

September 19, 2023

Neptune Township Planning Board  
25 Neptune Boulevard  
P.O. Box 1125  
Neptune, NJ 07754-1125

**Re: James Lawson  
1803 Summerfield Avenue  
Minor Subdivision Application  
Lot 20, Block 713  
Our File: NTPB 23-18**

Dear Board Members:

Our office has received and reviewed an application for Minor Subdivision approval in conjunction with the above referenced project. The following documents have been reviewed:

1. **Submitted Documents**

- Survey for Block 713, Lot 20, prepared by John W. Lord, P. E., P.L.S. of FP&L Associates, Inc. dated September 26 2022, with no revision date.
- Minor Subdivision Plan for Block 713, Lot 20, consisting of one (1) sheet, prepared by John W. Lord, P.E., P.L.S., of FP&L Associates, Inc., dated September 26, 2022, with no revision date.

The application has been deemed complete. We have completed our review of the submitted documents and offer the following comments:

2. **Site Analysis**

- A. The Minor Subdivision application currently consists of one (1) existing lot, Lot 20 in Block 713. The property is 10,724.12 square feet (0.246 Ac) with frontage on Summerfield Avenue.
- B. The minor subdivision consists of an existing one-story single-family dwelling and an existing detached garage. The Applicant is proposing to subdivide the property and create two (2) single-family lots. The existing dwelling and detached garage will remain.
- C. The Applicant shall confirm that the existing dwelling is serviced by Municipal water and sanitary sewer services. The services shall be located on the new Lot 20.02.
- D. The services The Applicant does not propose any Right-of-Way improvements with this application.

- E. The property is encumbered with tree removal constraints.
- F. The Applicant indicates proposed houses on new Lot 20.01 with no details provided.

3. **Application Completeness Checklist & Waivers**

The Applicant has identified the following checklist waivers:

- A. Completeness checklist identifying items that should be provided by the Applicant on the plan drawings and/or waiver requested.
- B. Ordinance Section 812.03.B.16 – Name of owners at all properties within two hundred (200') feet of the site.

4. **Surrounding Uses**

- A. Land uses surrounding the subject property are similarly zoned R-4 (Medium Density Single-family Residential Zone) and contain a mix of single-family residential uses.

5. **Zoning Requirements**

- A. The property is located in the (R-4) Medium Density Single-family Residential Zone, and the single-family dwellings are a permitted use.
- B. The Applicant is proposing several bulk variance as indicated in the following chart.

Description	Required	Proposed Lot 20.01	Proposed Lot 20.02
Minimum Area	5,000 sf	5,724.12 sf	5,000 sf
Minimum Lot Frontage	50 ft	50 ft.	50 ft
Minimum Lot Width	50 ft	50 ft	50 ft
Minimum Lot Depth	100 ft	100 ft	100 ft
Minimum Front Yard Setback	20 ft.	20 ft	20 ft
Minimum Side Setback	5 ft	5 ft	5 ft
Minimum Total Side Setback	15 ft	15 ft	20.4 ft
Minimum Rear Setback	30 ft	30 ft	35.6 ft
Maximum Building Coverage	50%	To Comply	1,409 sf 28.18%
Maximum Lot Coverage	65%	To Comply	1,770 sf 35.40%
Maximum Building Height	2 ½ stories 35 ft	To Comply	To Comply 22 ft
Minimum Improvable Area	1,200 sf	2,415.45 sf	2,006 sf
Minimum Diameter of Circle	23 ft	23 ft	23 ft
Density	8.70	1.32	1.15

**(V) variance required (N/A) not applicable (N/R) not reported (N/C) existing non-conformity**

- C. The Applicant does not propose any development under this application.

- D. Ordinance No. 13-17 Section 411.07.C states for residential structures, a porch may extend no more than eight (8) feet into the required front and/or rear setback area, provided the principal structure conforms to the front yard setback requirement. No porch for a residential structure may extend into a side setback area. The Applicant proposes an exactly 8 feet porch that will extend into the front yard and side yard setbacks for proposed Lot 20.02.

**Testimony to be provided.**

- E. In accordance with Section 411.08.B – states that a one car parking garage, not to exceed 14' x 28' or 392 sq ft for a single-family unit, or a two car garage not exceed 28' x 28', or 784 sq ft, for a two-family dwelling unit, shall be provided for all new residential dwellings. A two car garage may be constructed on a single-family dwelling lot provided it does not exceed the above maximum garage size (784 sq ft).

**The Applicant should provide testimony on the existing garage.**

- F. In accordance with Section 411.08.C – states that a detached garage may be placed at least five (5) feet from a rear property line, except in historic zone districts. Attached garages must conform to principal building setback requirements. Any private, detached garage or accessory building is specifically prohibited in a required front yard area.

The existing garage has an east side yard setback of 1.0 feet, which represents an **existing non-conformity**.

The existing garage has a rear yard setback of 2.9 feet, which represents an **existing non-conformity**.

- G. The Applicant should provide testimony on how an automobile will access the garage. The plans do not indicate a driveway.
- H. In accordance with Section 412.06.A – states that no non-residential driveway shall be located within ten (10) feet of an existing adjacent residential property nor within five (5) feet of any other property line.

