

## 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:*

- | <b>C</b>                            | <b>I</b>                 | <b>N/A</b>                          | <b>W*</b>                           |   |
|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 1. <b>Twenty-five (25) copies of completed and signed application form, which must include the following:</b>   |
|                                     |                          |                                     |                                     | <input type="checkbox"/> Identification of subject property/properties' Special Flood Hazard Area Zone.   |
|                                     |                          |                                     |                                     | <input type="checkbox"/> Executed copy of "Authorization & Consent Form", part "C".   |
|                                     |                          |                                     |                                     | <input type="checkbox"/> Certificate of Ownership, if applicable, part "D".   |
|                                     |                          |                                     |                                     | <input type="checkbox"/> Executed copy of Escrow Agreement, part "E".   |
|                                     |                          |                                     |                                     | <input 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. <b>Twenty-five (25) copies of the property deed(s).</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 3. <b>Twenty-five (25) copies of the Zoning Permit denial (not required for subdivisions of vacant land).</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 4. <b>Required plans, folded, no larger than 30" x 42".</b>   |
|                                     |                          |                                     |                                     | <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. <b>Twenty-five (25) copies of current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | b. <b>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.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | c. <b>Five (5) copies with initial submission and with each subsequent submission, for completeness review.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | d. <b>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.</b> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 5. <b>Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).</b>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 6. <b>Six (6) copies of Environmental Impact Statement (EIS).</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 7. <b>Six (6) copies of Stormwater Management Report.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 8. <b>Proof of submission to Monmouth County Planning Board (if applicable).</b>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 9. <b>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.</b>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 10. <b>Proof of submission to CAFRA (if applicable).</b>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 11. <b>Six (6) copies of Circulation Impact Study.</b>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 12. <b>Community Impact Statement (for Major Site Plan and/or Major Subdivision only)..</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 13. <b>Application Fee \$ <u>2,530.49</u> Escrow Deposit \$ <u>6,000.00</u> in accordance with schedule.</b>  |
|                                     |                          |                                     |                                     | <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:**

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
Minimum lot area	2.5 AC.	2.495 AC.	2.495 AC.
Maximum density			
Maximum floor area ratio (FAR)	0.6	0.29	0.29
Minimum lot width	500 FT	N/A	N/A
Minimum lot frontage	500 FT	N/A	N/A
Minimum lot depth	600 FT	N/A	N/A
Minimum front yard setback	50 FT	N/A	N/A
Minimum side yard setback	30 FT	21.7 FT	21.7 FT
Minimum combined side yard setback	60 FT	100.3 FT	100.3 FT
Minimum rear yard setback	40 FT	N/A	N/A
Maximum percent building cover	30%	29.25%	29.96%
Maximum percent lot cover	65%	85.1%	84.8%
Maximum number of stories	2 STORIES	1	1
Maximum building height	40 FT	30.3 FT	30.3 FT
Minimum improvable area			
Minimum improvable area – diameter of a circle (feet)			
Off-street parking spaces			
Loading spaces			
Signs			
<b>Existing use or uses: EXISTING OFFICE BUILDING</b>			
<b>Proposed use or uses: WAREHOUSE</b>			
<b>Existing floor area</b>			
<b>Proposed floor area: 32,737 SF</b>			

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.  Partial Waiver 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.  Partial Waiver 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.  Partial Waiver 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:*

  - Waiver  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, invert and grate or rim elevations of drainage and sanitary sewage facilities.

**16. Soil Boring Logs:**

Waiver *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.  
N/A
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.

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: Use Variance

Please check one:     Planning Board     Board of Adjustment

**PROPERTY INFORMATION:**

1. **Property Address:** 1400 Jumping Brook Road, Neptune, New Jersey  
**Block:** 3903            **Lot:** 3.02            **Zone:** C-1            **Acreage:** 2.495 acres

