

COMPLETENESS CHECKLIST for USE and/or BULK VARIANCES

§802B. Completeness Checklist for Use Variance and Bulk Variance Request. (Last revised by Ordinance No. 13-17.)

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:
<input type="checkbox"/> Applicant's name, address, telephone number, facsimile number and e-mail address.
<input type="checkbox"/> Property Owner's name, address, telephone number, facsimile number and e-mail address.
<input type="checkbox"/> Applicant's Interest in the property.
<input type="checkbox"/> Name, address, telephone number, facsimile number and e-mail address of the Applicant's attorney (if represented), and any and all other professional representatives.
<input checked="" type="checkbox"/> Street address of property under consideration.
<input checked="" type="checkbox"/> Tax Block and Lot numbers of property.
<input checked="" type="checkbox"/> Zoning District in which property is located.
<input checked="" type="checkbox"/> Description of the property.
<input checked="" type="checkbox"/> Description of the proposed development.
<input checked="" type="checkbox"/> Type of application (i.e., Use Variance or Bulk Variance).
<input checked="" type="checkbox"/> Identification of subject property's Special Flood Hazard Area Zone.
<input checked="" type="checkbox"/> Executed copy of "Authorization & Consent Form" Part C.
<input checked="" type="checkbox"/> Executed copy of "Certificate of Ownership" Part D, if applicable.
<input checked="" type="checkbox"/> Executed copy of "Certificate of Corporation/Partnership", if applicable.
<input checked="" type="checkbox"/> Verification of taxes paid (this will be further verified by the Administrative Officer).
<input checked="" type="checkbox"/> Executed copy of "Escrow Agreement" Part E. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Twenty-five (25) copies of the property deed(s). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Twenty-five (25) copies of the Zoning Permit denial. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Required plans, folded, no larger than 30" x 42".
PLEASE NOTE: 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Five (5) copies of site plans/construction plans with initial submission and with each subsequent submission, for completeness review. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | c. 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Community Impact Statement (for Use Variance only). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Application Fee \$ <u>\$2,370.00</u> Escrow Deposit \$ <u>5,750.00</u> in accordance with schedule.
PLEASE NOTE: Application Fee and Escrow Deposit must be paid in separate checks. |

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

The information below roughly outlines the steps involved in processing an application for a Use and/or Bulk Variance:

After you submit your application, fees, and supporting documents, your application will be reviewed for completeness. At that time, you will receive notification advising you whether your application is "complete". If your application is deemed "incomplete", you will be asked to provide the additional information as outlined in the notification. If your application is deemed "complete", you will receive a letter advising you of your scheduled hearing date.

When you receive your hearing letter, it will include further instructions regarding the process necessary to notify the public of your application, and the notice requirements for the newspaper.

PLEASE NOTE: *It is helpful to the Board that you provide as much detailed information as possible regarding your proposal. Recent photographs of the entire structure/property, clearly showing front, sides and rear, are strongly suggested.* In general, the Board can make its decision at the first meeting/hearing unless the Applicant has failed to provide sufficient information.

Once the Board has rendered a decision, a resolution will be prepared indicating the variance has been granted or denied; this resolution will be memorialized at the next scheduled meeting/hearing. Approximately two (2) to five (5) days after the memorialization of the resolution, it will be mailed to you or to your attorney (should you be represented by an attorney).

Following memorialization, you will be required to publish a "Notice of Decision" in the Township-approved newspaper – The Coaster, 111 Main Street, Asbury Park, NJ 07719. When placing your ad, you must request an "Affidavit of Publication", the original "Affidavit of Publication" of your notice must be submitted to the Board Office once the Notice has been published.

Please be aware that any objector to your approval/denial has up to forty-five (45) days after your notice is published in the newspaper to file an appeal of the decision of the Board.

Please note that application fees are not refundable whether your application has been approved or denied; however, any unused portion of your escrow deposit will be refunded to you. A written request for such refund must be received by the Board Office in order to begin the refund process.

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).

