

**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*                                  |   |
|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|---|
| <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:<br><input checked="" type="checkbox"/> Identification of subject property/properties' Special Flood Hazard Area Zone.<br><input checked="" type="checkbox"/> Executed copy of "Authorization & Consent Form", part "C".<br><input checked="" type="checkbox"/> Certificate of Ownership, if applicable, part "D".<br><input checked="" type="checkbox"/> Executed copy of Escrow Agreement, part "E".<br><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".<br><b>PLEASE NOTE: Only folded plans will be accepted, and all submitted plans must be to scale.</b>   |
| <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 checked="" 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 checked="" type="checkbox"/> | <input 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 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 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 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | 12. Community Impact Statement (for Major Site Plan and/or Major Subdivision only)..  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 13. Application Fee \$ <u>\$2,370.00</u> Escrow Deposit \$ <u>5,750.00</u> in accordance with schedule.<br><b>PLEASE NOTE: Application Fee and Escrow Deposit must be paid in separate checks.</b>  |

\*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".

ZONE DISTRICT: R-3

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED Lots 12.01 and 12.02
Minimum lot area	7,500 sf	10,000 sf	5,000 sf each
Maximum density	5.80	-	8.71% each
Maximum floor area ratio (FAR)			
Minimum lot width	75 ft.	100 ft.	50 ft. each
Minimum lot frontage	75 ft.	100 ft.	50 ft. each
Minimum lot depth	100 ft.	100 ft.	100 ft. each
Minimum front yard setback	20 ft.	N/A	20 ft. each
Minimum side yard setback	10 ft.	N/A	10 ft. each
Minimum combined side yard setback	20 ft.	N/A	20 ft. each
Minimum rear yard setback	30 ft.	N/A	30 ft. each
Maximum percent building cover	30%	N/A	30.80% each
Maximum percent lot cover	45%	N/A	38% each
Maximum number of stories	2.5	N/A	2.5 each
Maximum building height	35 ft.	N/A	33.67 ft. each
Minimum improvable area	2,000 sf	4,000 sf	1,500 sf each
Minimum improvable area – diameter of a circle (feet)	29 ft.	50 ft.	30 ft. each
Off-street parking spaces			
Loading spaces	N/A	N/A	N/A
Signs	N/A	N/A	N/A
Existing use or uses: Vacant Land			
Proposed use or uses: Single Family Residential			
Existing floor area N/A			
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. ☐ 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:*
  - ☐ 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.
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.

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 extended, as defined by the International Residential Code or the International Building Code, New Jersey Edition.

**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.





Neptune Township Planning Board
2201 Heck Avenue Neptune NJ 07753
732-897-4162 .x. 204

Application # \_\_\_ / \_\_\_ / \_\_\_
Date Filed \_\_\_ / \_\_\_ / \_\_\_
Hearing Date \_\_\_ / \_\_\_ / \_\_\_

APPLICATION for SITE PLAN and/or SUBDIVISION

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

Please check one: [x] Planning Board [ ] Board of Adjustment

PROPERTY INFORMATION:

1. Property Address: 405 Moore Road
Block: 5002 Lot: 12 Zone: R-3 Acreage: 0.23 acres

CONTACT INFORMATION:

- 2. Name of Applicant: 59 Murray, LLC
Mailing Address: 195 Main Street, Suite 206, Metuchen, NJ 08840
Phone #: [redacted] Cell #: [redacted]
3. Name of Owner: Same as Applicant
Mailing Address:
Phone #: Fax #: Cell #:
E-mail Address:
4. Interest of Applicant, if other than Owner: N/A
5. Name of Contact Person:
Mailing Address:
Phone #: Fax #: Cell #:
E-mail Address:
6. Applicant's Attorney: Rick Brodsky, Esq. Company: Ansell Grimm & Aaron, PC
Mailing Address: 1500 Lawrence Avenue, CN 7807, Ocean, NJ 07712
Phone #: 732-922-1000 Fax #: 732-643-5266 Cell #:
E-mail Address: rbrodsky@ansell.law
7. Applicant's Engineer: Walter Joseph Hopkin, PE Company: WJH Engineering
Mailing Address: 257 Monmouth Road Bldg. A, Ste. 7, Oakhurst, NJ 07755
Phone #: 732-223-1313 Fax #: Cell #:
E-mail Address: whopkin@wjhengineering.com
8. Applicant's Architect: Company:
Mailing Address:
Phone #: Fax #: Cell #:
E-mail Address:
9. Applicant's Surveyor: Company:
Mailing Address:
Phone #: Fax #: Cell #:
E-mail Address:
10. Applicant's Planner: Christine A. Nazzaro-Cofone, AICP/PP Company: Cofone Consulting Group, LLC
Mailing Address: 125 Half Mile Road, Suite 200, Red Bank, NJ 07701
Phone #: 732-933-2715 Fax #: Cell #: 732-439-6400
E-mail Address: ccofone@cofoneconsulting.com



