Five (5) copies of site plans/construction plans with initial submission and with each subsequent submission, for completeness review. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | c. Once the application is deemed complete, twenty (20) additional full-sized paper site plans/construction plans, plus one (1) reduced-size paper copy of the plans (no larger than 11" x 17"), and one (1) CD containing the plans in .pdf format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Community Impact Statement (for Use Variance only). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Application Fee \$ <u>\$100.00</u> Escrow Deposit \$ <u>\$750.00</u> in accordance with schedule. |
| <u>PLEASE NOTE:</u> Application Fee and Escrow Deposit must be paid in separate checks. | | | | |

*Any request for a waiver must include a written explanation for the request.

The information below roughly outlines the steps involved in processing an application for a Use and/or Bulk Variance:

After you submit your application, fees, and supporting documents, your application will be reviewed for completeness. At that time, you will receive notification advising you whether your application is "complete". If your application is deemed "incomplete", you will be asked to provide the additional information as outlined in the notification. If your application is deemed "complete", you will receive a letter advising you of your scheduled hearing date.

When you receive your hearing letter, it will include further instructions regarding the process necessary to notify the public of your application, and the notice requirements for the newspaper.

PLEASE NOTE: *It is helpful to the Board that you provide as much detailed information as possible regarding your proposal. Recent photographs of the entire structure/property, clearly showing front, sides and rear, are strongly suggested.* In general, the Board can make its decision at the first meeting/hearing unless the Applicant has failed to provide sufficient information.

Once the Board has rendered a decision, a resolution will be prepared indicating the variance has been granted or denied; this resolution will be memorialized at the next scheduled meeting/hearing. Approximately two (2) to five (5) days after the memorialization of the resolution, it will be mailed to you or to your attorney (should you be represented by an attorney).

Following memorialization, you will be required to publish a "Notice of Decision" in the Township-approved newspaper – The Coaster, 111 Main Street, Asbury Park, NJ 07719. When placing your ad, you must request an "Affidavit of Publication", the original "Affidavit of Publication" of your notice must be submitted to the Board Office once the Notice has been published.

Please be aware that any objector to your approval/denial has up to forty-five (45) days after your notice is published in the newspaper to file an appeal of the decision of the Board.

Please note that application fees are not refundable whether your application has been approved or denied; however, any unused portion of your escrow deposit will be refunded to you. A written request for such refund must be received by the Board Office in order to begin the refund process.

Should you have any questions or require assistance with the application process, please contact the Board Office either by phone (732-988-5200 .x. 270), or by email (hkepler@neptunetownship.org).

§ 1000 Application and Escrow Fees

A. Fee schedule. Every application for development shall be accompanied by a check payable to the municipality in accordance with the following schedule:

TABLE 10.1: APPLICATION FEES

| Type of Application | | | | Administrative Fee |
|---|-----------------|-----------------|--------|--|
| Appeals and Interpretations | | | | \$100.00 |
| Appeal to Governing Body | | | | \$250.00 |
| Conceptual/Informal Reviews | | | | \$50.00 |
| Bulk Variances | Residential | | | \$100.00 |
| | Nonresidential | | | \$250.00 per variance |
| Use Variances | | | | \$750.00 |
| Conditional Use | | | | \$500.00 |
| Subdivision | Minor | | | \$750.00 |
| | Major | Preliminary | | \$750.00 plus \$75.00 per lot. |
| | | Final | | \$500.00 plus \$40.00 per lot. |
| Site Plan | Minor Site Plan | | | \$500.00 |
| | Major Site Plan | Residential | Prelim | \$750.00 plus \$60.00 per dwelling unit |
| | | | Final | 50% of Preliminary |
| | | Non-residential | Prelim | \$1,500.00 plus \$50.00 per acre, plus \$0.08 per square foot of proposed building area. |
| | | | Final | 50% of preliminary |
| General Development Plan | | | | \$2,000.00 |
| Certified List per MLUL 40:55D-12c. | | | | \$10.00 or \$0.25/name, whichever is greater |
| Special Meeting | | | | \$1,500.00 |
| Resubmission or Revision Fee | | | | \$100.00 or 40% of original fee, whichever is greater |
| Tax Map Revisions | | | | \$300.00 plus \$25.00 per lot or unit. |
| Zone Change Request | | | | \$250.00 |
| Appeal to the Township Committee | | | | \$250.00 |
| Tree Removal Permit | | | | For new residential building lots, \$25.00 dollars per tree, up to a maximum of \$300.00 per lot; For all other properties, \$25.00 per tree up to a maximum of \$600.00 for each acre. |
| Zoning Permit | | | | \$35.00 |
| Historic Preservation Commission Certificate of Appropriateness | | | | \$10.00 |
| Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment) | | | | \$100.00 per use. |
| Research Letter (from Administrative Officer) | | | | \$75.00 |
| Extension of Approvals | | | | \$250.00 |
| Soil Removal | | | | \$100.00 per lot. |
| Historic Preservation Commission Demolition (partial or total) | | | | \$25.00 |

