LEON S. AVAKIAN, INC. *Consulting Engineers*
788 WAYSIDE ROAD • NEPTUNE, NEW JERSEY 07753

LEON S. AVAKIAN, P.E., P.L.S. (1953-2004)
PETER R. AVAKIAN, P.E., P.L.S., P.P.
MEHRYAR SHAFAI, P.E., P.P.
GREGORY S. BLASH, P.E., P.P., CPWM
GERALD J. FREDA, P.E., P.P.
JENNIFER C. BEAHM, P.P., AICP
CHRISTINE L. BELL, PP., AICP, CFM
SAMUEL J. AVAKIAN, P.E., P.L.S., P.P.
MICHAEL SHAFAI, P.E

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 28, 2026**

Re: **Completeness Review**
30 Central Ave.
Minor Subdivision
Application: PB26/06
Lot 21, Block 144
Our File: NTPB 26-08

We are in receipt of the application forms and plan for the above reference development application. The plan consists of one (1) sheet prepared by Michael J. Williams P.L.S., of Michael J. Williams Land Surveying, LLC dated May 27, 2026, with no revision date. We have reviewed the submitted documents and recommend the application be deemed **COMPLETE.**

Prior to the Board hearing the applicant shall submit the following information:

Development Application Completeness Checklist Ordinance 802A

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

- Ordinance 802A.4(a) – Twenty-five (25) copies of current signed & sealed survey (existing conditions), prepared by a New Jersey Licensed Professional Land Surveyor.

Application for Development Checklist Ordinance 812.03 – Minor Subdivision Plan

The following incomplete information shall be addressed under Ordinance 812.03; this information should be provided prior to scheduling with the Neptune Township Planning Board:

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

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. Our technical review letter will follow under a separate cover.

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

JOG

cc: Jennifer Beahm, P.P., Board Planner
Mark Kitrick, Esq., Board Attorney
William P. Gannon, Esq., Applicant's Attorney
Michael J. Williams P.L.S. Applicant's Surveyor
Andrew D. Callimahos, Applicant

NTPB/26/26-08