

**COMPLETENESS CHECKLIST FOR SITE PLANS AND/OR SUBDIVISIONS (Revised 5/13/13)**

**Section 802A. Development Application Completeness Checklist**

**+ FOUR (4) BULK VARIANCES  
2 PER LOT**

Section §802 [Submissions required for all development applications, excluding Use Variances and Bulk Variances]

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

C	N	N/A*	W*	<u>ONLY FOLDED PLANS WILL BE ACCEPTED</u>
<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: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Provide identification of subject property/properties' Special Flood Hazard Area Zone</li> <li><input checked="" type="checkbox"/> Executed copy of "Authorization &amp; Consent Form" part "C"</li> <li><input checked="" type="checkbox"/> Certificate of Ownership, if applicable part "D"</li> <li><input checked="" type="checkbox"/> Executed copy of Escrow Agreement part "E"</li> <li><input checked="" type="checkbox"/> Applicant/Owner to provide verification of taxes paid (this will be further verified by the Administrative Officer).</li> </ul>
<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 <u>(not required for subdivisions)</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Required Plans folded no larger than 30"x42": <ul style="list-style-type: none"> <li>a. Twenty-five (25) copies of current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</li> <li>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.</li> <li>c. Five (5) copies with initial submission and each subsequent submission for completeness review.</li> <li>d. Once the application is deemed complete, twenty (20) additional full-sized paper sets of the plans plus one (1) reduced-size paper set of the plans no larger than 11"x17", and one (1) CD containing the plans in .pdf format must be submitted to the Board Office for distribution.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Six (6) copies of Tree removal Application package in accordance with Section §525
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Six (6) copies of Environmental Impact Statement [EIS]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Six (6) copies of Stormwater Management Report
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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>1,510.00</u> Escrow Deposit \$ <u>5,300.00</u>

In accordance with fee schedule.

C = Complete N = Incomplete N/A = Not Applicable

\* Any request for a "WAIVER" must include a written explanation for the request. (Attach sheets as necessary)

**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 the 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" "MINOR SUBDIVISION"
  - 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 Zoning Board of Adjustment for Major Site Plan, Minor Site Plan, Major Subdivision, or Minor Subdivision: (PLEASE INCLUDE INFORMATION FOR EACH ZONE/BLOCK/LOT INVOLVED - ATTACH ADDITIONAL SHEETS AS NECESSARY)

ZONE DISTRICT:			
	<u>Required and/or Permitted</u>	<u>Existing</u>	<u>Proposed</u>
✓ Minimum lot area	10,000 SF	5434, 12198 & 15,000 SF	17,270 SF + 15,362 SF
✓ Maximum density	4.3 DU/AC	—	2.67 DU/AC
N/A Maximum floor area ratio (FAR)	N/A	N/A	N/A
✓ Minimum lot width	100 FT.	50 FT. MIN.	75 FT. MIN. 50 FT. MIN.
✓ Minimum lot frontage	100 FT.	50 FT. MIN.	75 FT. MIN. 50 FT. MIN.
✓ Minimum lot depth	100 FT.	100 FT.	197 FT.

	Required and/or Permitted	Existing	Proposed
✓ Minimum front yard setback	25 FT	N/A	25 FT.
✓ Minimum side yard setback	10 FT.	N/A	10 FT.
✓ Minimum combined side yard setback	25 FT.	N/A	25 FT
✓ Minimum rear yard setback	30 FT.	N/A	30 FT.
✓ Maximum percent building cover	30%	N/A	30%
✓ Maximum percent lot cover	40%	N/A	40%
✓ Maximum number of stories	2.5	N/A	2.5
✓ Maximum building height	35 FT.	N/A	35 FT.
✓ Minimum improvable area	2,400 SF	LOT 20 1,685 SF	6,958 SF
✓ Minimum improvable area - diameter of a circle [feet]	32 FT.	LOT 20 12.5 FT	62 FT.
N/A Off-street parking spaces	2.5 PER R.S.15	N/A	3 SPACES
N/A Loading spaces	N/A	N/A	N/A
N/A Signs	N/A	N/A	N/A
Existing use or uses: VACANT			
Proposed use or uses: SINGLE FAMILY RESIDENTIAL			
Existing floor area: 0			
Proposed floor area: T.B.D. - to be determined			