TABLE 10.2: ESCROW FEES

| Type of Application | | | | Escrow |
|--|--|-----------------|--------|---|
| Appeals and Interpretations | | | | \$750.00 |
| Conceptual/Informal Board Review | | | | \$750.00 |
| Conceptual/Informal Technical Review | | | | \$1,500.00 |
| Bulk Variances | Residential | | | \$200.00 |
| | Residential Requiring Engineering Review | | | \$750.00 |
| | Nonresidential | | | \$1,250.00 |
| Use Variances | | | | \$1,500.00 |
| Conditional Use | | | | \$2,000.00 |
| Subdivision | Minor | | | \$4,500.00 |
| | Major | Preliminary | | 0-5 lots - \$4,500 6-24 lots - \$6,000 25-100 lots - \$8,000 101+ - \$10,000 |
| | | Final | | 50% of Preliminary |
| | | | | |
| Site Plan | Minor Site Plan | | | \$1,500.00 |
| | Major Site Plan | Residential | Prelim | \$2,500.00 plus \$25.00 per dwelling unit |
| | | | Final | 50% of preliminary |
| | | Non-residential | Prelim | \$2,500.00 plus 0-5,000 sf - \$1,500.00 5,001-10,000 sf - \$3,500.00 10,001 - 25,000 sf - \$6,500.00 25,001-75,000 sf - \$8,500.00 75,000 sf + - \$10,000.00 |
| | | | | Final |
| | | | | |
| General Development Plan | | | | Same as Preliminary Site Plan |
| Certified List | | | | None |
| Special Meeting | | | | \$500.00 |
| Resubmission or Revision Fee | | | | 40% of original fee. |
| Administrative Approval of Changes | | | | \$500.00 per change. |
| Appeal to the Township Committee | | | | None |
| Issuance of a Permit in Certain Areas | | | | \$200.00 |
| Tree Removal Permit | | | | \$500.00 |
| Zoning Permit/Certificate of Appropriateness | | | | None |
| Historic Preservation Commission Demolition | | | | \$1,800.00 |
| Review of Architectural elevations by Township Architect (if required by Planning or Zoning Board Officials) | | | | \$1,500.00 |
| Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment) | | | | None |
| Extension of Approvals | | | | \$1,000.00 |
| Treatment Works Approval | | | | \$500.00 |
| Soil Removal | | | | \$100.00 for review of an application by the Township Engineer and inspection of the site, plus \$0.05 per sq. foot of area disturbed due to the removal of soil |
| Plot Plan/Grading Plan and As-built Survey Review | | | | \$750.00 per lot |

B. Purpose of fees. The application charge is a flat fee to cover direct administrative expenses and is non-refundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses connected with the review of the submitted materials. In accordance with N.J.S.A. 40:55D-53 and N.J.S.A. 40:55D-53.1, sums not utilized in the review process shall be returned to the applicant upon written request. If additional sums are deemed necessary, the applicant shall be notified by certified mail or personal service of the required additional amount and shall add such sum to the escrow. Payment shall be due from the applicant within fifteen (15) days of receipt of the notice. If payment is not received within fifteen (15) days, the applicant shall be considered to be in default, and such default may be grounds for denial of the application.

C. More than one request. Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.

D. Costs of review and inspection. Each applicant for subdivision or site plan approval shall agree in writing to pay all reasonable costs for professional review of the application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall agree in writing to pay all reasonable costs for the municipal inspection of the constructed improvements. All such costs for review and inspection must be paid before any construction permit is issued and all remaining costs must be paid in full before any occupancy issued or bonding is released.

E. Court reporter. If an applicant desires a court reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the municipality shall be at the expense of the applicant who shall arrange for the reporter's attendance. The municipality provides for the tape recording of the proceedings before the Board.

F. Waiver of fees for affordable housing. Notwithstanding any other provision of this Ordinance, a waiver of municipal subdivision and site plan application fees, and zoning permit fees may be granted by the approving municipal agency for all housing units being provided by the applicant for low and moderate income families.

APPLICATION for USE and/or BULK VARIANCES

TYPE OF VARIANCE REQUESTED:

- ☒ **Bulk Variance** (front, side/rear setback, other) – Specify: Rear and side setback of existing accessory structure
Front setback on new porch
- ☐ **Bulk Variance** (lot coverage): _____
- ☐ **Use Variance** (proposal not permitted in zone): _____
- ☐ **Appeal/Interpretation of Decision:** _____
- ☐ **Other - Specify:** _____

