

**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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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><u>PLEASE NOTE:</u> Only folded plans will be accepted, and all submitted plans must be to scale.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | a. Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | b. Six (6) copies of Soil Erosion & Sediment Control Plans and proof of submission to Freehold Soil Conservation District, or letter of exemption from FSCD.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | c. Five (5) copies with initial submission and with each subsequent submission, for completeness review.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | d. Once the application is deemed complete, twenty (20) additional full-sized paper site plans/construction plans, plus one (1) reduced-size paper copy of the plans (no larger than 11" x 17"), and one (1) CD containing the plans in .pdf format.  |
| <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 6. Six (6) copies of Environmental Impact Statement (EIS).  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 7. Six (6) copies of Stormwater Management Report.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 8. Proof of submission to Monmouth County Planning Board (if applicable).   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 9. Copy of Letter of Interpretation (LOI) or Letter of Exemption or proof of submission to New Jersey Department of Environmental Protection regarding presence of wetlands.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 10. Proof of submission to CAFRA (if applicable).   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 11. Six (6) copies of Circulation Impact Study.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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>TBD</u> Escrow Deposit \$ <u>15,000</u> in accordance with schedule.<br><u>PLEASE NOTE:</u> Application Fee and Escrow Deposit must be paid in separate checks.   |

\*Any request for a waiver must include a written explanation for the request.

Should you have any questions or require assistance with the application process, please contact the Board Office either by phone (732-897-4162 .x. 204), or by email ([kdickert@neptunetownship.org](mailto:kdickert@neptunetownship.org)).



**DESCRIPTION OF PROPERTY:**

11. Existing use of property: Primarily vacant
12. Proposed use of property: Mixed-use development (hotel, retail, mixed-use, residential condominium, single-family residences)
13. Special Flood Hazard Area: Zone AE and Zone X

**DETAIL PROPOSED INFORMATION:**

14. Proposed number of lots, if applicable: N/A

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE			
LOT COVERAGE			
BUILDING COVERAGE	<b>See Zoning Chart on Site Plan</b>		
BUILDING HEIGHT			
FRONT SETBACK			
REAR SETBACK			
SIDE SETBACK			
COMBINED SIDE SETBACK			

(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): Resolutions of Approval attached hereto  
 Result of decision: \_\_\_\_\_

16. List of variances requested with Section (§) reference; attach additional forms as necessary:  
N/A  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. If a Zoning denial has been received as part of this application, please attach. N/A

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

OG North End Development, LLC, being of full age, being duly sworn according to Law, on oath  
(INSERT APPLICANT'S NAME)

deposes and says that all the above statements are true.

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

By: Joel S. Brudner, Member of MB2 Ocean Grove, LLC, Managing Member  
\_\_\_\_\_  
(PRINT NAME OF APPLICANT)

Sworn and subscribed before me this

13<sup>th</sup> day of June, 2024

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

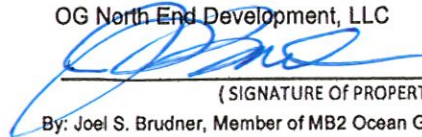
[ NOTARY SEAL ]  
DENISE MUZZIO  
Notary Public, State of New Jersey  
Comm. # 2370405  
My Commission Expires 3/4/2028

SITE VISIT AUTHORIZATION OF PROPERTY OWNER

I hereby authorize any member of the Township of Neptune Planning Board or Board of Adjustment, any of said Board's professionals or any reviewing agencies of the Board to enter upon the property which is the subject matter of this application, during daylight hours, for the limited purpose of viewing same to report and comment to the Board as to the pending application.

Date: 6/12/24

OG North End Development, LLC



(SIGNATURE OF PROPERTY OWNER)

By: Joel S. Brudner, Member of MB2 Ocean Grove, LLC, Managing Member

STATEMENT FROM TAX COLLECTOR

Block: 101

Lot: 3, 4 and part of Lot 2

Property location: Lake Avenue Walkway; 17 Spray Avenue; Boardwalk North End

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: OG North End Development, LLC  
( PLEASE PRINT )

Property Address: Lake Avenue Walkway; 17 Spray Avenue; Boardwalk North End

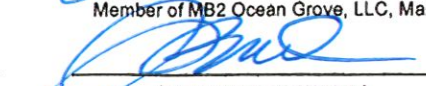
Block: 101 Lot: 3, 4 and part of Lot 2

Applicant: OG North End Development, LLC  
( PRINT NAME )

  
( SIGNATURE OF APPLICANT )  
By: Joel S. Brudner,  
Member of MB2 Ocean Grove, LLC, Managing Member

Date: 6/12/24

Owner: OG North End Development, LLC  
( PRINT NAME )

  
( SIGNATURE OF OWNER )  
By: Joel S. Brudner,  
Member of MB2 Ocean Grove, LLC, Managing Member

Date: 6/12/24