APPLICATION for USE and/or BULK VARIANCES

TYPE OF VARIANCE REQUESTED:

- Bulk Variance (front, side/rear setback, other) – Specify:** Minimum Lot Area of 7,500 sf required, where 5,000 sf for each new lot (2) is proposed; Minimum Lot Width of 75 ft. is required, where 50 ft. for each new lot (2) is proposed; Minimum Lot Frontage of 75 ft. is required, where 50 ft. for each new lot (2) is proposed; Maximum Building Coverage of _____ 30% is permitted, where 30.80% for each new lot (2) is proposed; and Minimum Improvable Area of 2,000 sf is required, where 1,500 sf for each new lot (2) is proposed
- Bulk Variance (lot coverage):** _____
- Use Variance (proposal not permitted in zone):** _____
- Appeal/Interpretation of Decision:** _____
- Other - Specify:** _____

1. **Property Address:** 405 Moore Road
2. **Block:** 5002 **Lot:** 12
3. **Property is located in** R-3 **Zoning District, according to Neptune Township Land Development Ordinance.**
4. **Name of Applicant:** 59 Murray, LLC
Mailing Address: 195 Main Street, Suite 206, Metuchen, NJ 08840
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
5. **Name of Owner:** Same as Applicant
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
6. **Interest of Applicant, if other than Owner:** N/A
7. **Name of Contact Person:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
8. **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: _____
9. **Applicant's Engineer:** Walter Joseph Hopkin, PE **Company:** WJH Engineering
Mailing Address: 257 Monmouth Road, Bldg. A, Ste. 7, Oakhurst, NJ 07755
Phone #: 732-223-1313 **Fax #:** _____ **Cell #:** _____
E-mail Address: whopkin@wjhengineering.com
10. **Applicant's Architect:** _____ **Company:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
11. **Applicant's Surveyor:** _____ **Company:** _____
Mailing Address: _____
Phone #: _____ **Fax #:** _____ **Cell #:** _____
E-mail Address: _____
12. **Applicant's Planner:** Christine A. Nazzaro-Cofone, AICP/PP **Company:** Cofone Consulting Group, LLC
Mailing Address: 125 Half Mile Road, Suite 200, Red Bank, NJ 07701
Phone #: 732-933-2715 **Fax #:** _____ **Cell #:** 732-439-6400
E-mail Address: ccofone@cofoneconsulting.com

DESCRIPTION OF PROPERTY (e.g., Single Family Dwelling, Commercial/Retail):

Existing use of property: Vacant Land
Proposed use of property: Single Family Residential
Special Flood Hazard Area: _____

PRINCIPAL USE: Single Family Residential

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	7,500 sf	10,000 sf	5,000 sf for each proposed lot
LOT COVERAGE	45%	N/A	38% for each proposed lot
BUILDING COVERAGE	30%	N/A	30.8% for each proposed lot
BUILDING HEIGHT	35 ft.	N/A	33.67 ft. for each proposed lot
FRONT SETBACK	20 ft.	N/A	20 ft. for each proposed lot
REAR SETBACK	30 ft.	N/A	30 ft. for each proposed lot
SIDE SETBACK	10 ft.	N/A	10 ft. for each proposed lot
COMBINED SIDE SETBACK	20 ft.	N/A	20 ft. for each proposed lot

(If multiple lots and/or buildings, please attach additional detailed listing for each.)

ACCESSORY (if applicable):

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE			
LOT COVERAGE			
BUILDING COVERAGE			
BUILDING HEIGHT			
FRONT SETBACK			
REAR SETBACK			
SIDE SETBACK			
COMBINED SIDE SETBACK			

(If multiple lots and/or buildings, please attach additional detailed listing for each.)

8. 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): _____

Result of decision: _____

9. Justification/reason(s) for variance(s) requested. (Be as specific as possible; attach additional sheets if necessary.):

The benefits of granting the variances substantially outweigh any detriment, and will have no negative impact on the zone plan, zoning ordinance or master plan, especially where, as here, the subdivision of this oversized lot will be in keeping with the existing lot sizes in the immediate area.

