



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: August 27, 2025

Re: Completeness Review

127 & 129 Pennsylvania Avenue (Smith)
Minor Subdivision
Application: PB25/10
Lots 1 & 11, Block 296
Our File: NTPB 25-11

We are in receipt of the application forms and plan for the above reference development application. The plan consists of two (2) sheets prepared by Marc J. Cifone, P.L.S., of Lakeland Surveying, dated August 10, 2024, last revised April 1, 2025. We have reviewed the submitted documents and recommend the application be deemed **COMPLETE**.

Completeness Waiver Request

The Applicant **is not requesting** any Waivers from the following ordinance checklists:

Completeness Checklist for Site Plans and/or Subdivisions in compliance with the development application completeness checklist:

Application for Development Checklist – Part B: Plat Requirements in compliance with the Minor Site Plan and Minor Subdivision Checklist:

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
Mark Kitrick, Esq., Board Attorney
Richard E. Tilton, Esq., Applicant's Attorney
Marc J. Cifone, P.L.S., Applicant's Surveyor
Ernest Smith, Applicant

NTPB/25/25-11