**CONTACT INFORMATION:**

2. **Name of Applicant:** COTR Inc.  
**Mailing Address:** Attn: Adam Greenfield/Elan Rofe, 37 W 39th Street, Suite 601, New York, NY 10018  
**Phone #:** 310-430-4221            **Fax #:** N/A            **Cell #:** 310-430-4221  
**E-mail Address:** aggreenfield@gmail.com/elanrofe@gmail.com
3. **Name of Owner:** United Shipping Alliance, LLC  
**Mailing Address:** Attn: Adam Greenfield, 305 Cedar Avenue, Allenhurst, NJ 07711  
**Phone #:** 310-430-4221            **Fax #:** N/A            **Cell #:** 310-430-4221  
**E-mail Address:** aggreenfield@gmail.com
4. **Interest of Applicant, if other than Owner:** Tenant
5. **Name of Contact Person:** Adam Greenfield  
**Mailing Address:** 305 Cedar Avenue, Allenhurst, NJ 07711  
**Phone #:** 310-430-4221            **Fax #:** N/A            **Cell #:** 310-430-4221  
**E-mail Address:** aggreenfield@gmail.com
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:** rb@ansellgrimm.com
7. **Applicant's Engineer:** Andrew R. Comi, PE, LEED A.P.            **Company:** Kennedy Consulting Engineers, LLC  
**Mailing Address:** 211 Maple Avenue, Red Bank, NJ 07701  
**Phone #:** 732-212-9393            **Fax #:** 732-212-9399            **Cell #:** \_\_\_\_\_  
**E-mail Address:** acommi@k-c-e.com
8. **Applicant's Architect:** Michael V. Testa, AIA, NCARB            **Company:** Michael V. Testa, Architect, LLC  
**Mailing Address:** 701 Tennent Road, Suite 201, Manalapan, NJ 07726  
**Phone #:** 732-972-9177            **Fax #:** 732-972-9178            **Cell #:** \_\_\_\_\_  
**E-mail Address:** mtesta@mvtarchitect.com
9. **Applicant's Surveyor:** John T. Luts, PLS            **Company:** Yorkanis & White, Inc.  
**Mailing Address:** 23 Village Court, Hazlet, NJ 07730  
**Phone #:** 732-888-3211            **Fax #:** \_\_\_\_\_            **Cell #:** \_\_\_\_\_  
**E-mail Address:** john@ywsurveying.com
10. **Applicant's Planner:** To be determined            **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_            **Fax #:** \_\_\_\_\_            **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

11. Existing use of property: Office building
12. Proposed use of property: Office/warehouse
13. Special Flood Hazard Area: \_\_\_\_\_

**DETAIL PROPOSED INFORMATION:**

14. Proposed number of lots, if applicable: \_\_\_\_\_

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	2.5 acres	2.495 acres	2.495 acres
LOT COVERAGE	65%	85.1%	84.8%
BUILDING COVERAGE	30%	29.25%	29.96%
BUILDING HEIGHT	40 ft/2 stories	30.3 ft/1 story	30.3 ft/1 story
FRONT SETBACK	50 ft	N/A*	N/A*
REAR SETBACK	40 ft	N/A*	N/A*
SIDE SETBACK	30 ft	21.7 ft	21.7 ft
COMBINED SIDE SETBACK	60 ft	100.3 ft	100.3 ft

(If multiple lots and/or buildings, please attach additional detailed listing for each.) \*lot lines are all considered side lot lines with no front or rear

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): 11-09-2016  
 Result of decision: Planning Board Resolution #16-25 Granting Minor Site Plan & Minor Subdivision Approval (see copy attached)
16. List of variances requested with Section (§) reference; attach additional forms as necessary:  
 Minimum Lot Area: 2.5 acres required, 2.495 acres existing/proposed  
 Buildings to Driveways: 10 feet required, 3 feet existing/proposed  
 Side Setback (One Side): 30 feet required, 21.7 feet proposed  
 Lot Coverage: 65% permitted, 85.1% existing and 84.8% proposed (IMPROVED CONDITION)  
 Use Variance: Conversion of existing office building to a warehouse use with a small 2,200 sf office portion to remain
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

ELAN ROFÉ, of COTR Inc., 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.

X

  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

COTR Inc.

