

# Memorandum

**To: Heather Kepler, Administrative Office  
Neptune Township Planning Board**

**From: Peter R. Avakian P.E., P.L.S., P.P.  
Planning Board Engineer**

**Date: February 13, 2025**

**Re: Completeness Review  
1 Chelsea Court  
Minor Subdivision  
Application: PB25/02  
Lot 2, Block 1507  
Our File: NTPB 25-02**

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We are in receipt of the application forms and plan for the above reference development application. The plan consists of one (1) sheet prepared by John W. Lord, P.E., P.L.S., of FP&L Associates, Inc., dated September 26, 2023, with no revision date. We have reviewed the submitted documents and recommend the application be deemed **COMPLETE**.

No structures are proposed with this Application. Architectural floor plans and drawings have not been submitted.

An existing dwelling remains on one of the two proposed lots.

## **Completeness Waiver Request**

The Applicant is not requesting any waivers from the ordinance checklists as outlined in accordance with the Minor Subdivision Checklist, Ordinance Section 802.A and 812.03 and in compliance with the development plan checklists: Completeness Checklist for Site Plan and/or Subdivisions & Application for Development Checklist – Part B: Plat Requirements

This Application requests a variance for side yard setback on the proposed new lot.

Please note that the application checklist incorrectly indicates a proposed lot area for the new lot of 5,000 square feet – which would require a variance.

The plan drawings indicate a proposed lot area of 7,500 square feet - which complies.

This memorandum is subject to any administrative requirements such as the number of copies of plans and fees that must be submitted to your office.

If there are any questions concerning this memorandum, please contact our office.

JOG

cc: Jennifer Beahm, P.P., Board Planner  
Mark Kitrick, Esq., Board Attorney  
Ronald J. Troppoli, Esq., Applicant's Attorney  
John W. Lord, P.E., P.L.S., Applicant's Engineer  
James L. Lawson, Jr., Applicant

NTPB/25/25-02