

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: November 27, 2024

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, with no revision date. We have reviewed the submitted documents and recommend the application be deemed **INCOMPLETE**.

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

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.

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.
- 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.

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

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 ± 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 ± 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 ± 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.
 - Ordinance 812.03.B.25 – Signature blocks and dates for 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