( PRINT NAME OF APPLICANT )

Sworn and subscribed before me this

18<sup>th</sup> day of July, 20 22

[ NOTARY SEAL ]

Antoinette Matthews  
Notary Public  
New Jersey

My Commission Expires 1-23-2023  
No. 2429117

  
( SIGNATURE OF NOTARY PUBLIC )

No. 24317  
My Commission Expires 1-23-2023  
New Jersey  
Notary Public  
Antoinette Matthews

2023 APR 13

**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 Zoning Board of Adjustment in the Township of Neptune,  
( INSERT PLANNING BOARD or BOARD OF ADJUSTMENT )  
State of New Jersey, County of Monmouth, I/We, United Shipping Alliance, LLC,  
( INSERT PROPERTY OWNER'S NAME[S] )  
with mailing address of 305 Cedar Avenue, Allenhurst, NJ 07711,  
( 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) 3903 Lot(s) 3.02,  
also known as 1400 Jumping Brook Road, Neptune, New Jersey.  
( INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY )

I/We authorize COTR Inc. (Adam Greenfield)  
( 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).

United Shipping Alliance, LLC, Owner

x Adam Greenfield  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )  
OWNER

COTR Inc., Applicant  
x [Signature]  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

Sworn and subscribed before me this

18<sup>th</sup> day of July, 2022

Antoinette Matthews  
( SIGNATURE OF NOTARY PUBLIC )

Antoinette Matthews  
Notary Public  
New Jersey  
My Commission Expires 1-23-2023  
No. 2429117

**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.

United Shipping Alliance, LLC, Owner

Date: 7.18.22

  
(SIGNATURE OF PROPERTY OWNER)

**STATEMENT FROM TAX COLLECTOR**

Block: 3903 Lot: 3.02

Property location: 1400 Jumping Brook 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: COTR Inc.  
( PLEASE PRINT )

Property Address: 1400 Jumping Brook Road

Block: 3903 Lot: 3.02

Applicant: COTR Inc.  
( PRINT NAME )

x   
( SIGNATURE OF APPLICANT )

Date: 7-18-22

Owner: United Shipping Alliance, LLC  
( PRINT NAME )

x   
( SIGNATURE OF OWNER )

Date: 7-18-22

**NEPTUNE TOWNSHIP PLANNING BOARD  
RESOLUTION NO. 16-25**

**RESOLUTION OF THE NEPTUNE TOWNSHIP PLANNING BOARD  
GRANTING MINOR SITE PLAN AND MINOR SUBDIVISION APPROVAL TO  
FIFTH VENTURE, LLC FOR THE PREMISES KNOWN AS 1200 JUMPING  
BROOK ROAD ALSO DESIGNATED AS BLOCK 3903 LOT 3 AS REFLECTED  
ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF NEPTUNE**

**WHEREAS**, application having been made by Fifth Ventures LLC to the Neptune Township Planning Board seeking minor site plan and minor subdivision approval for the premises known as Block 3903 Lot 3 as reflected on the official tax map of the Township of Neptune; and

**WHEREAS**, the applicant submitted a development application, along with various site plan drawings, surveys, reports, letters and other documents more specifically described in the review report of Peter R. Avakian, P.E. dated October 24, 2016 and Jennifer C. Beahm, P.P., A.I.C.P. dated October 12, 2016; and

**WHEREAS**, the property in question is being submitted for approval for minor site plan and minor subdivision; and

**WHEREAS**, such proof of publication of notice of hearing as may be required by the New Jersey statutes and municipal ordinance requirements has been furnished; and

**WHEREAS**, public hearings were held concerning the application on October 26, 2016 at the Municipal Building in the Township of Neptune and testimony and exhibits were presented on behalf of the applicant, who was represented by Richard Brodsky, Esquire and all interested parties were afforded an opportunity to be heard; and

**WHEREAS**, the Township of Neptune Planning Board having considered said application, testimony and exhibits submitted, and listened to the applicant's testimony, and after having received information from its professional staff, the Township of Neptune Planning Board does hereby make the following findings of fact and law:

- A. The property in question consists of approximately 4.991 acres with frontage on internal roadway access easement and Jumping Brook Road. The property is located in the (C-3) Route 66 West Commercial Zone. The minor subdivision application currently consists of one lot, Lot 3 in Block 3903.
- B. The municipal tax map has been revised, and the property formerly known as Lot 5.01 in Block 10017 is now known as Lot 3 in Block 3903. The subject property is part of the approved Parkway 100 Commercial Subdivision known as Building No. 5 and 7 (Mortgaged Premises Tract III).
- C. The Applicant is proposing to subdivide the property into two (2) commercial lots along with minor sidewalk and handicap improvements on both lots.
- D. A Completeness Waiver Hearing was held on September 28, 2016 with the applicant to address the Township's Land Use Ordinance Completeness Checklist requirements relating to the referenced project. Based on the applicant's testimony, the following items were waived by the Board:
  1. Ordinance Section 802.A.5 – requires Tree Removal Application package in accordance with Section 525.
  2. Ordinance Section 802.A.6 – Environmental Impact Statement
  3. Ordinance Section 802.A.7 – Storm Management Report