**NOTE:** Any items that are not applicable to a particular application shall be marked with an "N/A".

- 4.  North arrow and written and 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 Zoning Board in the determination of floodway and flood hazard area limits.
- Waivers 6.  Paving and right of way widths of existing streets within two hundred [200'] feet of the site.
- Waiver 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 Corp of Engineers.
- Waiver 8.  Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature with the site and within two hundred [200'] feet thereof.
- Waiver 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.
- Waiver 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.

waiver  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 they exceed ten [10%] percent, a five [5'] foot interval is permissible. Datum shall be United States Coast and Geodetic Survey Datum [MSL=0] 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:**

waiver  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.

waiver  The plan shall outline each area contributing to each inlet.

waiver  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.

waiver  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.

waiver  The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth of a foot.

waiver  To the extent that information is available and maybe obtained from the County or Township Engineer, any existing plans for drainage improvements shall be shown.

waiver  In the event a temporary drainage system is proposed, full plans of that system shall be shown.

waiver  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.

waiver  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, type, 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 are required or that some or all 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:

waiver  One boring not less than fifteen [15'] feet below grade or twenty [20'] feet 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.

- Waiver  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.
- Waiver  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 acres [or portion thereof] will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed
- Waiver  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 of a foot.
- Waiver  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 which two [2'] feet or more of fill is contemplated or has previously been placed.
- Waiver  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'] of the site.
18.  A key map, at a scale of not less than one [1] inch equals one thousand [1,000] 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.
- N/A 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.
- N/A 21.  Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation.
- N/A 22.  The location and size of proposed loading docks.
- Waiver 23.  The location of curbs and sidewalks.
- Waiver 24.  Cross sections showing the composition of pavement areas, curbs, and sidewalks.
- Waiver 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.
- Waiver 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.
- Waiver 27.  Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.
- Waiver 28.  Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated.

- N/A 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:**

- N/A 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:

N/A  The anticipated date of commencing construction of each section or stage.

N/A  Plans for separate construction emergency access for the project in order to avoid occupancy conflict.

waiver 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 parking on the site and provisions to be made for site maintenance.

waiver 32.  Traffic analysis report and recommendations from a qualified traffic engineer.

waiver 33.  Such other information as the Municipal Agency and/or Township Engineer may require during site plan review.

waiver 34.  Use Group Classification of the building or structure.

waiver 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.



**§ 1000 Application and Escrow Fees**

A. **Fee schedule.** Every application for development shall be accompanied by a check payable to the municipality in accordance with the following schedule:

**TABLE 10.1: APPLICATION FEES**

Type of Application		Administrative Fee	
Appeals and Interpretations		\$100.00	
Appeal to Governing Body		\$250.00	
Conceptual/Informal Reviews		\$50.00	
Bulk Variances	Residential	\$100.00 <i>x 4</i>	
	Nonresidential	\$250.00 per variance	
Use Variances		\$750.00	
Conditional Use		\$500.00	
Subdivision	Minor	\$750.00	
	Major	Preliminary	\$750.00 plus \$75.00 per lot.
		Final	\$500.00 plus \$40.00 per lot.
Minor Site Plan		\$500.00	
Site Plan	Major Site Plan	Residential Prelim	\$750.00 plus \$60.00 per dwelling unit
		Residential Final	50% of Preliminary
	Non-residential	Prelim	\$1,500.00 plus \$50.00 per acre, plus \$0.08 per square foot of proposed building area.
		Final	50% of preliminary
General Development Plan		\$2,000.00	
Certified List per MLUL 40:55D-12c		\$10.00 or \$0.25/acre, whichever is greater.	
Special Meeting		\$1,500.00	
Resubmission or Revision Fee		\$100.00 or 40% of original fee, whichever is greater	
Tax Map Revisions		\$300.00 plus \$25.00 per lot or unit.	
Zona Change Request		\$250.00	
Appeal to the Township Committee		\$250.00	
Tree Removal Permit		For new residential building lots, \$25.00 dollars per tree, up to a maximum of \$300.00 per lot; For all other properties, \$25.00 per tree up to a maximum of \$600.00 for each acre.	
Zoning Permit		\$35.00	
Historic Preservation Commission Certificate of Appropriateness		\$10.00	
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)		\$100.00 per use.	
Research Letter (from Administrative Officer)		\$75.00	
Extension of Approvals		\$250.00	
Soil Removal		\$100.00 per lot.	
Historic Preservation Commission Demolition (partial or total)		\$25.00	