1. **Property Address:** 6 Roberta Drive, Neptune, NJ 07753
2. **Block:** 2306 **Lot:** 1
3. **Property is located in** R2 **Zoning District**, according to Neptune Township Land Development Ordinance.
4. **Name of Applicant:** William and Karen Garofalo
Mailing Address: 6 Roberta Drive, Neptune, NJ 07753
Phone #: _____ **Fax #:** _____ **Cell #:** 732-239-9071
E-mail Address: kargaro@aol.com or william.garofalo@yahoo.com
5. **Name of Owner:** William and Karen Garofalo
Mailing Address: 6 Roberta Drive, Neptune, NJ 07753
Phone #: _____ **Fax #:** _____ **Cell #:** 732-239-9071
E-mail Address: kargaro@aol.com or william.garofalo@yahoo.com
6. **Interest of Applicant, if other than Owner:** _____
7. **Name of Contact Person:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
8. **Applicant's Attorney:** _____ **Company:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
9. **Applicant's Engineer:** _____ **Company:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
10. **Applicant's Architect:** _____ **Company:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
11. **Applicant's Surveyor:** Paul K. Lynch **Company:** _____
Mailing Address: PO Box 1453 Wall, NJ 07719
Phone #: 732-681-4033 **Fax #:** _____ **Cell #:** _____
E-mail Address: pklynchls@gmail.com
12. **Applicant's Planner:** _____ **Company:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____

DESCRIPTION OF PROPERTY (e.g., Single Family Dwelling, Commercial/Retail):

Existing use of property: Single Family Dwelling

Proposed use of property: Same

Special Flood Hazard Area: No

PRINCIPAL USE:

| | REQUIRED and/or PERMITTED | EXISTING | PROPOSED |
|-----------------------|---------------------------|--------------|--------------------|
| LOT SIZE | | 10,909 sq ft | |
| LOT COVERAGE | | | |
| BUILDING COVERAGE | | | |
| BUILDING HEIGHT | | | |
| FRONT SETBACK | 25 ft | | 11 ft into setback |
| REAR SETBACK | 30 ft | | |
| SIDE SETBACK | 30 ft | | |
| COMBINED SIDE SETBACK | | | |

(If multiple lots and/or buildings, please attach additional detailed listing for each.)

ACCESSORY (if applicable):

| | REQUIRED and/or PERMITTED | EXISTING | PROPOSED |
|-----------------------|---------------------------|--------------|----------|
| LOT SIZE | | 10,909 sq ft | |
| LOT COVERAGE | | | |
| BUILDING COVERAGE | | 88 Sq ft | |
| BUILDING HEIGHT | | 10" 4" | |
| FRONT SETBACK | | | |
| REAR SETBACK | 30 ft | 3 ft | 3 ft |
| SIDE SETBACK | 30 ft | 6 ft | 6 ft |
| COMBINED SIDE SETBACK | | | |

(If multiple lots and/or buildings, please attach additional detailed listing for each.)

8. Have there been any previous applications to the Planning Board or Board of Adjustment involving these premises?

☐ YES ☒ NO

If YES, please give date(s): _____

Result of decision: _____

9. Justification/reason(s) for variance(s) requested. (Be as specific as possible; attach additional sheets if necessary.):

1) Porch- replacing a stone porch that was deteriorating and unsafe

2) Accessory building is an existing structure when we purchased the home

See Attachment A

10. If a Zoning denial has been received as part of this application, please attach.

The required submission for all applications to be complete is:

- Twenty-five (25) copies of a completed application form, inclusive of any supporting information.
- Twenty-five (25) copies and one (1) CD* of survey and/or plan(s) with one (1) additional copy of survey and/or plan(s) on 11' x 17' sheet(s).

*See §802B - Completeness Checklist for Use Variance and Bulk Variance Request for details on submission requirements.

AFFIDAVIT OF APPLICATION

State of New Jersey
County of Monmouth

William Garofalo

(INSERT APPLICANT'S NAME)

, being of full age, being duly sworn according to Law, on oath
deposes and says that all the above statements are true.



(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

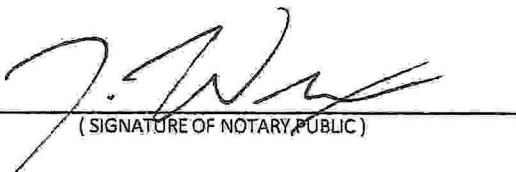
William Garofalo

(PRINT NAME OF APPLICANT)

State of: New Jersey
County of: Monmouth

Sworn and subscribed before me this

18 day of April, 2025


(SIGNATURE OF NOTARY PUBLIC)



OWNER'S AFFIDAVIT OF AUTHORIZATION AND CONSENT STATEMENT OF LANDOWNER
WHERE APPLICANT IS NOT LANDOWNER

(Original signatures only – copies will not be accepted)

N/A

In the matter before the _____ In the Township of Neptune,
(INSERT PLANNING BOARD or BOARD OF ADJUSTMENT)
State of New Jersey, County of Monmouth, I/We, _____,
(INSERT PROPERTY OWNER'S NAME[S])
with mailing address of _____,
(INSERT PROPERTY OWNER'S MAILING ADDRESS)
of full age being duly sworn according to oath depose(s) and say(s):

"I/We am/are the Owner(s) of the subject property in connection with this application

designated as Block(s) _____ Lot(s) _____,

also known as _____
(INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY)

I/We authorize _____
(INSERT NAME OF OWNER(S)' REPRESENTATIVE APPEARING BEFORE THE BOARD)

**to appeal to the Planning Board/Board of Adjustment of the Township of Neptune for such
relief as may be required relating to the property listed above, consent to such appeal and
application, and agree that the decision of the Planning Board/Board of Adjustment on such
appeal shall be binding upon me/us as if said appeal has been brought and prosecuted directly
by me/us as the Owner(s).**

(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

Sworn and subscribed before me this

_____ day of _____, 20____

[NOTARY SEAL]

(SIGNATURE OF NOTARY PUBLIC)

SITE VISIT AUTHORIZATION OF PROPERTY OWNER

I hereby authorize any member of the Township of Neptune Planning Board or Board of Adjustment, any of said Board's professionals or any reviewing agencies of the Board to enter upon the property which is the subject matter of this application, during daylight hours, for the limited purpose of viewing same to report and comment to the Board as to the pending application.