4. Ordinance Section 802.A.9 – requires copy of the Letter of Interpretation (LOI) or letter exemption or proof of submission to New Jersey Department of Environmental Protection regarding presence of wetlands
5. Ordinance Section 802.A.11 – Circulation Impact Study

E. The following non-conformities exist on the subject property:

1. Ordinance Section 404.06.E (Schedule B) – Minimum side yard setback required is 30 feet; 21.6 feet is provided at the southeast building corner of the building on proposed lot 3.02.
2. Ordinance Section 404.06.E (Schedule B) – Maximum building height permitted is 30 feet; 30.3 feet is provided for the building on proposed lot 3.02.
3. Ordinance Section 412.12.A Table 4.1 – requires businesses and commercial uses having a total floor area between 24,000 square feet and 39,999 square feet shall provide two (2) loading berths (15 feet wide by 45 feet long with 15 feet vertically clearance). The applicant does not propose any loading berths. Existing non-conformity.
4. Ordinance Section 412.17.F – states requirements are considered minimum standards, and parking may be provided in excess of these requirements, but in no case shall the provided parking for non-residential uses exceed these minimum requirements by more than twenty (20%) percent. Proposed lot 3.01 proposes 148 parking spaces, where 106 spaces are required and 127 maximum parking



spaces are allowed. Proposed lot 3.02 proposes 150 parking spaces, where 106 spaces are required and 127 maximum parking spaces are allowed. Existing non-conformity.

5. Ordinance Section 514.B.3 – requires the minimum setbacks for buildings from driveways, parking spaces and private streets within the site shall be ten (10) feet for non-residential developments. The applicant proposes three (3) feet for the existing building on proposed Lot 3.02 and two (2) feet for existing building on proposed Lot 3.01. Existing non-conformity. This was granted under the original Site Plan approval.
6. Ordinance Sections 514.B.1 & 2 – prohibit parking in the front yard. Both lots have existing parking within the front yard. Existing non-conformity. This was granted under the original Site Plan approval.

F. The following variance and waiver are required:

1. Ordinance Section 404.06.E (Schedule B) – the minimum lot frontage required is 200 feet; proposed Lot 3.02 would not contain any lot frontage upon an approved public right-of-way. A variance is required.
2. Ordinance Section 404.06.E (Schedule B) – the maximum percent of total lot cover permitted is 65%; 82.5% is proposed for Proposed Lot 3.01 and 84.8% is indicated for Proposed Lot 3.02. A variance is required.

3. Ordinance Section 503.B.1 – states that buffering shall consist of a minimum 10 foot wide area surrounding all sides of parking lot exposed to view. The applicant does not propose buffers along proposed internal lot line. A waiver is required.

G. The following exhibits were submitted into evidence:

1. Outbound and topographic survey, marked as A-1.
2. Minor Site Plan dated August 23, 2016, marked as A-2.

H. William Fitzgerald, P.E., P.P. testified in support of the application as an expert in the field of engineering and planning. Mr. Fitzgerald testified this is an existing office complex with an existing parking lot. This application is merely establishing property lines for a subdivision.

I. No one appeared during the public portion of the hearing.

**NOW, THEREFORE, BE IT RESOLVED**, by the Planning Board of the Township of Neptune, on the 9th day of November, 2016 that the applicant's request for an preliminary and Final Major Site Plan approval with variances be approved; and

**BE IT FURTHER RESOLVED**, that a copy of the Resolution be forwarded to the Planning Board Secretary, to the applicant's attorney, the Township Clerk and the Building Department.

**BE IT FURTHER RESOLVED**, that notification of this favorable approval be published in an official newspaper of the Township of Neptune, by the applicant.