**DESCRIPTION OF PROPERTY:**

11. Existing use of property: Vacant Land
12. Proposed use of property: Single Family Residential
13. Special Flood Hazard Area: \_\_\_\_\_

**DETAIL PROPOSED INFORMATION:**

14. Proposed number of lots, if applicable: 2 proposed lots (12.01 and 12.02)

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	7,500 sf	10,000 sf	5,000 sf for each proposed lot
LOT COVERAGE	45%	N/A	38% for each proposed lot
BUILDING COVERAGE	30%	N/A	30.8% for each proposed lot
BUILDING HEIGHT	35 ft.	N/A	33.67 ft. for each proposed lot
FRONT SETBACK	20 ft.	N/A	20 ft. for each proposed lot
REAR SETBACK	30 ft.	N/A	30 ft. for each proposed lot
SIDE SETBACK	10 ft.	N/A	10 ft. for each proposed lot
COMBINED SIDE SETBACK	20 ft.	N/A	20 ft. for each proposed lot

(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): \_\_\_\_\_

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

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

Minimum Lot Area of 7,500 sf required, where 5,000 sf for each new lot (2) is proposed

Minimum Lot Width of 75 ft. is required, where 50 ft. for each new lot (2) is proposed

Minimum Lot Frontage of 75 ft. is required, where 50 ft. for each new lot (2) is proposed

Maximum Building Coverage of 30% is permitted, where 30.80% for each new lot (2) is proposed

Minimum Improvable Area of 2,000 sf is required, where 1,500 sf for each new lot (2) is proposed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**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**

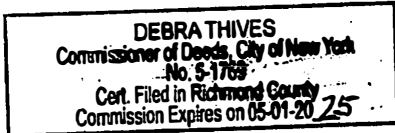
State of New Jersey  
County of Monmouth

59 MURRAY LLC  
JAMIE GORDON  
(INSERT APPLICANT'S NAME)

deposes and says that all the above statements are true. \_\_\_\_\_, being of full age, being duly sworn according to Law, on oath  
59 MURRAY, LLC, Applicant/Owner

By:   
(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

59 Murray, LLC  
(PRINT NAME OF APPLICANT)



Sworn and subscribed before me this

17 day of July, 20 24

[ NOTARY SEAL ]

  
(SIGNATURE OF NOTARY PUBLIC)

**OWNER'S AFFIDAVIT OF AUTHORIZATION AND CONSENT STATEMENT OF LANDOWNER**

**WHERE APPLICANT IS NOT LANDOWNER N/A**

*(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) \_\_\_\_\_ Lot(s) \_\_\_\_\_,**

**also known as \_\_\_\_\_**  
( INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY )

**I/We authorize \_\_\_\_\_**  
( 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 )

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

**Sworn and subscribed before me this**

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**[ NOTARY SEAL ]**

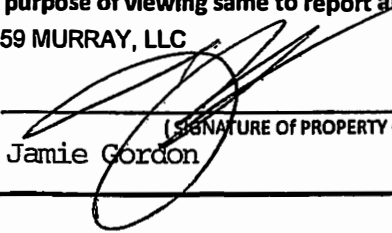
\_\_\_\_\_  
( SIGNATURE OF NOTARY PUBLIC )