Date: 18 April 2025


(SIGNATURE OF PROPERTY OWNER)

STATEMENT FROM TAX COLLECTOR N/A

Block: _____ Lot: _____

Property location: _____

Status of municipal taxes: _____

Status of assessments for local improvements: _____

Date: _____

(AUTHORIZED SIGNATURE OF TAX COLLECTOR)

ESCROW AGREEMENT

I/We fully understand an "Escrow Account" will be established to cover the costs of professional services which may include engineering, planning, and/or architectural services, and any other expenses incurred in connection with the review of this application before the Planning Board/Board of Adjustment.

The amount of the Escrow deposit will be determined by the Neptune Township Land Development Ordinance §1000 - Application and Escrow Fees, Table 10.02 - Escrow Fees.

It is the policy of Neptune Township that once an Escrow Account falls below 24% of the original deposit amount, the account must be replenished to its original amount. The only exception would be when the application is nearing completion; in such cases, the Applicant will be notified of any anticipated charges and the amount of the additional deposit required.

Payments shall be due within fifteen (15) days of receipt of the request for additional Escrow Funds. If payment is not received within that time, the Applicant will be considered to be in default, and such default may jeopardize further appearance before the Board, and delay any and all pending approvals and the issuance of building permits. Continued failure to submit requested funds will result in legal action against the property.

In accordance with N.J.S.A. 40:55D-53.1, all unused portion of the Escrow Account will be refunded upon written request from the Applicant, and verification by the Board's professionals who reviewed the application.

By signature below, I/We acknowledge receipt of Neptune Township's \$1000 - Application and Escrow Fees, and agree to all conditions listed.

Name of Applicant: William and Karen Garofalo

(PLEASE PRINT)

Property Address: 6 Roberta Drive, Neptune, NJ 07753

Block: 2306 Lot: 1

Applicant: William Garofalo


(PRINT NAME)


(SIGNATURE OF APPLICANT)

Date: 18 April 2025

Owner: Karen Garofalo

(PRINT NAME)


(SIGNATURE OF OWNER)

Date: 4/18/25

Attachment A



Pre-existing 88 sq ft structure when purchased in 2015



Pre-existing porch when purchased in 2015



Porch re-placement

My family has deep roots in Neptune Township. My parents were proud residents since 1956, and I was born and raised here. Today, our son and his wife also call Neptune home. We chose to purchase our current property to remain close to the friends and family who mean so much to us.

Our backyard has long served as a cherished retreat for our loved ones. It has been the setting for many meaningful milestones, including our son's weddings, our daughter's engagement celebrations, my father's 90th birthday, and my mother-in-law's 75th birthday. It's also a place where we spend countless weekends together—grilling, swimming, and creating lasting memories.

In that same spirit of family and community, we would now like to update our front porch to enhance the curb appeal of our home and create a more welcoming presence. The proposed design is consistent with the character of other porches in the neighborhood and reflects the care and pride we take in our home.

We respectfully request your consideration and approval of this variance so we may continue to improve our property while remaining in harmony with the surrounding neighborhood.

Sincerely,

Bill and Karen Garofalo

MAY 29 2015

A 575

COUNTY RECORDING FEES \$100.00
 REALTY TRANSFER FEES \$375.00
 TOTAL PAID \$675.00

CHRISTINE GORDANO HANLON
 COUNTY CLERK
 MONMOUTH COUNTY, NJ
 INSTRUMENT NUMBER
 2015048293
 RECORDED ON
 JUN 01, 2015
 10:36:51 AM
 BOOK: 08-9115
 PAGE: 3366
 Total Pages: 7



Prepared by:

ANTHONY F. DIMENTO, ESQUIRE

ORIGINAL DOCUMENT POOR QUALITY

DEED

This Deed is made on May 14, 2015,

BETWEEN

Irvin B Robinson and Kum Suk Robinson, husband and wife
whose address is 6 Roberta Drive, Neptune, New Jersey 07753

referred to as the Grantor,

AND

William M Garofalo and Karen Garofalo, husband and wife
whose address is 2810 Filmore Street, Wall, New Jersey 07719

referred to as the Grantee.

The words "Grantor" and "Grantee" shall mean all Grantors and all Grantees listed above.

Transfer of Ownership. The Grantor grants and conveys (transfers ownership of) the property described below to the Grantee. This transfer is made for the sum of Three Hundred Twenty Thousand Dollars and Zero Cents. (\$320,000.00). The Grantor acknowledges receipt of this money.