**BE IT FURTHER RESOLVED**, that this approval is subject to the following conditions:

1. The applicant shall comply with all representations made before the Planning Board, by its attorney and its expert.
2. If required, applicant shall obtain certification by the Local Soil Conservation District of a plan for soil erosion and sediment control in accordance with N.J.S.A. 4:24-39 et seq., commonly known as the "Soil Erosion and Sediment Control Act".
3. All materials, methods of construction and detail shall be in conformance with the current engineering and building requirements of the Township of Neptune, which are on file in the office of the Township Engineer.
4. Applicant shall obtain all approvals required by any Federal, State, County or Municipal agency having regulatory jurisdiction of this development. Upon receipt of such approval(s), the applicant shall supply a copy of the permit(s) to the Board. In the event that any other agency requires a change in the plans approved by this Board, the applicant must reapply to the Township of Neptune Planning Board for approval of that change.
5. Applicant shall resubmit its entire package for re-approval should there be a deviation from the terms and conditions of this resolution or the documents submitted as part of this application, all of which are made a part hereof and shall be binding upon the applicant.
6. Applicant shall provide a statement from the Township of Neptune Tax Collector that all taxes are paid in full as of the date of this Resolution and as of the date of the fulfillment of any condition(s) of this Resolution.

7. Prior to the issuance of a construction permit, the applicant shall furnish the Township Clerk with a cash bond and performance guarantee in an amount to be determined by the Township Engineer.
8. Unless specifically modified herein, the applicant shall comply with all terms and conditions of all prior resolutions of the Township of Neptune Planning Board regarding this application.
9. The applicant shall reimburse the Township of Neptune Planning Board for all professional fees expended or to be expended with regard to this application.
10. The applicant shall comply with all the provisions of the engineering report of Peter Avakian, P.E. dated October 24, 2016 unless modified herein.
11. The applicant shall comply with all the provisions of the planning report of Jennifer C. Beahm, P.P., A.I.C.P. dated October 12, 2016 unless modified herein.

**MOTION TO ADOPT & MEMORALIZE:**

Offered By: Keith Cafferty

Seconded By: Mychal Mills

**ROLL CALL ON VOTE**

Richard Ambrosio **YES**

Dr. Michael Brantley **YES**

Sharon Davis **YES**

Rev. Paul Brown **Absent**

Dyese Davis **YES**

Richard Culp **YES**

John Bonney **Absent**

Mychal Mills **YES**

Keith P. Cafferty **YES**

Linda Kornegay (Alt. 1) **Absent**

**CERTIFICATION**

I hereby certify that this is a true copy of a resolution of the Township of Neptune Planning Board adopted on November 9, 2016.



Kristie Armour, Administrative Officer  
Neptune Township Planning Board

**ZONING REVIEW**

ID: 557344100

Date: 04/05/2022

Fee: \$ 35.00

**PROPOSED WORK**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Adding a New Use to a Property     | <input type="checkbox"/> Home Occupation                    | <input type="checkbox"/> Private Garage        |
| <input type="checkbox"/> Air Condensor Unit(s)              | <input type="checkbox"/> Interior Remodel - Comm / Res      | <input type="checkbox"/> Residential Addition  |
| <input checked="" type="checkbox"/> Commercial Addition     | <input type="checkbox"/> New Accessory Structure            | <input type="checkbox"/> Signs                 |
| <input checked="" type="checkbox"/> Continuing/Changing Use | <input type="checkbox"/> New Commercial Business            | <input type="checkbox"/> Solar                 |
| <input type="checkbox"/> Deck/Balcony                       | <input type="checkbox"/> New Ownership of Property/Business | <input type="checkbox"/> Storage Shed          |
| <input type="checkbox"/> Driveway / Sidewalk / Apron        | <input type="checkbox"/> New Residence                      | <input type="checkbox"/> Swimming Pool/Hot Tub |
| <input type="checkbox"/> Fence/Retaining Wall               | <input type="checkbox"/> Porch                              | <input type="checkbox"/> Zoning Determination  |
| <input type="checkbox"/> Other: _____                       |   |  |