10. 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

_____, 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. 59 MURRAY, LLC, Applicant/Owner

By: _____
(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

59 Murray, LLC

(PRINT NAME OF APPLICANT)

Sworn and subscribed before me this

_____ day of _____, 20_____

[NOTARY SEAL]

(SIGNATURE OF NOTARY PUBLIC)

AFFIDAVIT OF APPLICATION

State of New Jersey
County of Monmouth

59 MURRAY LLC
JAMIE GORDON

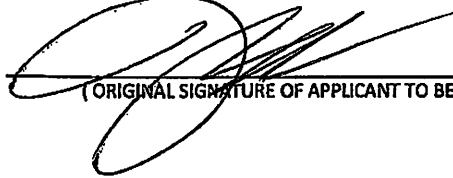
(INSERT APPLICANT'S NAME)

deposes and says that all the above statements are true.

, being of full age, being duly sworn according to Law, on oath

59 MURRAY, LLC, Applicant/Owner

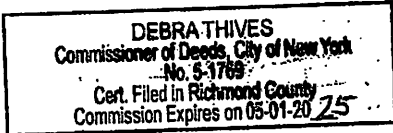
By:



(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

59 Murray, LLC

(PRINT NAME OF APPLICANT)



Sworn and subscribed before me this

17 day of July, 20 24

[NOTARY SEAL]

Debra Thives

(SIGNATURE OF NOTARY PUBLIC)

OWNER'S AFFIDAVIT OF AUTHORIZATION AND CONSENT STATEMENT OF LANDOWNER

WHERE APPLICANT IS NOT LANDOWNER N/A
(Original signatures only – copies will not be accepted)

In the matter before the _____ in the Township of Neptune,
(INSERT PLANNING BOARD or BOARD OF ADJUSTMENT)

State of New Jersey, County of Monmouth, I/We, _____,
(INSERT PROPERTY OWNER'S NAME[S])

with mailing address of _____,
(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) _____ Lot(s) _____,

also known as _____
(INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY)

I/We authorize _____
(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).

(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

Sworn and subscribed before me this

_____ day of _____, 20_____

[NOTARY SEAL]

(SIGNATURE OF NOTARY PUBLIC)

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.

59 MURRAY, LLC

Date: 7.17.2024

By: _____

(SIGNATURE OF PROPERTY OWNER)

Jamie Gordon

STATEMENT FROM TAX COLLECTOR

Block: 5002 Lot: 12

Property location: 405 Moore 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: 59 Murray, LLC
(PLEASE PRINT)

Property Address: 405 Moore Road


Block: 5002 Lot: 12

Applicant: 59 Murray, LLC
by: Jamie Gordon
(PRINT NAME)


(SIGNATURE OF APPLICANT)

Date: 7/16/24

Owner: 59 Murray, LLC
by: Jamie Gordon
(PRINT NAME)


(SIGNATURE OF OWNER)

Date: _____

Zoning Permit



<input type="checkbox"/> ACCESSORY STRUCTURE (\$35)	<input type="checkbox"/> PORCH/DECK/BALCONY/ENTRY PLATFORM (\$35)
<input type="checkbox"/> COMMERCIAL/RESIDENTIAL ADDITION (\$35)	<input type="checkbox"/> RETAINING WALL (\$35)
<input type="checkbox"/> CONTINUING THE USE/OCCUPANCY OF A PROPERTY, BUILDING OR STRUCTURE UNDER NEW BUSINESS/PROPERTY OWNERSHIP (\$35)	<input type="checkbox"/> SIGN (\$35)
<input type="checkbox"/> DRIVEWAY (\$35)	<input type="checkbox"/> SOLAR PANEL (\$35)
<input type="checkbox"/> FENCE (\$35)	<input type="checkbox"/> STARTING/CHANGING A USE/OCCUPANCY OF A PROPERTY, BUILDING, OR STRUCTURE (\$35)
<input type="checkbox"/> HISTORIC DISTRICT: AC UNIT/GENERATOR/EXHAUST FAN (\$35)	<input type="checkbox"/> STORAGE SHED (\$35)
<input type="checkbox"/> IMPERVIOUS COVERAGE (\$35)	<input checked="" type="checkbox"/> SUBDIVISION (\$35)
<input type="checkbox"/> INTERIOR REMODELING (\$35)	<input type="checkbox"/> SWIMMING POOL/HOT TUB/TENNIS COURT (\$35)
<input type="checkbox"/> NEW PRINCIPAL STRUCTURE (\$35)	<input type="checkbox"/> ZONING DETERMINATION LETTER (\$35)
<input type="checkbox"/> OTHER: _____ (\$35)	

