

June 6, 2023

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

**Re: Wayside Road LLC
c/o Christina Sinclair
634 Wayside Road
Minor Subdivision Application
Lot 23, Block 1904
Our File: NTPB 23-11**

Dear Board Members:

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

1. **Submitted Documents**

- Boundary & Topographic Survey for Block 1904, Lot 23, 634 Wayside Road prepared by Justin J. Hedges, PLS, CFS of Insite Surveying, dated December 27, 2022, last revised April 11, 2023.
- Minor Subdivision Plan for Block 1904, Lot 23, 634 Wayside Road consisting of two (2) sheets, prepared by Patrick R. Ward, P.E., P.P., of Insite Engineering, LLC, dated March 15, 2023, with no revision date.

We have completed our review of the submitted documents and offer the following comments:

2. **Site Analysis**

- A. The Minor Subdivision application currently consists of one (1) existing lot, Lot 23 in Block 1904. The property is 41,799 square feet (0.96 Ac) with frontage on Wayside Road.
- B. The minor subdivision consists of an existing two-story single-family dwelling. The Applicant is proposing to subdivide the property and create two (2) single family lots. The existing dwelling will be removed.
- C. The Applicant shall confirm that the existing dwelling is serviced by Municipal water and sanitary sewer services. The Applicant does not propose any Right-of-Way improvements with this application.

- D. The property is encumbered with tree removal and environmental constraints.
- E. The Applicant indicates proposed houses on new Lots 23.01 and 23.02 with no details provided.

3. **Application Completeness Checklist & Waivers**

The Applicant has identified the following checklist waivers:

- A. Completeness waiver request made by the Applicant.
- B. Completeness checklist identifying items that should be provided by the Applicant on the plan drawings.

4. **Surrounding Uses**

- A. Land uses surrounding the subject property are similarly zoned R-2 (Low Density Residential Zone) and contain a mix of single-family residential uses.

5. **Zoning Requirements**

- A. The property is located in the (R-2) Moderate Density Residential Zone. Detached single family residences are a permitted use within the zone.
- B. The Applicant is proposing several bulk variance as indicated in the following chart.

Description	Required	Existing	Proposed Lot 23.01	Proposed Lot 23.02
Minimum Area	10,000 sf	41,799 sf (0.96 AC)	20,867.07 sf (0.48 AC)	20,932.11sf (0.48 AC)
Minimum Lot Frontage	100 ft	133.3 ft	66.74 ft (V)	66.74 ft (V)
Minimum Lot Width	100 ft	133.5 ft	66.74 ft (V)	89.35 ft (V)
Minimum Lot Depth	100 ft	316.0 ft	315.09 ft	316.02 ft
Minimum Front Yard Setback	25 ft.	47.6 ft	To Comply	To Comply
Minimum Side Setback	10 ft	61 ft	To Comply	To Comply
Minimum Total Side Setback	25 ft	55.2 ft	To Comply	To Comply
Minimum Rear Setback	30 ft	194.6 ft	To Comply	To Comply
Maximum Building Coverage	30%	8%	To Comply	To Comply
Maximum Lot Coverage	45%	22.9%	To Comply	To Comply
Maximum Building Height	2 ½ stories 35 ft	(N/R)	To Comply	To Comply
Minimum Improvable Area	2,400 sf	28,000 sf	6,903 sf	2,829 sf
Minimum Diameter of Circle	32 ft	107.8 ft	41.52 ft	41.53 ft
Density	4.50	1.04	2.08	2.08

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

- C. The property is located in the (R-3) Moderate Density Residential Zone. Detached single-family residences are permitted uses within this zone. The Applicant does not propose any development under this application.
- D. The Applicant proposes the following Bulk Variances with the application:
 - 1) Minimum front setback of 18.4 feet for both existing Lots 7 and 7.01, where 20 feet is required, **(Existing non-conformity)**.
 - 2) Minimum lot frontage of 100 feet where the Applicant proposes 66.74 ft for proposed lots 23.01 and 23.02.