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

**ALL APPLICATIONS WITHIN THE HISTORIC DISTRICT REQUIRE HPC APPROVAL.**

**IF ANY OF THE REQUESTED INFORMATION IS SUBMITTED INCOMPLETE,  
THEN THIS APPLICATION SHALL BE RETURNED UNPROCESSED.**

**1. Location of property for which zoning permit is desired:**

**Street Address:** 1400 JUMPING BROOK RD **Block:** 3903 **Lot:** 3.02 **Zone:** C-1

**2. Applicant Name:** UNITED SHIPPING ALLIANCE, LLC (Adam Greenfield, Partner o/b/o) **Phone No.** (310)430-4221 **Fax No.**

**Applicant's Address:** 37 W 39th St. Suite 601, New York, NY 10018

**Email:** aggreenfield@gmail.com

**3. Property Owner Name:** UNITED SHIPPING ALLIANCE, LLC **Phone No.** **Fax No.**

**Property Owner's Address:** 305 CEDAR AVENUE ALLENHURST, NJ 07711

**Email:**

**4. Present Approved Zoning Use of the Property:** Vacant Office Building

**5. Proposed Zoning Use of the Property:** Office and Warehousing

**6. Describe in detail the activity or activities you are proposing. If you are proposing construction, then describe in detail the dimension and setbacks. If you are proposing a use, then describe the proposed use.**

**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 # (if any): (submit a copy of the Resolution)

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

Building Coverage: 0

Lot Coverage: 0 (Please include calculations)

**40:55D-68.3. Penalty for false filing.** Any person who knowingly files false information under this act shall be liable to a civil penalty not to exceed \$1,000 for each filing. any penalty imposed under this section may be recovered with costs in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58-1 et seq.

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

**Zoning Review Notes:**

04/05/2022 The applicant/property owner certifies the premises has been the subject of prior application to the Planning Board. The applicant has provided copies Planning Board Resolutions 16-23 & 16-25.

**The property is located within the C-1 Zoning District.**

**The property consists of one (1) 31,875 sq.ft. office building for permitted uses within the Zoning District.**

**There are presently no uses occupying the property. The building is vacant.**

In reviewing the submitted documents, it appears the applicant is proposing work in reference to:

- Zoning Permit Application Information Sheet;
- Zoning Permits;
- C-1
- Parking Requirements;
- Parking Lot and Loading Area Design Standards
- Signs: General Provisions: Permit Required:

**Zoning Permit Application Information Sheet;**

**With each Zoning Permit Application you are required to submit:** (for all projects within the Historic Zoning Districts) three (3)

copies of a current survey/site plan and three (3) sets of construction plans; **(for all projects outside of the Historic Zoning District) two (2) copies of a current survey/site plan and**

**two (2) set of construction plans.** Survey's must show the existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys must be prepared by a land surveyor. Survey information may be transposed to a site plan if the date of the survey and by whom and for whom it was prepared is noted on the site plan. Vegetation, general flood plain determinations or general location of existing utilities, buildings or structures may be shown by an architect, planner, engineer, land surveyor, certified landscape architect or other person acceptable to the reviewing governmental body. On all plans you are responsible for showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of all existing and proposed structures and substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street parking spaces and off-street loading areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Ordinance.

## **ZONING NOTES:**

**- The applicant did not submit the required construction plans as indicated on the zoning permit application information sheet.**

### **Zoning Permits:**

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:**

**- The applicant indicates the intent of this zoning permit application submission to be for a proposed change in use, adding Warehousing.**

C-1;

## **ZONING NOTES:**

**- Warehousing is not a permitted use within the C-1 Zoning District. A use variance is required from the Zoning Board of Adjustment.**

**- The applicant did not provide construction plans displaying the proposed layout of the warehousing use.**



## **Parking Requirements;**

**A** The total number of off-street parking spaces and loading spaces required for all uses or combination of uses shall be provided as specified in this Section. Any building or site containing more than one use shall meet the combined parking space and loading requirements for all uses, based on the area utilized for each separate use. The parking space schedule and loading space schedule in this Section represents general parking and loading requirements acceptable to the Township. Since a specific use may generate parking usage and/or loading/unloading activities that deviates from the requirements enumerated in this Section, documentation and testimony shall be presented to the Board as to the anticipated parking usage and loading activities. The parking requirements for any use not specifically indicated shall be determined by the Board based on evidence presented at the time of the application and based on requirements for similar type uses. Based upon the above, the Board may take action as follows:

