

**COMPLETENESS CHECKLIST for SITE PLANS and/or SUBDIVISIONS**

§802A – Submissions required for all development applications, excluding Use Variances and Bulk Variances

*Minor Subdivision - 109 Prospect Ave*

**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"/> | Identification of subject property/properties' Special Flood Hazard Area Zone.   |
|                                     |                          |                                     | <input checked="" type="checkbox"/> | Executed copy of "Authorization & Consent Form", part "C".   |
|                                     |                          |                                     | <input checked="" type="checkbox"/> | Certificate of Ownership, if applicable, part "D".   |
|                                     |                          |                                     | <input checked="" type="checkbox"/> | Executed copy of Escrow Agreement, part "E".   |
|                                     |                          |                                     | <input checked="" type="checkbox"/> | Verification of taxes paid (this will be further verified by the Administrative Officer).  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 2. Twenty-five (25) copies of the property deed(s). <i>5 submitted with initial application</i>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 3. Twenty-five (25) copies of the Zoning Permit denial <i>(not required for subdivisions of vacant land)</i>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 4. Required plans, folded, no larger than 30" x 42".   |
|                                     |                          |                                     |                                     | <b>PLEASE NOTE:</b> Only folded plans will be accepted, and all submitted plans must be to scale.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | a. Twenty-five (25) copies of <u>current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</u>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | b. <u>Six (6) copies of Soil Erosion &amp; Sediment Control Plans and proof of submission to Freehold Soil Conservation District, or letter of exemption from FSCD.</u> <i>N/A</i>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | c. Five (5) copies with initial submission and with each subsequent submission, for completeness review.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | d. 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | 5. Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 6. Six (6) copies of Environmental Impact Statement (EIS).   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 7. Six (6) copies of Stormwater Management Report.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 8. Proof of submission to Monmouth County Planning Board (if applicable).  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 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.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 10. Proof of submission to CAFRA (if applicable).  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 11. Six (6) copies of Circulation Impact Study.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 12. Community Impact Statement (for Major Site Plan and/or Major Subdivision only)..   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 13. Application Fee \$ <u>1,100.00</u> Escrow Deposit \$ <u>4500-</u> in accordance with schedule.   |
|                                     |                          |                                     |                                     | <b>PLEASE NOTE:</b> Application Fee and Escrow Deposit must be paid in separate checks.  |

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

Should you have any questions or require assistance with the application process, please contact the Board Office either by phone (732-897-4162 .x. 204), or by email ([kdickert@neptunetownship.org](mailto:kdickert@neptunetownship.org)).

## **APPLICATION FOR DEVELOPMENT CHECKLIST – PART B: Plat Requirements**

### **1. General Requirements:**

- The site 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, provided, however, that the sanitary sewer, water distribution, and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer licensed to practice in the State of New Jersey. In addition, the following must be submitted:
  - Site plan shall not be drawn at a scale smaller than 1" = 50' and no larger than 1" = 10'
  - The site plan shall be based on a monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended. The date of that survey and the name of the individual who prepared the survey shall be shown on the site plan.

### **2. Title Block:**

- The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. Seq. (Map filing law) and include the following:
  - Title to read "SITE PLAN".
  - Name of the development, if any.
  - Tax map sheet, block and lot number(s) of the site, as shown on the latest Township Tax Map, the date of which shall also be shown.
  - Date of original and all subsequent revisions.
  - Names and addresses of owner and applicant/developer, so designated.
  - Name, signature, address and license number of the engineer, architect, land surveyor or planner who prepared the plan with their embossed seal.

3. The following table shall be included on the first (1<sup>st</sup>) sheet of all plans submitted to the Planning Board or Board of Adjustment for Major Site Plan, Minor Site Plan, Major Subdivision, or Minor Subdivision.

- Please include information for each zone/block/lot involved and attach additional sheets as necessary.
- NOTE: Any items not applicable to a particular application shall be marked with "N/A".