**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.

59 MURRAY, LLC

Date: 7.17.2024

By:   
(SIGNATURE OF PROPERTY OWNER)  
Jamie Gordon

**STATEMENT FROM TAX COLLECTOR**

Block: 5002 Lot: 12

Property location: 405 Moore Road

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: 59 Murray, LLC  
( PLEASE PRINT )

Property Address: 405 Moore Road

Block: 5002 Lot: 12

Applicant: 59 Murray, LLC  
by: Jamie Gordon  
( PRINT NAME )

  
( SIGNATURE OF APPLICANT )

Date: 7/16/24

Owner: 59 Murray, LLC  
by: Jamie Gordon  
( PRINT NAME )

  
( SIGNATURE OF OWNER )

Date: \_\_\_\_\_

# Zoning Permit



<input type="checkbox"/> ACCESSORY STRUCTURE (\$35)	<input type="checkbox"/> PORCH/DECK/BALCONY/ENTRY PLATFORM (\$35)
<input type="checkbox"/> COMMERCIAL/RESIDENTIAL ADDITION (\$35)	<input type="checkbox"/> RETAINING WALL (\$35)
<input type="checkbox"/> CONTINUING THE USE/OCCUPANCY OF A PROPERTY, BUILDING OR STRUCTURE UNDER NEW BUSINESS/PROPERTY OWNERSHIP (\$35)	<input type="checkbox"/> SIGN (\$35)
<input type="checkbox"/> DRIVEWAY (\$35)	<input type="checkbox"/> SOLAR PANEL (\$35)
<input type="checkbox"/> FENCE (\$35)	<input type="checkbox"/> STARTING/CHANGING A USE/OCCUPANCY OF A PROPERTY, BUILDING, OR STRUCTURE (\$35)
<input type="checkbox"/> HISTORIC DISTRICT: AC UNIT/GENERATOR/EXHAUST FAN (\$35)	<input type="checkbox"/> STORAGE SHED (\$35)
<input type="checkbox"/> IMPERVIOUS COVERAGE (\$35)	<input checked="" type="checkbox"/> SUBDIVISION (\$35)
<input type="checkbox"/> INTERIOR REMODELING (\$35)	<input type="checkbox"/> SWIMMING POOL/HOT TUB/TENNIS COURT (\$35)
<input type="checkbox"/> NEW PRINCIPAL STRUCTURE (\$35)	<input type="checkbox"/> ZONING DETERMINATION LETTER (\$35)

OTHER: \_\_\_\_\_ (\$35)

\*Indicate location, height, and type of fence or wall on survey / plot plan.

**PLEASE REVIEW THE ZONING PERMIT INFORMATION SHEET, AND ALL APPLICABLE LAND DEVELOPMENT ORDINANCE REQUIREMENTS, PRIOR TO COMPLETING THIS APPLICATION.**

The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at [www.neptunetownship.org/departments/land-use](http://www.neptunetownship.org/departments/land-use).

As per the Neptune Township Land Development Ordinance Section 1102, a Zoning Permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any building or structure; the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure; or the issuance of a Certificate of Appropriateness, where applicable.

**PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.**

**PLEASE PRINT CLEARLY:**

1. Block: 5002 \_\_\_\_\_ Lot: 12 \_\_\_\_\_ Zoning District: R-3 \_\_\_\_\_

2. Property Address: 405 MOORE ROAD \_\_\_\_\_

3. Current Property Owner Information:

**(AS IDENTIFIED ON THE TAX ASSESSORS RECORD)** Applicant Information:

Name: 59 MURRAY, LLC \_\_\_\_\_ Name: 59 MURRAY, LLC \_\_\_\_\_

Address: 195 MAIN STREET SUITE 206 \_\_\_\_\_ Address: 195 MAIN STREET SUITE 206 \_\_\_\_\_  
 METUCHEN, NJ 08840 \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Present zoning use of the property: Vacant Lot \_\_\_\_\_

5. Proposed zoning use of the property: Vacant Lot \_\_\_\_\_  Unchanged

# Zoning Permit

6. Describe in detail all zoning related activities you are proposing.

(PROVIDE DETAILED DESCRIPTION ON ADDITIONAL PAGES IF NECESSARY)

7. Has the above referenced premises been the subject of any prior application to the ZONING BOARD OF ADJUSTMENT or PLANNING BOARD?