**1** Grant a variance from parking requirements to permit a lesser number of spaces, provided, however, that spaces shall be shared by two or more separate uses with non-conflicting parking usage schedules;

**2** Grant a variance from parking space requirements contingent upon the applicant obtaining a specified number of reserved off-street parking spaces from another source, including, but not exclusively, the Township of Neptune;

**3** Require construction of a greater number of spaces.

**B** Parking space dimensions. Standard parking spaces shall measure nine (9) feet wide by eighteen (18) feet long. Handicapped parking spaces shall measure twelve (12) feet wide by eighteen (18) feet long.

**C** Multi-level parking structure.

**1** Building coverage and floor area ratio. That portion of a multi-level parking structure specifically designed to accommodate parking and driveway areas shall not be included in determining the maximum permitted building coverage and/or maximum floor area ratio (F.A.R.) on a particular tract.

**2** Standards. Where allowed as an accessory structure for a permitted principal use in the C-1, LI, PUD and C Zones, a multi-level parking structure shall conform to the following requirements:

(a) The structure shall not exceed six (6) levels and fifty-five (65) feet. In no instance shall a multi-level parking structure exceed the height of the principal structure.

(b) The required setbacks for multi-level parking structures shall be the same as those set forth for principal permitted structures. No multi-level parking structure may be located closer to a residential property line than a distance equal to the height of the structure.

(c) A security office and/or attendant area not to exceed five-hundred (500) square feet in area may be located within the multi-level parking structure.

(d) The architectural design for the facades of parking structures shall incorporate features such as articulated parapet walls, ornamental projections, varied planter widths and similar items to add visual interest and improve the overall appearance of the structure as viewed from the street.

(e) Adequate lighting shall be provided at all levels of a multi-level parking structure to ensure motorist and pedestrian safety and security. Bollardstyle light fixtures are encouraged at the uppermost level of the structure to mitigate off-site light spillage. The maximum mounting height of a light fixture as measure from the uppermost level of the structure shall be twelve (12) feet.

**D** Number of parking spaces. In all zone districts, except for uses in designated historic zone districts, there shall be provided, at the time that any building or structure is erected, enlarged, increased in capacity or has a change of use, parking spaces in accordance with the requirements in Table 4.2.

**E** Design standards. Standards for the design of parking lot areas are located at §514.

**F** For uses not specifically described herein, parking requirements shall be determined by the approving authority during a public hearing. These requirements are considered minimum standards, and parking may be provided in excess of these requirements, but in no case shall the provided parking for non-residential uses exceed these minimum requirements by more than twenty (20%) percent. This restriction shall not apply to single-family dwelling units.

**G** All permitted and required accessory off street parking spaces shall be located on the same lot as the use to which the spaces are accessory, or upon an adjacent lot in common ownership.

**ZONING NOTES:**

**- Refer to the Board Resolution for parking variance granted.**

## **Parking Lot and Loading Area Design Standards;**

Land Development Ordinance section 514 states:

**A** Applicability. This article shall apply to all site plan applications.

**B** Design standards. The following standards shall be used to prepare and review any development plan that involves the construction of a new parking lot or loading area or repair of an existing parking lot or loading area.

**1** Layout. All parking lots and loading areas shall be designed for the safety, control, efficient movement and convenience of motor vehicle circulation within a site. Traffic circulation shall be designed to minimize the use of aisles serving parking areas as access drives. For all uses except single-family dwellings, parking lots or individual spaces shall be prohibited within front yard areas. For nonresidential uses, parking areas with more than twenty-five (25) spaces shall have separate entrances and exits, where possible.

**2** Parking lot location. A parking lot shall be located to the rear of a building and/or the interior of the site where its visual impact to adjacent properties and the public right-of-way can be minimized. No parking lot shall be located in a required front yard.

**3** Building setbacks. The minimum setbacks for buildings from driveways, parking spaces and private streets within the site shall be ten (10) feet for nonresidential developments. Standards relative to building setbacks from parking areas and streets in residential development are at Section 516. The provisions of this subsection are in addition to the yard setback requirements of Article IV, which shall additionally be complied with.