Tax Map Reference. (NJSA 46:15-2.1) Municipality of Neptune
 Block No. 9043 Lot No. 1 Account No.
 New Block No. 2306 New Lot No. 1

No property tax identification number is available on the date of this Deed. (Check box if applicable.)

Property. The property consists of the land and all the buildings and structures on the land in the Township of Neptune, County of Monmouth and State of New Jersey. The legal description is:

Known and designated as Lot 1 in Block S-9-43 as shown on, "Map of Neptune Green Section III" duly filed in the Monmouth County Clerk's Office on October 6, 1961 as Case 24-27.

BEGINNING at a concrete monument in the westerly line of O'Hagen Terrace said monument being located 8.67 feet on a course of South 16 degrees 00 minutes 00 seconds east from the point of intersection of the said westerly line of O'Hagen Terrace projected in a northerly direction with the southerly line of Roberta Drive projected in an easterly direction, thence

- 1) Along the westerly line of O'Hagen Terrace south 16 degrees 00 minutes 00 seconds east a distance of 76.39 feet to a pipe set; thence
- 2) South 73 degrees 34 minutes 30 seconds west a distance of 116.37 feet to a pipe set; thence
- 3) North 16 degrees 25 minutes 30 seconds west a distance of 100 feet to a pipe set in the southerly line of Roberta Drive; thence
- 4) Along the southerly line of Roberta Drive North 73 degrees 34 minutes 30 seconds east a distance of 17.99 feet to a concrete monument at an angle point in Roberta Drive; thence
- 5) Continuing along the southerly line of Roberta Drive north 82 degrees 10 minutes 05 seconds east a distance of 91.37 feet to a pipe set at a point of curve; thence
- 6) Following a curve to the right having a radius of 10 feet an arc distance of 14.28 feet to the point of place and Beginning.

FOR INFORMATION PURPOSES ONLY:

Commonly Known as:

6 Robert Drive

OLD - Tax Lot 1, Tax Block 9043

NEW - Tax Lot 1, Tax Block 2306

Tax Map of the Township of Neptune, NJ.

NOTE: Lot and Block shown for information purposes only.

BEING the same lands and premises which became vested in Irvin B Robinson and Kum Suk Robinson, his wife by Deed from Adolph Emil Kondrup, Jr, widower, dated May 17, 1978, recorded May 22, 1978 in the Monmouth County Clerk/Register's Office in Deed Book 4098, Page 241.

Promises by Grantor. The Grantor promises that the Grantor has done no act to encumber the property. This promise is called a "covenant as to grantor's acts" (NJSA 46:4-6). This promise means that the Grantor has not allowed anyone else to obtain any legal rights which affect the property (such as by making a mortgage or allowing a judgment to be entered against the Grantor).

Signatures. The Grantor signs this Deed as of the date at the top of the first page.

(Seal)
WITNESS
(Seal)
WITNESS

Irvin B. Robinson
Kum Suk Robinson

CAROLYN LATHE
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES 05-12-2017

Not Certified Copy

STATE OF NEW JERSEY:

COUNTY OF *Monmouth* ^{SS}

I CERTIFY that on *May 14*, 2015,

Irvin B Robinson and Kum Suk Robinson, husband and wife, personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

- a) is named in and personally signed this Deed;
- b) signed, sealed and delivered this Deed as his or her act and deed; and
- c) made this Deed for \$320,000.00 as the full and actual consideration paid for the transfer of title. (Such consideration is defined in NJSA 46:15-5).

[Signature]
NOTARY PUBLIC

CAROLYN LAPINE
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES 05-12-2017

| | |
|--|---|
| <p>DEED</p> <p>Irvin B Robinson and Kum Suk Robinson, husband and wife</p> <p>Grantor</p> <p>To</p> <p>William M Garofalo and Karen Garofalo</p> <p>Grantee</p> | <p>Date: <i>5/14</i>, 2015</p> <p>Record and Return To <i>R:K</i></p> <p>Premier Service Abstract 826 Alexander Road Princeton, NJ 08540 <i>93048</i></p> |
|--|---|

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

SCHEDULE A LEGAL DESCRIPTION

File No.: 93048

ALL that certain lot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the Township of Neptune, in the County of Monmouth, State of New Jersey:

Known and designated as Lot 1 in Block S-9-43 as shown on, "Map of Neptune Green Section III" duly filed in the Monmouth County Clerk's Office on October 6, 1961 as Case 24-27.

FOR INFORMATION PURPOSES ONLY:

Commonly Known as:

6 Roberta Drive,
OLD - Tax Lot 1, Tax Block 9043
NEW - Tax Lot 1, Tax Block 2306
Tax Map of Township of Neptune, NJ.

NOTE: Lot and Block shown for informational purposes only.

