

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

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

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:

<u>C</u>	<u>N</u>	<u>N/A*</u>	<u>W*</u>	<b><u>ONLY FOLDED PLANS WILL BE ACCEPTED</u></b>
<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 [not required for subdivisions]
				4. Required Plans folded no larger than 30"x42":
<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 each subsequent submission for completeness review.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<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 Section §525
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Six (6) copies of Environmental Impact Statement [EIS]
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Community Impact Statement [for Major Site Plan and/or Major Subdivision only]
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Application Fee \$ <u>750.00</u> Escrow Deposit \$ <u>4,500.00</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)

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: 135 Leonard Avenue, Neptune, New Jersey 07753  
Block 704      Lot 1      Zone R-4      Acreage 12,746.3 SQ. FT.

### Contact Information:

2. Name of applicant: 135 Leonard LLC  
Mailing address: c/o Jennifer S. Krimko, Esq.  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
3. Interest of Applicant if other than owner: N/A
4. Contact Person: c/o Jennifer S. Krimko, Esq.  
Mailing Address: 1500 Lawrence Avenue, Ocean, New Jersey 07712  
Phone # 732-643-5284      Fax # 732-643-5294      Cell # \_\_\_\_\_  
E-mail address: JSK@ansellgrimm.com
5. Name of owner: 135 Leonard LLC  
Mailing address: c/o Jennifer S. Krimko, Esq.  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
6. Name of applicant's Attorney: Jennifer S. Krimko, Esq.  
Mailing Address: 1500 Lawrence Avenue, Ocean, New Jersey 07712  
Phone # 732-643-5284      Fax # 732-643-5294      Cell # \_\_\_\_\_  
E-mail address: JSK@ansellgrimm.com

7. Name of applicant's Engineer: Robert H. Morris, P.L.S., Nelson Engineering Associates, Inc.  
 Mailing Address: 444 Neptune Blvd., Suite 4, Neptune, New Jersey 07753  
 Phone # 732-918-2180 Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**Detail Property Information:**

8. Existing use of property: Residential  
 9. Proposed use of property: Residential  
 10. Special Flood Hazard Area: No

**Detail Proposed Information:**

11. Proposed number of lots, if applicable 2  
 See chart on submission plan.

	<u>Required/Permitted</u>	<u>Existing</u>	<u>Proposed</u>
<b>Lot Size</b>			
<b>Lot Coverage</b>			
<b>Building Coverage</b>			
<b>Building Height</b>			
<b>Front Setback</b>			
<b>Rear Setback</b>			
<b>Side Setback</b>			
<b>Combined Side Setback</b>			

(If multiple lots and/or buildings are proposed, please attach detailed listings) \*\* Indicates an Existing Non-Conforming Condition not impacted by the proposed application.

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]  
N/A  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Matthew Sigman, Member, 135 Leonard LLC \_\_\_\_\_ being of full age, being duly sworn according to  
**(Insert Applicant's Name)**

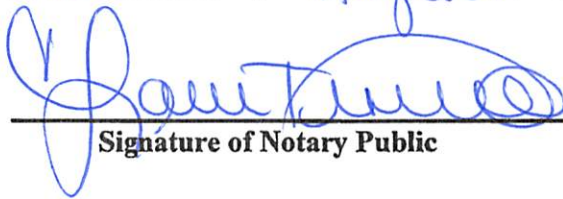
Law, on oath depose and says that all the above statements are true.

  
\_\_\_\_\_  
**(Original Signature of Applicant to be Notarized)**

Matthew Sigman, Member  
\_\_\_\_\_  
**(Print Name of Applicant)**

Sworn and subscribed before me this

18 day of August, 2021

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

[NOTARY SEAL]

**LAUREN M. TIMONI**  
**NOTARY PUBLIC OF NEW JERSEY**  
**My Commission Expires 6/6/2022**



**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.**

135 Leonard LLC

**Date:** 8/18/21

  
\_\_\_\_\_

**Signature of Property Owner**

Matthew Sigman, Member

**STATEMENT FROM TAX COLLECTOR**

**Block** 704      **Lot** 1

**Property Location** 135 Leonard Avenue, Neptune, New Jersey 07753

**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 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.

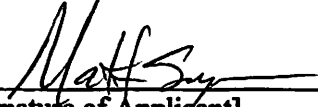
Also in accordance with N.J.S.A. 40:55D-53.1, all unused portion of the escrow account will be refunded upon written request from the applicant, and verification by the board's professionals who reviewed the application.

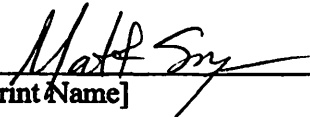
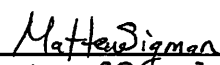
By signature below, I/we acknowledge receipt of Neptune Township's Section 1000, Application and Escrow Fees and agree to all conditions listed.

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Name of Applicant: 135 Leonard LLC  
[please print]

Property Address: 135 Leonard Avenue, Neptune, New Jersey 07753 Block 704 Lot 1

Applicant's Name: Matthew Sigman, Member   
[Print Name] [Signature of Applicant]

Owner's Name: Same    
[Print Name] [Signature of Owner]

Date: 8/18/21