Proposed  
LOT 7.01

ZONE DISTRICT: R-3

Proposed LOT 7.01	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
Minimum lot area	7,500 (SF)	25,586	15,341
Maximum density per acre	5.80	1.70	2.84
Maximum floor area ratio (FAR)	N/A	N/A	N/A
Minimum lot width	75 (FT)	172.4	108.83
Minimum lot frontage	75 (FT)	179.3	112.79
Minimum lot depth	100 (FT)	170.1	164.29
Minimum front yard setback	20 (FT)	*	*
Minimum side yard setback	10 (FT)	92.4	21.26
Minimum combined side yard setback	20 (FT)	N/A	N/A
Minimum rear yard setback	30 (FT)	100.7	92.4
Maximum percent building cover	30%	7.2%	11.3%
Maximum percent lot cover	45%	33.0%	26.33
Maximum number of stories	2.5	2	2
Maximum building height	35	conforming	
Minimum improvable area	2,000 (SF)	11,826	6,903
Minimum improvable area – diameter of a circle (feet)	29 (FT)	104.4	59.09
Off-street parking spaces	N/A	N/A	N/A
Loading spaces	N/A	N/A	N/A
Signs	N/A	N/A	N/A
Existing use or uses:	Improved with a 2 story residence		
Proposed use or uses:	unchanged		
Existing floor area			
Proposed floor area:			

- |  |                |      |      |
|--|----------------|------|------|
|  | * Prospect Ave | 18.4 | 16.3 |
|  | * Valley Road  | 32.6 | 32.6 |
- North arrow and written graphic scale.
  - The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Planning and/or Board of Adjustment in the determination of floodway and flood hazard area limits.
  - Paving and right of way widths of existing streets within two hundred (200') feet of the site.

3. The following table shall be included on the first (1<sup>st</sup>) sheet of all plans submitted to the Planning Board or Board of Adjustment for Major Site Plan, Minor Site Plan, Major Subdivision, or Minor Subdivision.

- Please include information for each zone/block/lot involved and attach additional sheets as necessary.
- NOTE: Any items not applicable to a particular application shall be marked with "N/A"

ZONE DISTRICT: R3

Proposed  
LOT 7102

Proposed LOT 7102	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
Minimum lot area	7,500 (SF)	25,586	10,246
Maximum density per acre	5.80	1.70	4.26
Maximum floor area ratio (FAR)	N/A	N/A	N/A
Minimum lot width	75 (FT)	172.4	89.35
Minimum lot frontage	75 (FT)	179.3	95.81
Minimum lot depth	100 (FT)	170.1	142.0
Minimum front yard setback	20 (FT)	*	To Comply
Minimum side yard setback	10 (FT)	92.4	To Comply
Minimum combined side yard setback	20 (FT)	N/A	To Comply
Minimum rear yard setback	30 (FT)	100.7	To Comply
Maximum percent building cover	30%	712	To Comply
Maximum percent lot cover	45%	33.0	To Comply
Maximum number of stories	2.5	N/A	To Comply
Maximum building height	35 (ft)	N/A	To Comply
Minimum improvable area	2,000 (SF)	11,326	2,329
Minimum improvable area – diameter of a circle (feet)	29 (FT)	104.4	49.66
Off-street parking spaces	N/A	N/A	N/A
Loading spaces	N/A	N/A	N/A
Signs	N/A	N/A	N/A
Existing use or uses:	Vacant		
Proposed use or uses:	unchanged		
Existing floor area			
Proposed floor area:			

\* Prospect Ave 18.4 TO Comply  
\* Valley Rd 32.6 TO Comply

4.  North arrow and written graphic scale.
5.  The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Planning and/or Board of Adjustment in the determination of floodway and flood hazard area limits.
6.  Paving and right of way widths of existing streets within two hundred (200') feet of the site.

Waiver 7

Waiver 8

Waiver 9

Waiver 10

topographic  
Survey  
a field

Waiver  
Waiver  
Waiver  
Waiver

Waiver

Waiver

Waiver

Waiver

Waiver

- 7.  The boundary, nature, and extent of wooded areas, swamps, bogs, and ponds within the site and within two hundred (200') feet thereof and delineated of all wetlands soils as defined by the New Jersey Department of Environmental Protection and the U.S. Army Corps of Engineers.
- 8.  Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature within the site and within two hundred (200') feet thereof.
- 9.  All existing structures on the site and within two hundred (200') feet thereof including their use, indicating those to be destroyed or removed and those to remain.
- 10.  Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear, and side setbacks of all buildings and other pertinent improvements.
- 11.  Existing and proposed public easements or rights-of-way and the proposed use thereof, including conservation easements.
- 12.  A grading plan showing existing and proposed grading contours at one (1') foot intervals throughout the tract, except if slopes exceed five (5%) percent, a two (2') foot interval may be used. If the exceed ten (10 %) percent, a five (5') foot interval is permissible. Datum shall be United States Coast and Geodetic Survey Datum (MSL=0) and source of datum and bench marks shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be drawn to clearly delineate proposed grading.