Not Certified Copy

Premier Service Abstract, LLC
826 Alexander Road
Princeton, NJ 08540
Phone: 609-750-7603 Fax: 888-875-2528

New Jersey Land Title
Insurance Rating Bureau
ALTA Plain Language Commitment 2006
New Jersey Variation

NJRB 3-08
Last Revised 5/15/2009

Zoning Permit



DENIED
 BY: 10 DATE: 3/13/2025

| | |
|--|--|
| ACCESSORY STRUCTURE (\$35) | ✓ PORCH/DECK/BALCONY/ENTRY PLATFORM (\$35) |
| COMMERCIAL/RESIDENTIAL ADDITION (\$35) | RETAINING WALL (\$35) |
| CONTINUING THE USE/OCCUPANCY OF A PROPERTY, BUILDING OR STRUCTURE UNDER NEW BUSINESS/PROPERTY OWNERSHIP (\$35) | SIGN (\$35) |
| DRIVEWAY (\$35) | SOLAR PANEL (\$35) |
| FENCE (\$35) | STARTING/CHANGING A USE/OCCUPANCY OF A PROPERTY, BUILDING, OR STRUCTURE (\$35) |
| HISTORIC DISTRICT: AC UNIT/GENERATOR/EXHAUST FAN (\$35) | STORAGE SHED (\$35) |
| IMPERVIOUS COVERAGE (\$35) | SUBDIVISION (\$35) |
| INTERIOR REMODELING (\$35) | SWIMMING POOL/HOT TUB/TENNIS COURT (\$35) |
| NEW PRINCIPAL STRUCTURE (\$35) | ZONING DETERMINATION LETTER (\$35) |

OTHER: _____ (\$35)

*Indicate location, height, and type of fence or wall on survey / plot plan.

PLEASE REVIEW THE ZONING PERMIT INFORMATION SHEET, AND ALL APPLICABLE LAND DEVELOPMENT ORDINANCE REQUIREMENTS, PRIOR TO COMPLETING THIS APPLICATION

The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at www.neptunetownship.org/departments/land-use.

As per the Neptune Township Land Development Ordinance Section 1102, a Zoning Permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any building or structure; the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure; or the issuance of a Certificate of Appropriateness, where applicable.

PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.

PLEASE PRINT CLEARLY:

- Block: 2306 Lot: 1 Zoning District: R-2
- Property Address: 6 ROBERTA DR
- Current Property Owner Information:
(AS IDENTIFIED ON THE TAX ASSESSORS RECORD) Applicant Information:
 Name: GAROFALO, WILLIAM M & KAREN Name: Q & R HOME IMPROVEMENTS LLC
 Address: 6 ROBERTA DRIVE Address: 85 MORRIS AVENUE
NEPTUNE, NJ 07753 NEPTUNE CITY NJ 07753
 Phone: _____ Phone: (732)620-0444
 Email Address: _____ Email Address: q_rhillc@mac.com
- Present zoning use of the property: _____
- Proposed zoning use of the property: _____ Unchanged

Zoning Permit

6. Describe in detail all zoning related activities you are proposing.

(PROVIDE DETAILED DESCRIPTION ON ADDITIONAL PAGES IF NECESSARY)

7. Has the above referenced premises been the subject of any prior application to the ZONING BOARD OF ADJUSTMENT or PLANNING BOARD?

Yes ☐ No ☒ If Yes, state date: _____ Board: _____ Resolution #: _____

(SUBMIT A COPY OF THE RESOLUTION WITH THE BOARD SIGNED PLANS WITH THIS APPLICATION SUBMISSION)

8. For all exterior work pertaining to additions and accessory structures, excluding fences, please provide:

Building Coverage: 0 % Lot Coverage: 0 %

-----FOR OFFICE USE-----

Zoning Review Notes:

03/11/2025 **THIS DETERMINATION IS WRITTEN IN RESPONSE TO ADDITIONAL INFORMATION PROVIDED BY THE HOMEOWNER'S CONTRACTOR**

The Homeowner indicates the following:

"This is the drawing I found after we purchased the property in June 2015. It was originally drawn in June 1992, which was 33 years ago and 23 years before our purchase. I am unsure when the porch was enclosed.

The previous owners were Irvin and Suk Robinson. I believe they purchased the property in 1978. Irvin, who is now deceased, was a disabled veteran and was exempt from property tax. When we purchased the home, we initially had an issue with the township accepting our tax payment. I recall a comment being made that this was "the house with the large deck and pool.

We conducted a survey, but I believe it was only to identify the corner markers. The pool, deck, and building is approximately 88 sq. ft. were added around 2000-15 years before we purchased the home. We did relocate the building closer to the property line to create more space on the deck, but all structures were pre-existing. The only addition we made was the hot tub; however, the necessary electrical setup was already in place. The ramp was installed for our senior dog, who had difficulty using the steps.

The driveway was also pre-existing;

I contacted the real estate agent for a copy of the survey, but none was included in the listing. I have the attorney's contact information and will reach out after your conversation with the township.

Pool Permit 1048-2001. Pool deck and wood structure were all completed at this time."