*Indicate location, height, and type of fence or wall on survey / plot plan.

PLEASE REVIEW THE ZONING PERMIT INFORMATION SHEET, AND ALL APPLICABLE LAND DEVELOPMENT ORDINANCE REQUIREMENTS, PRIOR TO COMPLETING THIS APPLICATION

The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at www.neptunetownship.org/departments/land-use.

As per the Neptune Township Land Development Ordinance Section 1102, a Zoning Permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any building or structure; the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure; or the issuance of a Certificate of Appropriateness, where applicable.

PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.

PLEASE PRINT CLEARLY:

1. Block: 5002	Lot: 12	Zoning District: R-3	
2. Property Address: 405 MOORE ROAD			
3. Current Property Owner Information:			
(AS IDENTIFIED ON THE TAX ASSESSORS RECORD) Applicant Information:			
Name: 59 MURRAY, LLC		Name: 59 MURRAY, LLC	
Address: 195 MAIN STREET SUITE 206		Address: 195 MAIN STREET SUITE 206	
METUCHEN, NJ 08840		METUCHEN, NJ 08840	
Phone: [REDACTED]		Phone: [REDACTED]	
Email Address: [REDACTED]		Email Address: [REDACTED]	
4. Present zoning use of the property: Vacant Lot			
5. Proposed zoning use of the property: Vacant Lot <input checked="" type="checkbox"/> Unchanged			

Zoning Permit

6. Describe in detail all zoning related activities you are proposing.

(PROVIDE DETAILED DESCRIPTION ON ADDITIONAL PAGES IF NECESSARY)

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 #: _____

(SUBMIT A COPY OF THE RESOLUTION WITH THE BOARD SIGNED PLANS WITH THIS APPLICATION SUBMISSION)

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

Building Coverage: 0 % Lot Coverage: 0 %

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

Zoning Review Notes:

04/02/2024 The property is located within the R-3 Zoning District.

The applicant has stated that the current zoning use of the property is "Residential (Vacant – existing shed to be demolished)" and the proposed zoning use is "Residential." However, these designations are inaccurate. It's crucial to accurately identify the zoning use of the property for the zoning review process. The property in question is actually a vacant lot. Additionally, the presence of an accessory Storage Shed on the property without a principal structure is not

permissible. The applicant has indicated that the Storage Shed will be removed from the property.

Furthermore, the applicant has mentioned proposed structures on the two separate properties. However, it's important to note that this aspect is not under review in this zoning determination process. This is because the applicant failed to provide appropriate construction plans along with necessary additional information regarding those structures, which would demonstrate compliance or noncompliance with the requirements outlined in the Neptune Township Land Development Ordinance.

To clarify, this zoning determination specifically pertains to the proposed subdivision of a vacant lot into two separate vacant lots.

Zoning Permit;

Neptune Township 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:

- This zoning review is for the subdivision of a vacant lot only.

The applicant indicates the proposed subdivision of one 100'X100' lot into two 50'X100' lots. The applicant is proposing to generate two undersized

lots that do not meet the area, width, and frontage requirements.

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Planning Board review and approval is required.

Status

Approved Denied

Referrals

Construction HPC Engineering Planning Board Zoning Board Mercantile Code Enforcement