**13. On Site Drainage Plan:**

- The drainage plan shall be presented in graphic form which shall clearly show the street and site layout and those terms which are pertinent to drainage including existing and proposed contours as previously required.
- The plan shall outline each area contributing to each inlet.
- All proposed drainage shall be shown with pipe type and sizes, invert and grade or rim elevations, grades and all direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
- The drainage shall be accompanied by complete drainage calculations made in accordance with the Soil Conservation Service method.

**14. Off Site Drainage Plan:**

*The plan shall also be accompanied by an off site drainage plan prepared in accordance with the following standards:*

- The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.
- The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth (1/10) of a foot.
- To the extent that information is available and may be obtained from the County or Township Engineer, any existing plans for drainage improvements shall be shown.
- In the event a temporary drainage system is proposed, full plans of that system shall be shown.
- The off site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type inverts, crowns, slopes, all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100') feet shall be shown for all open channels.

15.  If required by the Township Engineer, center line profiles of streets bordering the site, internal roadways, and major circulation aisles showing existing and final grades and slopes, and pipe sizes, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities.

**16. Soil Boring Logs:**

*Unless the Township shall determine that a lesser number of boring logs is required or that some or all of the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following:*

- One boring not less than fifteen (15') feet below grade or twenty (20') minimum depth shall be made for every five (5) acres (or portion thereof) of land where the water table is found to be ten (10') feet or more below proposed or existing grade at all boring locations.
- One additional boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten (10') feet below proposed or existing grade.
- In addition to the above, in those areas where the water table is found to be five (5') feet or less below existing or proposed grade, two additional borings per acre (or portion thereof) will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed.
- Boring logs shall show soil types and characteristics encountered, ground water depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth (1/10) of a foot.
- Based on the borings, the site plan shall clearly indicate all areas having a water table within two (2') feet of the existing surface of the land, or within two (2') feet of proposed grade, of all areas within two (2') feet or more of fill is contemplated or has previously been placed.
- Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.

17.  Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site. *To be provided by Township*
18.  A key map, at a scale of not less than one (1") inch equals one thousand (1000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.

19.  The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.

20.  The capacity of off-street parking areas, and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights of way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semi-trailers that will enter the site each day.

21.  Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation.

22.  The location and size of proposed loading docks.

23.  The location of curbs and sidewalks.

N/A  
w/ki  
w/ki  
w/ki  
w/ki  
w/ki  
N/A

- 24.  Cross sections showing the composition of pavement areas, curbs, and sidewalks.
- 25.  Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features.
- 26.  Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing, and number of each type of ground cover to be utilized and planting details for trees, shrubs, and/or ground cover.
- 27.  Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.
- 28.  Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated.
- 29.  Location of facilities for the handicapped, including parking spaces and ramps (where applicable), and including construction details for ramps for the handicapped.

**Sectionalization and staging plan:**

- 30.  Developers of large uses such as shopping centers, multifamily dwellings, industrial parks or other such uses proposed to be developed in stages shall submit sectionalization and staging plan showing the following:
  - The anticipated date of commencing construction of each section or stage.
  - Plans for separate construction emergency access for the project in order to avoid occupancy conflict
- 31.  Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site and provisions to be made for site maintenance.
- 32.  Traffic analysis report and recommendations from a qualified traffic engineer.
- 33.  Such other information as the Municipal Agency and/or Township Engineer may require during site plan review.
- 34.  Use Group Classification of the building or structure.
- 35.  Type of construction classification of building or structure to be erected, altered or eextended, as defined by the International Residential Code or the International Building Code, New Jersey Edition.

**§ 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	

750.00

10.00

350.00

\$1,110.00



**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	
		Final	25-100 lots - \$8,000	
			101+ - \$10,000	
			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	50% of preliminary
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

\$1500 -

\$4500

**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 # \_\_\_\_\_ / \_\_\_\_\_

Date Filed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Hearing Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**APPLICATION for SITE PLAN and/or SUBDIVISION**

- Check all that apply:
- Preliminary
  - Minor Subdivision
  - Minor Site Plan
  - Final
  - Major Subdivision
  - Major Site Plan
- Other - Specify: \_\_\_\_\_

Please check one:  Planning Board  Board of Adjustment

**PROPERTY INFORMATION:**

1. Property Address: 109 Prospect Ave, Neptune, NJ 07753  
 Block: 5405 Lot: 7 Zone: R-3 Acreage: \_\_\_\_\_

**CONTACT INFORMATION:**

2. Name of Applicant: Raffaella A. Pagano  
 Mailing Address: 109 Prospect Ave, Neptune NJ 07753  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

3. Name of Owner: Raffaella A. Pagano  
 Mailing Address: 109 Prospect Ave, Neptune NJ 07753  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