Yes  No  If Yes, state date: \_\_\_\_\_ Board: \_\_\_\_\_ Resolution #: \_\_\_\_\_

(SUBMIT A COPY OF THE RESOLUTION WITH THE BOARD SIGNED PLANS WITH THIS APPLICATION SUBMISSION)

8. For all exterior work pertaining to additions and accessory structures, excluding fences, please provide:

Building Coverage: 0 \_\_\_\_\_ % Lot Coverage: 0 \_\_\_\_\_ %

-----FOR OFFICE USE-----

## Zoning Review Notes:

04/02/2024 The property is located within the R-3 Zoning District.

**The applicant has stated that the current zoning use of the property is "Residential (Vacant – existing shed to be demolished)" and the proposed zoning use is "Residential." However, these designations are inaccurate. It's crucial to accurately identify the zoning use of the property for the zoning review process. The property in question is actually a vacant lot. Additionally, the presence of an accessory Storage Shed on the property without a principal structure is not**



**permissible. The applicant has indicated that the Storage Shed will be removed from the property.**

**Furthermore, the applicant has mentioned proposed structures on the two separate properties. However, it's important to note that this aspect is not under review in this zoning determination process. This is because the applicant failed to provide appropriate construction plans along with necessary additional information regarding those structures, which would demonstrate compliance or noncompliance with the requirements outlined in the Neptune Township Land Development Ordinance.**

**To clarify, this zoning determination specifically pertains to the proposed subdivision of a vacant lot into two separate vacant lots.**

**Zoning Permit;**

Neptune Township Land Development Ordinance section 1102-A states:

- A When required. A zoning permit shall be issued prior to:
- 1 The commencement or change of use of a property, building or structure;
  - 2 The occupancy of any building or structure;
  - 3 The construction, erection, reconstruction, alteration, conversion, or installation of any building or structure;
  - 4 Issuance of a Certificate of Appropriateness, where applicable.

**ZONING NOTES:**

- This zoning review is for the subdivision of a vacant lot only.

**The applicant indicates the proposed subdivision of one 100'X100' lot into two 50'X100' lots. The applicant is proposing to generate two undersized**

**lots that do not meet the area, width, and frontage requirements.**

-

**Planning Board review and approval is required.**

**Status**

Approved  Denied

**Referrals**

Construction  HPC  Engineering  Planning Board  Zoning Board  Mercantile  Code Enforcement



July 19, 2024

Kristie Dickert, Planning Board Administrator  
Borough of Neptune  
25 Neptune Boulevard  
Neptune, NJ 07753

**RE: Waiver Request List - Proposed Minor Subdivision  
405 Moore Road  
Block 942, Lot 80  
Neptune, NJ 07753-5508  
WJH Project No. 23220**

Dear Ms. Dickert:

On behalf of the Applicant, WJH Engineering respectfully submits the following list of waivers in compliance with the development plan checklist:

Completeness Checklist for Site Plans and/or Subdivisions

Checklist Item #6 – Waiver is requested for “Six (6) copies of Environmental Impact Statement (EIS)” - **The proposed subdivision is situated on a previously developed lot that contains 10,000 s.f. of land in an existing residential neighborhood.**

Checklist Item #9 – Waiver is requested for “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” - **The proposed subdivision is situated on a previously developed lot that contains 10,000 s.f. of land in an existing residential neighborhood. And no wetlands are present on the lot.**

Checklist Item #11 – Waiver is requested for “Six (6) copies of Circulation Impact Study” - **The proposed subdivision is situated on a previously developed lot that contains 10,000 s.f. of land in an existing residential neighborhood. And there will be no impact to the traffic circulation on or near the site.**

Application for Development Checklist – Part B: Plat Requirements

Checklist Item #2a – Waiver is requested for “Title to read “SITE PLAN”” – **The application is for a minor subdivision. The plans are labeled accordingly.**

Checklist Item #13d – Waiver is requested for “The drainage shall be accompanied by complete drainage calculations made in accordance with the Soil Conservation Service method.” - **The Minor Subdivision Plan is accompanied by a Stormwater**