ZONING NOTES:

- The principal structure is nonconforming as it does not meet the required rear yard setback of 30 feet - Existing Condition
- The driveway is nonconforming as it exceeds the permitted width of 22 feet - Existing Condition
- The accessory structure is nonconforming as it does not meet the required setbacks - Homeowner indicates they relocated the structure to its current location which does not meet the required minimum setbacks for an accessory structure. Zoning Board of Adjustment review and approval is required.
- The deck in the rear yard is nonconforming as it does not meet the required setbacks - Existing Condition

Zoning Schedule B Bulk Regulations - R-2 Zoning District:

Minimum Lot Area 10,000 s.f.; the survey submitted indicates the lot area to be 10,909 s.f.

Minimum Lot Width 100 feet; the survey submitted indicates the lot width to be 105.90 feet.

Minimum Lot Frontage 100 feet; the survey submitted indicates the lot frontage to be 109.36 feet.

Minimum Lot Depth 100 feet; the survey submitted indicates the average depth to be 88.195 feet which is existing, nonconforming.

Front Yard Setback 25 feet; the survey submitted indicates 26 feet.

Side Yard Setback 10 feet; the survey submitted indicates 32.12 feet.

Combined Side Yard Setback 25 feet; the survey submitted indicates the combined side yard setback to be 68.63 feet.

Rear Yard Setback 30 feet; **the survey submitted indicates the rear yard setback is 26.9 feet which is existing, nonconforming.**

Maximum Percent Building Cover 30%; the applicant indicates the existing building coverage is 13.49%. **This is incorrect as it appears the porch was not included and the lot is only 10,909 s.f. and not the 11,207.26 s.f. as indicated; therefore, the existing building coverage appears to be 14.5%.**

Maximum Percent Total Lot Cover 40%; the applicant indicates the existing total lot coverage is 12.40%. **This is incorrect, the existing total lot coverage is the total impervious coverage + the building coverage; therefore, the existing total lot coverage cannot be confirmed as it does not appear the decking surrounding the pool area (which is less than 12" in height) had been included with this calculation.**

IMPERVIOUS COVERAGE

Any structure, surface or improvement that reduces and or prevents infiltration into the surface shall be considered impervious; driveways or other similar areas that experience loading that are constructed of open cell pavers or stone shall be considered impervious. Patios that are constructed

at grade are impervious.

Decks that are 12 inches or more above average grade shall be considered pervious. Porous paving, gravel, crushed stone, crushed shells and similar surfaces not utilized in driveways or other areas that experience heavy loading shall be considered pervious.

Open cell pavers shall be considered 50% pervious if filled with vegetation. Grass, lawns or other similar vegetation shall be considered pervious. Water area of pools shall not be counted as impervious.

Maximum Number of Stories 2.5; the survey indicates the existing dwelling is a bi-level which is 2 stories.

Maximum Building Height 35 feet; the applicant has not indicated the existing building height.

Land Development Ordinance 411.07A - Porches and Decks

B Deck Setbacks. For single family residential structures, a deck may extend no more than eight feet into the required front setback area, provided the principal structure conforms to the front yard setback requirement. For single family residential structures, a deck may extend no further than 15 feet into a required rear yard setback area, provided the principal structure conforms to the rear yard setback requirements. In no instance shall a deck be closer than 10 feet to a front, rear or side lot line. No deck for a residential structure may extend into a side setback area. No deck associated with a multi-family residential use may extend into any required setback area.

- The proposed deck with stairs is proposed to extend 11 feet into the required front yard setback and therefore does not comply with the Land Development Ordinance. A Google photo of the front of the home from July 2022 identifies a front porch which has a different configuration than that which is shown on the submitted survey dated November 15, 2024. Zoning Board of Adjustment review and approval is required.

- The existing rear composite/wood deck is nonconforming as it does not comply with this Land Development Ordinance.

LDO-412.01. Accessory Buildings and Structures. Unless otherwise specified in this Chapter, all accessory buildings and structures (principal or accessory) shall conform to the regulations and standards contained in this Chapter which govern the principal building for the applicable zone district within which they are located.

- It appears the applicant has relocated a structure in the rear yard area at some point between 2016 and 2018 without the proper permits, now identified as a "Frame Cabana" on the current survey which does not meet the definition of a shed; therefore, it is identified as an accessory structure. Said accessory structure does not meet the required setbacks as indicated in Section 412.01; therefore, this zoning permit is denied. Zoning Board of Adjustment review and approval is required.

Land Development Ordinance 201 - DEFINITIONS

STORAGE SHED, PRIVATE

An accessory building that is exclusively used by the occupant of the principal building to which it is incidental, and contains items customarily associated with residential use such as personal items, lawn mowers, tools and hardware.

ACCESSORY STRUCTURE

A structure or building detached from a principal building located on the same lot and customarily incidental and subordinate to the principal building or use. Where a structure is attached to a principal building by a breezeway, roof, common wall, or the like, such a structure shall be considered part of the principal building.

- There does not appear to be any permits on file for the cabana, counter area, ramp, or jacuzzi.

The applicant is DENIED zoning.

Zoning Board of Adjustment and Construction Department review is required.

