

# Memorandum

To: Heather Kepler, Administrative Office  
Neptune Township Planning Board

From: Peter R. Avakian P.E., P.L.S., P.P.  
Planning Board Engineer

Date: February 7, 2025

Re: Completeness Review  
Harbor Freight  
15 Hwy 35  
Minor Site Plan  
Application: PB24/09  
Lot 5, Block 1004  
Our File: NTPB 24-14

We are in receipt of the application forms and plan for the above reference development application. The plan consists of four (4) sheets prepared by James L. Curran, P.E., of The Pettit Group, LLC, dated April 30, 2024, last revised January 13, 2025. We have reviewed the submitted documents and recommend the application be deemed **COMPLETE**. We have provided *new comments in bold and italicized text* and ~~struck out comments~~ that are no longer relevant.

## ~~Site Plan Checklist Ordinance 802.A~~ — **Minor Site Plan**

~~The following incomplete information shall be addressed under Ordinance 802.A, this information should be provided on the engineering plans prior to scheduling with the Neptune Township Planning Board:~~

- ~~• Ordinance 802.A.4(a) Twenty five (25) copies of current signed and sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.~~

*The Applicant has provided (25) copies of the signed and sealed survey.*

## ~~Application for Development Checklist Ordinance 812.03~~ — **Minor Site Plan**

~~The following incomplete information shall be addressed under Ordinance 812.03, this information should be provided on the engineering plans prior to scheduling with the Neptune Township Planning Board:~~

- ~~• Ordinance 812.03.B.1 The plan shall be signed and sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the state of New Jersey.~~

*Both the site plan and the survey have been signed and sealed by a professional engineer or professional land surveyor.*

- ~~Ordinance 812.03.B.1(b) The date of the survey and the **name of the person** who made the survey shall be shown on the plan.~~

*The date of the survey and the name of the surveyor who prepared and signed the plan have been added to the site plan (Note #2, Sheet 3).*

- ~~Ordinance 812.03.B.2(c) **Tax Map Sheet**, block and lot number(s) of the site, as shown on latest Township Tax Map, the **date** of which shall also be shown.~~

*The tax map sheet (plate 10), block and lot number, and date of the tax map have all been added to title block.*

- ~~Ordinance 812.03.B.13 **A signage plan** indicating type, size, **location** and method of illumination of all signs proposed.~~

*The project proposes to utilize the existing pylon and entrance signs. The location of the signs and the location of the handicap parking signs have been added to the Site Plan (Sheet 3).*

*A separate signage package, prepared by Urban Sign Group, has been provided. This contains the changes to the existing entrance signs and the proposed façade signage.*

The Applicant has requested the following variances; plans shall be updated to reflect the new design.

1. Section 416.07.A.6: For free-standing signs, signs shall be setback from the property line  $\frac{3}{4}$  of the height of the sign ( $15' \times \frac{3}{4} = 11.25$  feet). Both existing free-standing signs are setback from the respective property line by  $\pm 5$  feet. Therefore, **a variance is required** for the pre-existing conditions.
2. Section 416.07.B.1(a): For wall-mounted signs, the sign ordinance allows a maximum sign area of 48 square feet. **A variance is requested** from the requirement to provide a wall-mounted sign with an area of  $\pm 92.3$  square feet.
3. Section 416.07.B.1(b): For wall-mounted signs, the sign ordinance allows a maximum mounting height of 8 feet. **A variance is requested** from the requirement to provide wall-mounted signs with a mounting height of 9.25 feet (both primary and secondary signs).
4. Section 416.07.B.3(a): For secondary wall-mounted signs, the sign ordinance allows a maximum sign area of 50% of primary sign area (46.1 square feet). **A variance is requested** from the requirement to provide a secondary wall-mounted sign with an area of  $\pm 92.3$  square feet.

- ~~Ordinance 812.03.B.16 — Zone boundaries and the tax map sheet, lot and block numbers and the names of the owners of all properties within 200 feet of the site.~~

*The official list of properties within 200 feet of the site has been acquired from the Township and added to the cover sheet. Zoning boundaries and the tax map sheet of each property have been added to the list.*

- ~~Ordinance 812.03.B.25 — Signature blocks and dates for Chairperson, Administrative Officer and Board Engineer.~~

*The signature blocks on the title sheet have been updated to include Chairperson, Administrative Officer and Board Engineer.*

### **Completeness Waiver Request**

The Applicant is requesting the following waivers from the ordinance checklists as outlined below.

The following are the list of waivers in accordance with the Completeness Checklist for Site Plans and/or Subdivisions in compliance with the development application completeness checklist:

1. Checklist Item #6 – “Six (6) copies of Environmental Impact Statement (EIS)”
2. Checklist Item #9 – “Copy of Letter of Interpretation (LOI) or Letter of Exemption or proof of submission to New Jersey Department of Environmental Protection regarding presence of wetlands”
3. Checklist Item #11 – “Six (6) copies of Circulation Impact Study”

Due to the nature of the application, our office takes no exception to the following list of waivers below in accordance with the Application for Development Checklist – Part B: Plat Requirements in compliance with the Minor Site Plan and Minor Subdivision Checklist:

Based on the application requirements, the Applicant shall provide testimony with regard to all waivers during the public hearing.

1. Checklist Item #12 – From providing grading plan.
2. Checklist Item #13 – From providing on-site drainage plan/drainage calculations.
3. Checklist Item #14 – From providing off-site drainage plan.
4. Checklist Item #16 – From providing soil boring logs.
5. Checklist Item #25 – From providing exterior lighting plan.
6. Checklist Item #26 – From providing landscaping and screening plan.
7. Checklist Item #27 – From providing drawn details of the type of screening.
8. Checklist Item #30 – From providing sectionalization and staging plan.
9. Checklist Item #32 – From providing Traffic Analysis Report.

This memorandum is subject to any administrative requirements such as the number of copies of plans and fees that must be submitted to your office.

If there are any questions concerning this memorandum, please contact my office.

JOG

cc: Kristie Dickert, Zoning Officer  
Jennifer Beahm, P.P., Board Planner  
Peter R. Avakian, P.E., P.P., Board Engineer  
Mark Kitrick, Esq., Board Attorney  
Michael Fox, Esq., Applicant's Attorney  
James L. Curran, P.E., Applicant's Engineer  
Matthew Millon, Applicant (Harbor Freight)

NTPB/24/24-14