**Management Report and provides reference information from the HydroCAD report in place of any drainage calculations.**

Checklist Item #14a – Waiver is requested for “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 proposed subdivision is situated on a previously developed lot that contains 10,000 s.f. of land in an existing residential neighborhood. The drainage on and around the proposed lots is not being altered by the development. There will be no impact to the overall drainage design.**

Checklist Item #14b – Waiver is requested for “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.” - **There is no proposed off-site drainage structure or impacts as part of the application.**

Checklist Item #14e – Waiver is requested for “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.” - **The proposed subdivision is situated on a previously developed lot that contains 10,000 s.f. of land in an existing residential neighborhood. The drainage on and around the proposed lots is not being altered by the development. There will be no impact to the overall drainage design.**

Checklist Item #16c – Waiver is requested for “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.” - **The water table found in the soil borings are greater than five feet below existing and proposed grade.**

Checklist Item #16d – Waiver is requested for “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.” - **The provided soil boring logs provide soil types, groundwater depths and characteristics but do not show the methods and equipment used.**

Checklist Item #16e – Waiver is requested for “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 the proposed grade, of all areas within two (2') feet or more of fill is contemplated or has previously been placed.” - **The water table found in the provided soil borings are greater than two feet below existing and proposed grade.**

Checklist Item #20 – Waiver is requested for “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 of public rights of way, include 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.” – **Two single family houses are proposed by the application. Each home has a 2-car garage and 18’ wide driveway. There are no additional off-street parking areas proposed.**

Checklist Item #21 – Waiver is requested for “Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation.” - **Two single family houses are proposed by the application. Each home has a 2-car garage and 18’ wide driveway. There are no additional off-street parking areas proposed.**

Checklist Item #22 – Waiver is requested for “The location and size of proposed loading docks.” – **Loading docks are not proposed as part of this application.**

Checklist Item #25 – Waiver is requested for “Exterior lighting plan, including the location, direct of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features.” - **These improvements are not proposed as part of the minor subdivision.**

Checklist Item #26 – Waiver is requested for “Landscaping and screening plan showing the location, type, spacing and number of each type 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.” - **A tree protection snow fence around the existing cluster of trees in the rear of the property, additional landscaping is not proposed as part of the minor subdivision.**

Checklist Item #27 – Waiver is requested for “Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.” - **A refuse area nor outside storage areas are proposed as part of the minor subdivision.**

Checklist Item #29 – Waiver is requested for “Location of facilities for the handicapped, including parking spaces and ramps (where applicable), and including construction details for ramps for the handicapped.” – **There are no proposed parking spaces or ramps for the handicapped nor corresponding details as part of the minor subdivision.**

Checklist Item #30 – Waiver is requested for “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 project is proposing two single family dwellings and do not require a sectionalization and staging plan as no commercial development is proposed.**

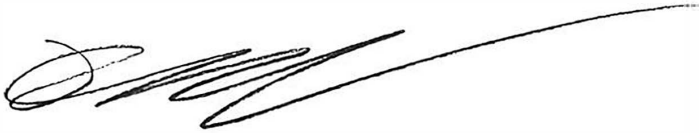
Checklist Item #31 – Waiver is requested for “Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written

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 the site maintenance.” - **The project is proposing two single family dwellings and not a business requiring a sectionalization and staging plan.**

Checklist Item #32 – Waiver is requested for “Traffic analysis report and recommendations from a qualified traffic engineer.” – **The application proposes two (2) new single-family homes where one (1) previously existed. A waiver of this requirement is requested.**

If you should have any further questions, or require additional information, please feel free to call.

Sincerely,  
WJH ENGINEERING

A handwritten signature in black ink, appearing to read 'Devindra Deodat', with a long horizontal flourish extending to the right.

Devindra Deodat, Civil Designer

C: Jake Gordon, [jakegor@gmail.com](mailto:jakegor@gmail.com)  
Mark R. Zelina, [mzelina@wjhengineering.com](mailto:mzelina@wjhengineering.com)  
Rick Brodsky, [rbrodsky@ansell.law](mailto:rbrodsky@ansell.law)

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