Status

Approved

Denied ✓

Referrals

Construction

HPC

Engineering

Planning Board

Zoning Board

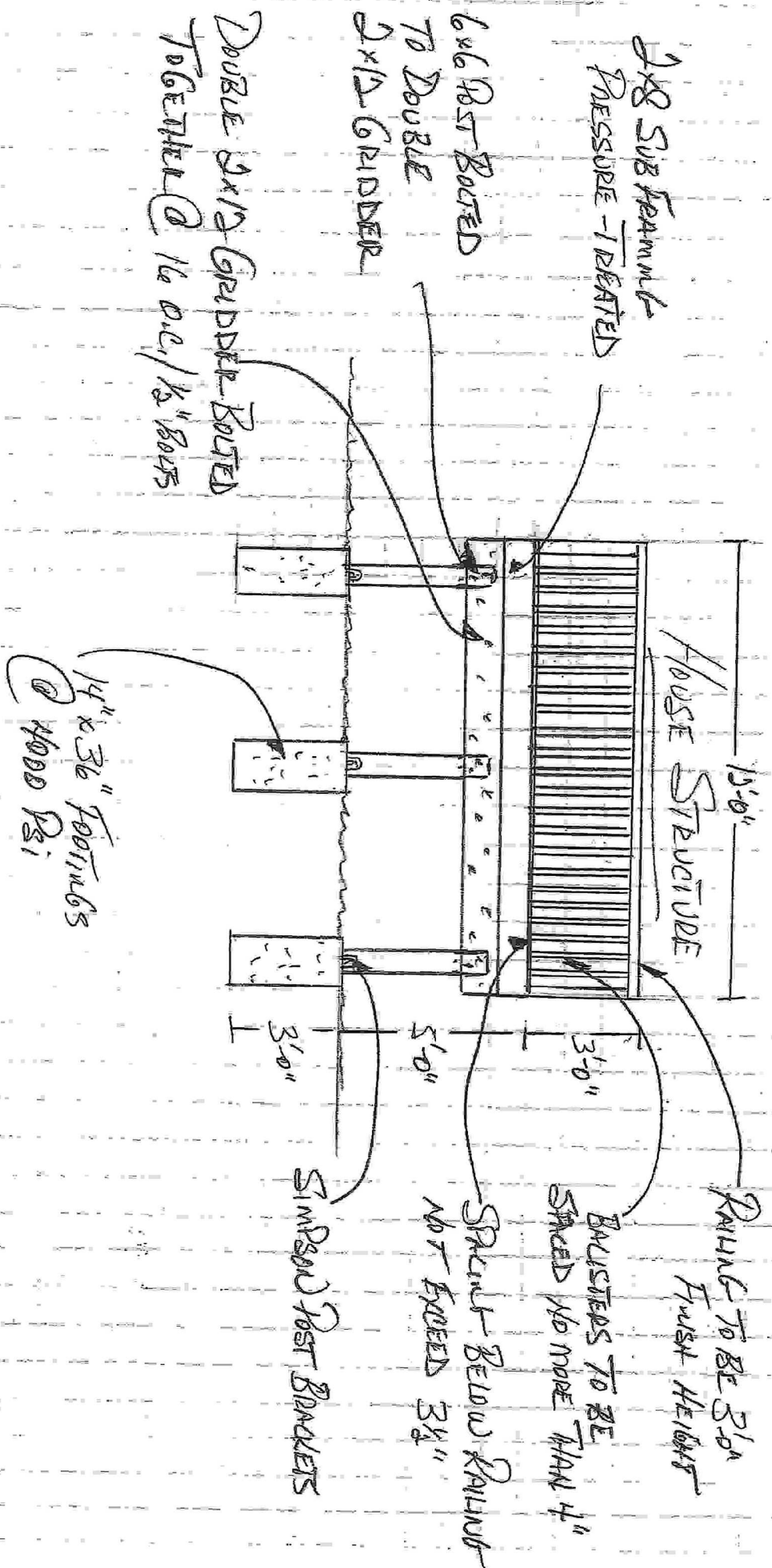
✓ Mercantile

Code Enforcement

6. ROBERTA DRIVE
 NEPTUNE, NY 07753

Front Stairs Project

1 of 2



LOT: 1
 BLOCK: 2306

1/4" = 1' SCALE

William Garofalo
 HomeCenter, WONGS

6 ROBERTA DRIVE
NEPTUNE, NJ, 07153

FRONT STAIRS FLOOR

2 of 2

LEADER JACK FASTENERS
1/2" O.D. STAGGERED

2X8 SUB FRAMING

1/2" O.D. STAGGERED
1/2" O.D. STAGGERED

STAIR SECTION

1/4" = 1' SCALE

STAIR SECTION

* ALL STAIRS RAILS
TO BE GUARDS @ 36"

* ALL RAILS TO BE
36" HEIGHT OF FRONT
OF BULLNOSE

* ALL STAIR RISERS
TO BE 7 3/4" OR LESS

* ALL STAIR TREADS
TO BE NO LESS THAN
11 1/4"

* ALL STAIRS TO HAVE
GLUED RISERS +
CONSISTENT HANDRAIL

LOT: 1 BLOCK: 2306

1/4" = 1' SCALE

HomeChoice

