

COMPLETENESS CHECKLIST for SITE PLANS and/or SUBDIVISIONS

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

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*** [C = Complete I = Incomplete N/A = Not Applicable W = Waiver Requested*]
- | | | | | |
|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|---|
| <input checked="" 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". |
| | | N/A | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Twenty-five (25) copies of the property deed(s). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Twenty-five (25) copies of the Zoning Permit denial (not required for subdivisions of vacant land). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Required plans, folded, no larger than 30" x 42". |
| | | | | PLEASE NOTE: Only folded plans will be accepted, and all submitted plans must be to scale. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Six (6) copies of Soil Erosion & Sediment Control Plans and proof of submission to Freehold Soil Conservation District, or letter of exemption from FSCD. |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Six (6) copies of Environmental Impact Statement (EIS). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Six (6) copies of Stormwater Management Report. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Proof of submission to Monmouth County Planning Board (if applicable). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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 \$_____ Escrow Deposit \$_____ in accordance with schedule. |
| | | | | PLEASE NOTE: 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).

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 (1st) 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:

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
Minimum lot area			
Maximum density			
Maximum floor area ratio (FAR)			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Minimum rear yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable area			
Minimum improvable area – diameter of a circle (feet)			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed use or uses:			
Existing floor area			
Proposed floor area:			

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.

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=O) 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. **N/A** 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, tyoe, 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:
- W** 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.
 - W** 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.
 - W** 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.
 - W** 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.
 - W** 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.
 - W** 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.
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. **N/A** 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.

- 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.

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: Bulk Variances (See Variances Rider) _____

Please check one: Planning Board Board of Adjustment

PROPERTY INFORMATION:

1. Property Address: 704 Route 35
 Block: 701 Lot: 1 Zone: C-1 Acreage: 13.5

CONTACT INFORMATION:

2. Name of Applicant: M&M at Neptune
 Mailing Address: 1260 Stelton Road, Piscataway, NJ 08854
 Phone #: 732-985-1900 Fax #: _____ Cell #: _____
 E-mail Address: raulenbach@edgewoodproperties.com
3. Name of Owner: Same as Applicant
 Mailing Address: _____
 Phone #: _____ Fax #: _____ Cell #: _____
 E-mail Address: _____
4. Interest of Applicant, if other than Owner: Same
5. Name of Contact Person: Ronald Aulenbach
 Mailing Address: 1260 Stelton Road, Piscataway, NJ 08854
 Phone #: 732-985-1900 Fax #: _____ Cell #: _____
 E-mail Address: raulenbach@edgewoodproperties.com
6. Applicant's Attorney: Douglas Wolfson, Esq. Company: Weingarten Law
 Mailing Address: 1260 Stelton Road, Piscataway, NJ 08854
 Phone #: 732-985-1900 Fax #: _____ Cell #: _____
 E-mail Address: dwolfson@weingartenlaw.com
7. Applicant's Engineer: Jeffrey Martell Company: Stonefield Engineering
 Mailing Address: 15 Spring Street, Princeton, NJ 08542
 Phone #: 609-362-6900 Fax #: _____ Cell #: _____
 E-mail Address: jmartell@stonefieldeng.com
8. Applicant's Architect: Gary Kliesch Company: gk+a Architects
 Mailing Address: 36 Ames Ave., Rutherford, NJ 07070
 Phone #: 201-896-0333 Fax #: _____ Cell #: _____
 E-mail Address: email@gkanda.biz
9. Applicant's Surveyor: David Aguanno Company: Solstice Surveying
 Mailing Address: 113 Upper Sunset Drive, Long Valley, NJ 07853
 Phone #: 973-647-8664 Fax #: _____ Cell #: _____
 E-mail Address: daguanno@solsticesurveying.com
10. Applicant's Planner: Christine Cofone Company: Cofone Consulting
 Mailing Address: 125 Half Mile Road, Suite 200, Red Bank, NJ 07701
 Phone #: 732-933-2715 Fax #: _____ Cell #: _____
 E-mail Address: ccofone@cofoneconsulting.com

DESCRIPTION OF PROPERTY:

11. Existing use of property: commercial
12. Proposed use of property: commercial - Grocery, retail, fast food (under construction) + conv store w gas
13. Special Flood Hazard Area: yes Hollow Brook

DETAIL PROPOSED INFORMATION:

14. Proposed number of lots, if applicable: N/A - No change to existing 1 lot

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	2.5	13.5	13.5
LOT COVERAGE	65%	26.0%	34.6%
BUILDING COVERAGE	30%	7.1%	6.09%
BUILDING HEIGHT	40 FT	20 FT	<40 FT
FRONT SETBACK	50 FT	84.6 FT MIN	36.6 FT MIN
REAR SETBACK	40 FT	N/A	N/A
SIDE SETBACK	30 FT	368.3 FT	199.1 FT
COMBINED SIDE SETBACK	60 FT	368.3 FT	199.1 FT

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

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): 10/27/21 Planning Board - Prelim & Final Site Plan

Result of decision: Approved - Resolution of Approval 1/26/22

16. List of variances requested with Section (5) reference; attach additional forms as necessary:

See Rider #1 - Variance List

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

M & M at Neptune, LLC, being of full age, being duly sworn according to Law, on oath
(INSERT APPLICANT'S NAME)

deposes and says that all the above statements are true.

Ronald Aquilino
(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

M & M at Neptune, LLC
(PRINT NAME OF APPLICANT)

Sworn and subscribed before me this

13th day of June, 2023

[NOTARY SEAL]

Amy Alvarez
(SIGNATURE OF NOTARY PUBLIC)

AMY ALVAREZ
Notary Public, State of New Jersey
Comm. # 50191819
My Commission Expires 04/21/2027

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 Planning Board in the Township of Neptune,
(INSERT PLANNING BOARD or BOARD OF ADJUSTMENT)
State of New Jersey, County of Monmouth, I/We, M&M at Neptune, LLC,
(INSERT PROPERTY OWNER'S NAME[S])
with mailing address of 1260 Stelton Road, Piscataway, NJ 08854,
(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) 701 Lot(s) 1,
also known as 704 Route 35.
(INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY)

I/We authorize Ronald Aulenbach
(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).


(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)
Jack Morris, Managing Member - M&M Neptune

(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

Sworn and subscribed before me this

13th day of June, 2023

[NOTARY SEAL]

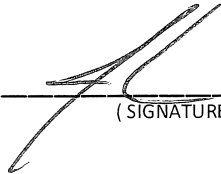

(SIGNATURE OF NOTARY PUBLIC)

RONALD C. AULENBACH
Notary Public, State of New Jersey
My Commission Expires
September 17, 2024

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: 6/13/23



(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: M & M at Neptune, LLC
(PLEASE PRINT)

Property Address: 704 Route 35

Block: 701 Lot: 1

Applicant: M & M at Neptune, LLC
(PRINT NAME)

Ronald Aquilino
(SIGNATURE OF APPLICANT)

Date: 6/13/23

Owner: M & M at Neptune, LLC
(PRINT NAME)

[Signature]
(SIGNATURE OF OWNER)

Date: 6/13/23