400.-

750.-

10.-

350.-

Revised 08/27/07

25 Neptune Boulevard • Neptune, New Jersey 07753

Tel. 732.988.5200 • Fax 732.988.0062 • www.neptunetownship.org

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= \$1,510.00

TABLE 10.2: ESCROW FEES

Type of Application		Escrow	
Appeals and Interpretations		\$750.00	
Conceptual/Informal Board Review		\$750.00	
Conceptual/Informal Technical Review		\$1,500.00	
Bulk Variances	Residential	\$200.00	
	Residential Requiring Engineering Review	\$750.00	
Nonresidential		\$1,250.00	
Use Variances		\$1,500.00	
Conditional Use		\$2,000.00	
Subdivision	Minor	\$4,500.00	
	Major	Preliminary	0-5 lots - \$4,500 6-24 lots - \$8,000 25-100 lots - \$8,000 101+ - \$10,000
		Final	60% of Preliminary
		Minor Site Plan	\$1,500.00
Site Plan	Major Site Plan	Residential Prelim	\$2,500.00 plus \$25.00 per dwelling unit
		Residential Final	50% of preliminary
	Non-residential	Prelim	\$2,500.00 plus 0-5,000 sf - \$1,500.00 5,001-10,000 sf - \$3,500.00 10,001 - 25,000 sf - \$6,500.00 25,001-75,000 sf - \$8,500.00 75,000 sf + - \$10,000.00
		Final	50% of preliminary
General Development Plan		Same as Preliminary Site Plan	
Certified List		None	
Special Meeting		\$500.00	
Resubmission or Revision Fee		40% of original fee	
Administrative Approval of Changes		\$500.00 per change	
Appeal to the Township Committee		None	
Issuance of a Permit in Certain Areas		\$200.00	
Tree Removal Permit		\$500.00	
Zoning Permit/Certificate of Appropriateness		None	
Historic Preservation Commission Demolition		\$1,800.00	
Review of Architectural elevations by Township Architect (if required by Planning or Zoning Board Officials)		\$1,500.00	
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)		None	
Extension of Approvals		\$1,000.00	
Treatment Works Approval		\$500.00	
Soil Removal		\$100.00 for review of an application by the Township Engineer and inspection of the site, plus \$0.05 per sq. foot of area disturbed due to the removal of soil	
Plot Plan/Grading Plan and As-built Survey Review		\$750.00 per lot	

800.00  
4,500.00

= \$ 5,300.00



- 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. 40:56D-53 and N.J.S.A. 40:56D-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  
25 Neptune Blvd.  
Neptune, New Jersey 07753  
732-988-5200 ext. 278 Fax 732-988-4259  
www.neptunetownship.org



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  Explain: \_\_\_\_\_

Please check one:

Planning Board       Zoning Board of Adjustment

Property Information:

1. Property address: 2 & G PARK PLACE + S VALETTA PLACE  
Block 5303 Lot 16, 19, 20 Zone R-2 Acreage 0.75 Ac.

Contact Information: HEATH ROW EXCHANGE, LLC &

2. Name of applicant: SHARK RIVER HILLS ESTATE c/o WILLIAM OLIVER  
Mailing address: 2240 ROUTE 33, SUITE 112, NEPTUNE, NJ 07753  
Phone # 732-988-1500 Fax # 732-775-7404 Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

3. Interest of Applicant if other than owner: OWNER

4. Contact Person: WILLIAM OLIVER, ESQ.

Mailing Address: 2240 ROUTE 33, SUITE 112, NEPTUNE, NJ 07753  
Phone # 732-988-1500 Fax # 732-775-7404 Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