4. Interest of Applicant, if other than Owner: \_\_\_\_\_

5. Name of Contact Person: Lois D. Sutton Esq  
 Mailing Address: 1505 Allen Ave Ocean NJ 07712  
 Phone #: 732 245-4500 Fax #: 732 909-2015 Cell #: \_\_\_\_\_  
 E-mail Address: L.Sutton@loisSuttonLaw.com

6. Applicant's Attorney: Lois D. Sutton Esq Company: Law Office of Lois D. Sutton LLC  
 Mailing Address: 1505 Allen Ave, Ocean NJ 07712  
 Phone #: 732 245-4500 Fax #: 732 909-2015 Cell #: \_\_\_\_\_  
 E-mail Address: L.Sutton@LoisSuttonLaw.com

Applicant's Engineer: Patrick Ward, PE PP Company: Insite Engineering  
 Mailing Address: 1955 Route 34, Suite 1A, Wall, NJ 07719  
 Phone #: 732 531-7100 Fax #: 732 531-7344 Cell #: \_\_\_\_\_  
 E-mail Address: patrick@insiteeng.net

8. Applicant's Architect: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Applicant's Surveyor: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

10. Applicant's Planner: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

11. Existing use of property: Residential  
 12. Proposed use of property: same - minor subdivision - lot line adjustment  
 13. Special Flood Hazard Area: N/A

**DETAIL PROPOSED INFORMATION:**

14. Proposed number of lots, if applicable: 2 Lots : Proposed Lots 7101 + 7102

Proposed Lot 7101	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	7,500 SF	25,586	15,341
LOT COVERAGE	45%	33.0%	26.33%
BUILDING COVERAGE	30%	7.2	11.93
BUILDING HEIGHT	2.5 Stories	2	2
FRONT SETBACK	20	*	
REAR SETBACK	30 FT	100.7	92.4
SIDE SETBACK	10 FT	92.4	21.26
COMBINED SIDE SETBACK	20 FT	N/A	N/A

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

+ There are 2 Front setbacks  
 Prospect Ave Ex 18.4 + 16.3 Pr 18.4 + 16.3  
 Valley Rd 32.6 FT 32.6 FT

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

YES  NO  UNKNOWN

If YES, please give date(s): \_\_\_\_\_

Result of decision: \_\_\_\_\_

16. List of variances requested with Section (§) reference; attach additional forms as necessary:

Waiver or relief from Front yard setback order  
Title of Neptune Land Dev. Ord Vol II  
Article IV § 903.03(E), § 411.07,  
Schedule B-1 and any other applicable ordinances

The existing lot has a front setback of 18.4 and 16.3 from 2 different points and is an existing non-conforming condition that will remain unchanged for proposed lot 7101

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

unchanged for proposed lot 7101

**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.

**DESCRIPTION OF PROPERTY:**

11. Existing use of property: Residential - Vacant
12. Proposed use of property: Vacant
13. Special Flood Hazard Area: N/A

**DETAIL PROPOSED INFORMATION:**

14. Proposed number of lots, if applicable: 2 lots: Proposed Lots 7.01 + 7.02

<u>Proposed Lot 7.02</u>	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	7,500 SF	25,586	10,246
LOT COVERAGE	45%	33.0	To Comply
BUILDING COVERAGE	30%	7.2	To Comply
BUILDING HEIGHT	2.5	Vacant	To Comply
FRONT SETBACK	20	*	
REAR SETBACK	30	100.9	To Comply
SIDE SETBACK	10	92.4	To Comply
COMBINED SIDE SETBACK	20	N/A	To Comply

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

\* Prospect Ave 18.4 To Comply  
Valley Rd 32.6 To Comply

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

YES  NO  UNKNOWN

If YES, please give date(s): \_\_\_\_\_

Result of decision: \_\_\_\_\_

16. List of variances requested with Section (§) reference; attach additional forms as necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NONE

17. 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.

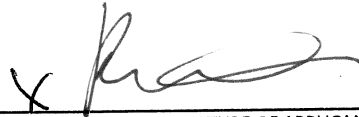
**AFFIDAVIT OF APPLICATION**

State of New Jersey  
County of Monmouth

Raffaella A. Pagano  
(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.