**4** Construction and repair specifications. All parking lots and loading areas shall be constructed or repaired to specifications as approved by the Township Engineer.

**5** Striping and signage. Surface painted aisle, stall and directional striping and directional and traffic safety signs shall be provided throughout the parking, loading and circulation areas, pursuant to Article IV of this Chapter and in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).

**6** Location. See Article IV.

**7** Landscaping. See Section §509.

**8** Parking space dimensions. The following parking space sizes shall apply to all parking areas:

(a) Residential uses: 9' x 18'

(b) Office and industrial uses: 9' x 18'

(c) Government and institutional uses: 9' x 18'

(d) Retail uses utilizing shopping carts: 9.5' x 18'

(e) Other retail uses: 9' x 18'

(f) Handicapped van accessible: 18' x 18' (Van accessible spaces shall be striped with an 8' wide loading area. Other handicapped spaces with a 5' wide loading area. Paired handicapped spaces may share a loading area.)

(g) Other handicapped spaces: 13' x 18'

(h) Parallel spaces: 9' x 23'

(i) Bus spaces: 10' x 40'

(j) Tractor trailer: 12' x 60'

9 Aisle dimensions. Parking lot aisles shall measure as follows:

(REFER TO TABLE 5.5)

10 Handicapped parking spaces. The number, location, size and marking of handicapped parking spaces shall be pursuant to the requirements specified in N.J.S.A. 55 32-12. However, where handicapped accessible or adaptable dwelling units are provided in accordance with Multifamily Development pursuant to this Article, a minimum of one handicapped parking space shall be provided in a location within closest proximity to such dwelling unit.

(REFER TO TABLE 4.2)

**ZONING NOTES:**

- Refer to the Board Resolution for parking variance granted.

**Signs: General Provisions: Permit Required;**

Land Development Ordinance section 416.02-A states:

A Permit Required.

1 An application shall be made to the Zoning Officer for the issuance of a zoning permit by any person wishing to erect, alter, modify, or expand any sign, except exempt signs as described in this Article.

2 A zoning permit and any other permits that may be required for the erection or modification of a sign may only be issued subsequent to the issuance of a zoning permit by the Zoning Officer.

3 If the Zoning Officer determines that the proposed sign does not conform to the requirements contained herein, the Officer shall instruct the applicant that Planning Board or Zoning Board of Adjustment approval of an application for development is required, and the Officer shall further advise the applicant which Board has jurisdiction.

**ZONING NOTES:**

- The applicant is not proposing any signage with the submission of this Zoning Permit Application. Zoning Approval is required prior to the construction/installation of any signage on the property.

**The applicant does not display compliance with the Land Development Ordinance.**

**A use variance is required from the Zoning Board of Adjustment to add the Nonconforming Warehouse use to the property.**

**Status**

Approved

Denied

**Referrals**

Construction

HPC

Engineering

Planning Board

Zoning Board

Mercantile

Code Enforcement

United Shipping Alliance  
Block 3903, Lot 3.02  
Summary of Waivers

**802A Completeness Checklist for Site Plans**

5. Submission waiver is requested for providing a tree removal permit as no trees are proposed to be removed.
6. Submission waiver is requested for providing an Environmental Impact Statement. The site is entirely developed with building coverage, asphalt pavement, concrete walkways, and maintained landscape areas. Therefore, the environmental impact is negligible.
9. Submission waiver is requested for providing a letter of interpretation. The existing site is completely developed and therefore there are no on-site wetlands.
11. Submission waiver is requested for providing a circulation impact study. Due to the building conversion from office to an almost entirely warehouse use, the parking demand and traffic flow are significantly reduced.
12. Submission waiver is requested for providing a Community Impact Statement.

**Application for Development Checklist - Part B: Plat Requirements**

5. A waiver is requested for providing this information as no existing watercourses exist within or immediately adjacent to the site.
7. A partial waiver is requested for providing wooded areas, swamps, bogs, and ponds within the site and within 200'. This information is provided for the property limits, but not within 200' of the site.
14. A waiver is requested for providing an Off-Site Drainage Plan. The project proposes to reduce impervious coverage and stormwater runoff rates.
16. A waiver is requested for providing boring logs. The 784 SF building addition is proposed over existing developed portions of the site including parking areas which are already suitably compacted.