**Testimony should be provided.** Both proposed driveways shall be set five (5) feet from the property line.

6. **Minor Subdivision Plan**

- A. Proposed lot and block numbers have been assigned by the Neptune Township Tax Assessor.
- B. Ordinance Section 512.B – requires as a part of a minor subdivision, metal alloy pins of a permanent character shall be installed at all lot corners of all approved lots. The plan shall be revised to reflect this requirement.
- C. If the Applicant is proposing to perfect this subdivision by Deed, the deeds and easement descriptions shall be reviewed and approved by the Board Attorney and Board Engineer prior to filing.

**7. Environmental Impact**

- A. The Applicant is required to provide testimony for the Environmental Impact Statement in compliance with Township of Neptune Land Development Ordinance No. 4-23; Section 2 entitled “Environmental Impact Statement”. The Applicant shall provide testimony with regard to the key elements of the Environmental Impact Statement with regards to noise, lighting, air pollution and impacts.
  - 1) Address the removal of debris from the site with regard to any demolition. Testimony should address existing underground utilities and any foundation removal, (if necessary).
  - 2) Testimony shall be provided to address recycling and solid waste disposal for the site.
- B. In order to promote groundwater recharge, all roof leaders on the proposed lots should drain to recharge drywell structure or piping system.

**8. Tree Removal Permit**

The Applicant must comply with Tree Removal Permit Ordinance Section 525.

- A. A tree removal permit is required for removal of all trees 4" caliper or greater.
- B. Replacement tree requirements must be complied with. Replacement tree values must be calculated and enforced by the Conservation Officer.

**9. Miscellaneous**

- A. The owner must sign the minor subdivision plan, with their signature notarized on the drawing.
- B. Monmouth County Planning Board approval or Letter of Exemption is required.
- C. Prior to issuance of a zoning permit, an individual lot grading and elevation plan should be provided for review and approval by the municipal engineer in accordance with Ordinance Section 1102.D. In addition to a grading plan, a drywell design with calculations shall also be provided.
- D. The Applicant shall provide testimony for street trees in accordance with Ordinance Section 523.
- E. In accordance with Ordinance 511 (Lighting), the Applicant shall provide testimony with regards to existing lighting levels on Summerfield Avenue and if additional lighting is required.
- F. The following approvals will be required for construction permits

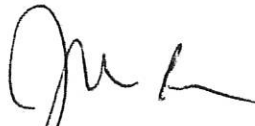
- 1) Grading Plan Review
  - 2) Soil Erosion & Sediment Control Permit
  - 3) Road Opening Permit
  - 4) Neptune Sewer Department
  - 5) The necessary construction details shall be provided prior to construction, including but not limited to sewer, gas, electric and other applicable details.
  - 6) Posting of performance bonds and inspection fees as per the Township ordinance.
- G. The Applicant shall provide testimony for existing and proposed utilities for each individual lot. Testimony should address serviceability of each lot and that all utilities will be placed underground in accordance with Ordinance Section 526.
- H. The following notes shall be added to the plan:
- 1) All parking shall be provided in accordance with Residential Site Improvement Standards (RSIS).
  - 2) Driveway apron and concrete curb shall be in accordance with RSIS.

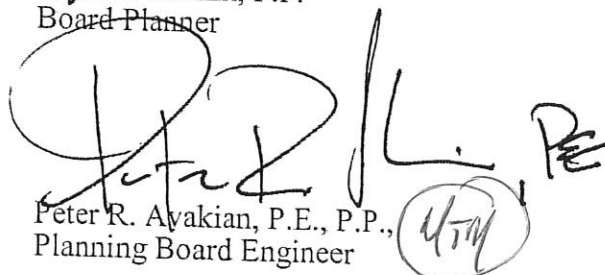
Please be advised that additional comments may follow upon completion of testimony and/or submission of further revisions by the Applicant.

Should you have any questions or require additional information, please contact our office.

Very truly yours,

LEON S. AVAKIAN, INC.

  
Jennifer Beahm, P.P.  
Board Planner

  
Peter R. Avakian, P.E., P.P.,  
Planning Board Engineer

MM::mcs

cc: Kristie Dickert, Administrative Officer  
Mark Kitrick, Esq., Board Attorney  
Ronald J. Troppoli, Esq., Applicant's Attorney  
John W. Lord, P.E., P.L.S., Applicant's Engineer  
James Lawson, Applicant

NT/PB/23/23-18

## **APPLICATION COMPLETENESS CHECKLIST & WAIVERS**

### **Completeness Waiver Request**

In accordance with the Minor Subdivision Checklist, Ordinance Section 802.A and 812.03, the following waivers have been identified:

#### **Ordinance Section 802.A**

- A. Ordinance Section 802.A.5 requires Tree Removal Application package in accordance with Section 525.
- B. Ordinance Section 802.A.6 – Environmental Impact Statement
- C. Ordinance Section 802.A.8 – Proof of Submission to Monmouth County Planning Board.

### **Completeness Checklist**

In accordance with the Minor Site Plan and Minor Subdivision Checklist Section 812.03, the following information should be provided on the plans.

- A. Ordinance Section 812.03.B.6 – Tree Removal Plan
- B. Ordinance Section 812.03.B.12 -Proposed lot numbers as assigned by the Neptune Tax Assessor.