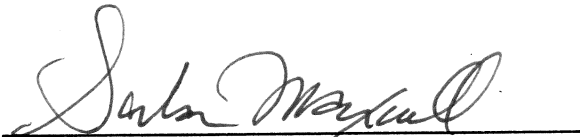
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

Raffaella A Pagano  
( PRINT NAME OF APPLICANT )

Sworn and subscribed before me this

3<sup>rd</sup> day of August, 2022

[ NOTARY SEAL ]

  
( SIGNATURE OF NOTARY PUBLIC )

**SANDRA MAXWELL**  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
ID # 50131204  
MY COMMISSION EXPIRES JUL. 17, 2025

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

*(Original signatures only – copies will not be accepted)*

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) 5405 Lot(s) 7,

also known as 109 Prospect Ave, Neptune, NJ  
( INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY )

I/We authorize Lois D. Sutton, Esq  
( 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).

X [Signature]  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

**Sworn and subscribed before me this**

3<sup>rd</sup> day of August, 2022

[Signature]  
( SIGNATURE OF NOTARY PUBLIC )

[ NOTARY SEAL ]

**SANDRA MAXWELL**  
**NOTARY PUBLIC**

**STATE OF NEW JERSEY**  
**ID # 50131204**

**MY COMMISSION EXPIRES JUL. 17, 2025**

**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: 8.3.22

X R  
(SIGNATURE OF PROPERTY OWNER)

**STATEMENT FROM TAX COLLECTOR**

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 the professional services which may include engineering, planning, 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: Raffaella A Pagano  
(PLEASE PRINT)  
Property Address: 109 Prospect Ave, Neptune NJ 07753  
Block: 5405 Lot: 7

Applicant: Raffaella A Pagano  Date: 8-3-22  
(PRINT NAME) (SIGNATURE OF APPLICANT)

Owner: Raffaella A. Pagano  Date: 8-3-22  
(PRINT NAME) (SIGNATURE OF OWNER)

ADDENDUM  
TO  
APPLICATION FOR MINOR SUBDIVISION

Lot Line Adjustment

Block 5405 Lot 7

109 Prospect Avenue

This Application is for a lot line adjustment (minor subdivision). The existing lot is to be divided into two lots: Proposed Lot 7.01 and Proposed Lot 7.02. The existing lot is improved with a two-story dwelling that will be part of proposed Lot 7.01. Proposed Lot 7.02 will remain vacant.

With one minor exception, the existing lot, dwelling and the two lots to be created are in conformance with all the applicable township ordinances.

The existing lot and the proposed lot 7.01 to be created are positioned on the corner of Prospect Avenue and Valley Road. There is an existing non-forming front setback from the dwelling on the existing lot to Prospect Avenue. Twenty feet is required, with 18.4 (from the dwelling) and 16.3 (from a landing) are existing. This will still exist for proposed Lot 7.01.

Applicant is requesting a waiver or "grandfather" of this condition, or in the alternative, granting relief from Sections 403.03(E), Schedule B-1, 411.07 and any other applicable Township of Neptune Land Development Ordinances. Applicant has owned this property since 2007.

In addition, note that the large hash tagged area denoted on the "Existing Conditions" part of the Survey is marked "Asphalt Driveway" but is in reality a thin layer of crumbled asphalt loosely covering the dirt area underneath. (photo attached)

Finally, there is a Contract for Sale of proposed Lot 7.01 that is contingent upon approval of this subdivision. This is a timeframe and a deadline in the Contract.

Note: The original Block and Lot for this parcel was Block 434 Lot 16. It is now Block 5405, Lot 7 on the Tax Map/ Township of Neptune.



WALL TOWNSHIP  
MONMOUTH COUNTY



BELMAR BORO  
MONMOUTH COUNTY

THIS MAP HAS BEEN GIVEN A  
FORMAL CERTIFICATION BY THE  
DIVISION OF TAXATION ON  
APRIL 8, 2014, SIGNED BY  
SUE DAVISON, CTA AND  
ASSIGNED SERIAL NUMBER 1035

TAX MAP  
TOWNSHIP OF NEPTUNE  
NEW JERSEY  
DATE: DECEMBER 2013  
SCALE: 1" = 50'  
ROBERT R. HEGGAN  
NEW JERSEY LICENSE NO. 17773  
MONMOUTH COUNTY  
COUNTY ENGINEER  
C/OA: 4002772000  
TOWNSHIP ENGINEER: KAREN HANCOCK

DATE	BY	TOWNSHIP ENGINEER	LOT
02/20/10	ROBERT R. HEGGAN	5408	4
02/20/10	ROBERT R. HEGGAN	5417	13
		5412	
		5413	

\* THIS SHEET HAS BEEN PREPARED USING COMPUTERS AND PRINTING/  
DESIGN (CAD/CAM) AND COORDINATE GEOMETRY (COORD.)