5. Name of owner: SHARK RIVER HILLS ESTATES & HEATHROW EXCHANGE,  
Mailing address: c/o WILLIAM OLIVER, ESQ. LLC  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

6. Name of applicant's Attorney: WILLIAM OLIVER, ESQ.

Mailing Address: 2240 ROUTE 33, SUITE 112, NEPTUNE, NJ 07753  
Phone # 732-988-1500 Fax # 732-775-7404 Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

7. Name of applicant's Engineer: NELSON ENGINEERING ASSOCIATES, INC  
 Mailing Address: 1750 BLOOMSBURY AVE., OCEAN, NJ 07712  
 Phone # 732-918-2180 Fax # 732-918-0697 Cell # \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**Detail Property Information:**

8. Existing use of property: VACANT  
 9. Proposed use of property: SINGLE FAMILY RESIDENTIAL  
 10. Special Flood Hazard Area: ZONE 'AE'

**Detail Proposed Information:**

11. Proposed number of lots, if applicable 2

	<u>Required/Permitted</u>	<u>Existing</u>	<u>Proposed</u>
Lot Size	10,000 SF	VARIABLES 5,400 to 12,500 SF	15,362 SF
Lot Coverage	40%	0%	< 40%
Building Coverage	30%	0%	< 30%
Building Height	2.5 STORIES 35 FT.	0	2.5 STORIES 35 FT.
Front Setback	25 FT.	0	25 FT.
Rear Setback	30 FT.	0	30 FT.
Side Setback	10 FT.	0	10 FT.
Combined Side Setback	25 FT.	0	25 FT.

(If multiple lots and/or buildings are proposed, please attach detailed listings)

12. Has there been any previous applications involving these premises? Yes  No  Unknown

If so, when \_\_\_\_\_

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

13. List of variances requested with Section reference [attach forms as necessary]

403.02 E SCHEDULE B-1 LOT WIDTH (2 COUNTS)  
" " " LOT FRONTAGE (2 COUNTS)

14. 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 completed application form inclusive of any supporting information; and twenty-five (25) copies plus one (1) CD\* of survey and/or any plan(s), with one (1) additional copy of survey and/or any plan(s) on 11" x 17" sheet(s).

\* See Section 802A. Development Application Completeness Checklist for details on submission requirements.

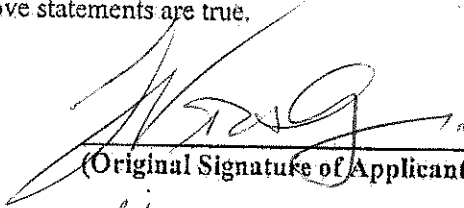
**AFFIDAVIT OF APPLICATION**

State of New Jersey  
County of Monmouth

SHARK RIVER HILLS ESTATES  
& HEATHROW EXCHANGE, LLC

c/o WILLIAM OLIVER, ESQ. \_\_\_\_\_ being of full age, being duly sworn according to  
(Insert Applicant's Name)

Law, on oath depose and says that all the above statements are true.



(Original Signature of Applicant to be Notarized)

WILLIAM OLIVER, JR. President  
AND MAURINE MCABER

(Print Name of Applicant)

RESPECTIVELY

Sworn and subscribed before me this

17th day of June, 2020



Signature of Notary Public

ROXANN M. ANDRUS

NOTARY PUBLIC

STATE OF NEW JERSEY

MY COMMISSION EXPIRES MAY 29, 2022

[NOTARY SEAL]

**SITE VISIT AUTHORIZATION OF PROPERTY OWNER**

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

Date:

6/19/20

[Signature]  
Signature of Property Owner  
Murray Member

**STATEMENT FROM TAX COLLECTOR**

Block 5303 Lot 16

Property Location 5 VALETTA PLACE

Status of municipal taxes delinquent

Status of assessments for local improvements \_\_\_\_\_

Date: 6-26-2020

[Signature]  
Authorized Signature of Tax Collector

**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 PLANNING BOARD  
(Insert Planning Board or Zoning Board of Adjustment)