6. Minor Subdivision Plan

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

7. Environmental Impact

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

8. Tree Removal Permit

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

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

9. Miscellaneous

- A. The owner must sign the minor subdivision plan, with their signature notarized on the drawing.
- B. Monmouth County Planning Board approval or Letter of Exemption is required.
- C. The Applicant shall provide testimony for existing utilities for each individual lot. Testimony should address serviceability of utilities for each lot and that all utilities will be placed within an easement for future maintenance.
- D. Prior to issuance of a zoning permit, an individual lot grading and elevation plan should be provided for review and approval by the municipal engineer in accordance with Ordinance Section 1102.D. In addition to a grading plan, a drywell design with calculations shall also be provided.
- E. The Applicant shall provide testimony for street trees in accordance with Ordinance Section 523.
- F. In accordance with Ordinance 511 (Lighting), the Applicant shall provide testimony with regards to existing lighting levels on Wayside Road and if additional lighting is required.
- G. The following approvals will be required for construction permits
 - 1) Grading Plan Review
 - 2) Soil Erosion & Sediment Control Permit
 - 3) Road Opening Permit
 - 4) The necessary construction details shall be provided prior to construction, including but not limited to sewer, gas, electric and other applicable details.
 - 5) Posting of performance bonds and inspection fees as per the Township ordinance.
- H. The Applicant shall provide testimony for street trees in accordance with Ordinance Section 523.

- I. The Applicant shall revise the cover sheet to provide a signature block for the Administrative Officer. The title of Secretary shall be replaced with Administrative Officer.
- J. The Applicant shall provide testimony for existing and proposed utilities for each individual lot. Testimony should address serviceability of each lot and that all utilities will be placed underground in accordance with Ordinance Section 526.

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

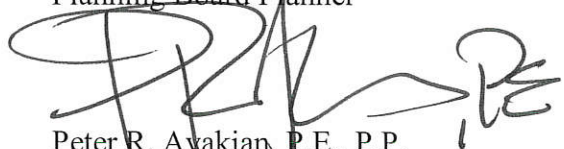
Should you have any questions or require additional information, please contact our office.

Very truly yours,

LEON S. AVAKIAN, INC.



Jennifer Beahm, P.P.
Planning Board Planner



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

MM::mcs

cc: Kristie Dickert, Administrative Officer
Mark Kitrick, Esq., Board Attorney
Mark R. Aikins, Esq., Applicant's Attorney
Patrick P. Ward, P.E., P.P., Applicant's Engineer
Wayside Road LLC c/o Christina Sinclair

NT/PB/23/23-11

APPLICATION COMPLETENESS CHECKLIST & WAIVERS

Completeness Waiver Request

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

Ordinance Section 802.A

- A. Ordinance Section 802.A.5 requires Tree Removal Application package in accordance with Section 525.
- B. Ordinance Section 802.A.6 – Environmental Impact Statement
- C. Ordinance Section 802.A.7 – Stormwater Management Report
- D. Ordinance Section 802.a.8 – Proof of Submission to Monmouth County Planning Board.
- E. Ordinance Section 802.A.11– Six (6) copies of Circulation Impact Study.

Completeness Checklist

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

- A. Ordinance Section 512.03.B.8 – Water main along Wayside Road
- B. Ordinance Section 812.03.B.12 -Proposed lot numbers as assigned by the Neptune Tax Assessor.
- C. Ordinance Section 813.03.B.13 – Waiver requested for on-site drainage plan.
- D. Ordinance Section 812.03.B.14 – Waiver requested for off-site drainage plan.
- E. Ordinance Section 812.03.B.16 – Waiver requested for Soil Boring Logs.
- F. Ordinance Section 812.03.B.25 – requires floor plans and building elevation drawings of any proposed structure. Based on the topography of the new lot, our office recommends a preliminary plan along with grading to address what could be built on the property.