IN THE TOWNSHIP OF NEPTUNE, STATE OF NEW JERSEY, COUNTY OF MONMOUTH.  
SHARK RIVER HILLS ESTATES

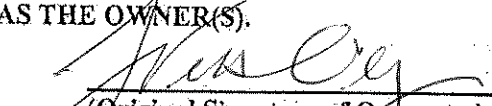
I/WE, & HEATH ROW EXCHANGE, LLC, WITH MAILING ADDRESS OF  
(Insert Property Owner's Name) C/O WILLIAM OLIVER, ESQ.  
2240 ROUTE 33, SUITE 112  
NEPTUNE, NJ 07753 OF FULL AGE BEING DULY  
(Insert Property Owner's Mailing Address)

SWORN ACCORDING TO LAW AND OATH DEPOSES AND SAYS:

"I/WE ARE THE OWNER(S) OF THE SUBJECT PROPERTY IN CONNECTION WITH  
THIS APPLICATION DESIGNATED AS BLOCK(S) 5303 LOT(S) 16, 19, 20  
ALSO KNOWN AS 2 and 6 PARK PLACE &  
5 VALETTA PLACE  
(Insert physical address of the subject property)

I/WE AUTHORIZE WILLIAM OLIVER  
(Insert name of Owner(s)' representative appearing before the Board)

TO APPEAL TO THE PLANNING/ZONING 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 ANY DECISION OF THE PLANNING/ZONING 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 Owner to be Notarized)

WILLIAM H. OLIVER, JR.

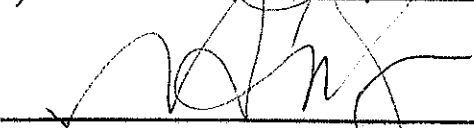
PRESIDENT, AND MARTINA MERRILL

RESPECTIVELY

(Original Signature of Owner to be Notarized)

Sworn and subscribed before me this

17th day of July, 2022

  
\_\_\_\_\_  
Signature of Notary Public

[NOTARY SEAL]

SITE VISIT AUTHORIZATION OF PROPERTY OWNER

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

Date: 6/19/20

*Josely Pender*  
Signature of Property Owner  
*Maryann Nether*

STATEMENT FROM TAX COLLECTOR

Block 5303 Lot 20

Property Location 2 PARK PLACE

Status of municipal taxes delinquent

Status of assessments for local improvements \_\_\_\_\_

Date: 6/22/2020

*Michaela Riccio*  
Authorized Signature of Tax Collector

SITE VISIT AUTHORIZATION OF PROPERTY OWNER

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

Date:

6/19/20

[Handwritten Signature]

Signature of Property Owner

Pruditt + Marguy Rubin

STATEMENT FROM TAX COLLECTOR

Block 5303 Lot 19

Property Location G. PARK PLACE

Status of municipal taxes delinquent

Status of assessments for local improvements \_\_\_\_\_

Date: 6/20/2020

[Handwritten Signature]

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 will include engineering, legal, planning, architectural, and any other expenses incurred in connection with the review of this application before the Land Use Board.

The amount of the Escrow Deposit will be determined by the Neptune Township Land Development Ordinance, section 1000 Application and Escrow Fee, 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; applicant will be notified of any anticipated charges and the amount of the 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, applicant will be considered to be in default, and such default may jeopardize appearance before the Board of hold up any and all pending approvals and building permits. Continued refusal will result in legal action against the property.

Also 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 Section 1000, Application and Escrow Fees and agree to all conditions listed.

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Name of Applicant: SHARK RIVER HILLS ESTATES & HEATHROW EXCHANGE, LLC c/o WILLIAM OLIVER, ESQ.  
[please print]

Property Address: 2 PARK PLACE Block 5303 Lot 20  
3 PARK PLACE Lot 19  
5 VALETTA PLACE Lot 16

Applicant's Name: SHARK RIVER HILLS ESTATES & HEATHROW EXCHANGE, LLC [Print Name] [Signature] [Signature of Applicant]

Owner's Name: SHARK RIVER HILLS ESTATES & HEATHROW EXCHANGE, LLC [Print Name] [Signature] [Signature of Owner]

Date: 6/19/20