

## **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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ C = Complete I = Incomplete N/A = Not Applicable W = Waiver Requested* ]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>1. Twenty-five (25) copies of completed and signed application form, which must include the following:</b> ✓
			<input checked="" type="checkbox"/>	Applicant's name, address, telephone number, facsimile number and e-mail address.
			<input checked="" type="checkbox"/>	Property Owner's name, address, telephone number, facsimile number and e-mail address.
			<input checked="" type="checkbox"/>	Applicant's interest in the property.
		<input checked="" type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>2. Twenty-five (25) copies of the property deed(s).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>3. Twenty-five (25) copies of the Zoning Permit denial.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>4. Required plans, folded, no larger than 30" x 42".</b>
<b>PLEASE NOTE:</b> Only folded plans will be accepted, and all submitted plans must be to scale.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>a. Twenty-five (25) copies of current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>b. Five (5) copies of site plans/construction plans with initial submission and with each subsequent submission, for completeness review.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>5. Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>6. Community Impact Statement (for Use Variance only).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>7. Application Fee \$ <u>100</u> Escrow Deposit \$ <u>750</u> in accordance with schedule.</b>
<b>PLEASE NOTE:</b> Application Fee and Escrow Deposit must be paid in separate checks.				

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

## APPLICATION for USE and/or BULK VARIANCES

### TYPE OF VARIANCE REQUESTED:

- ☒ Bulk Variance (front, side/rear setback, other) – Specify: The homeowner is seeking a variance regarding the property side setbacks in the rear yard for approval to construct an in-ground swimming pool.
- ☐ Bulk Variance (lot coverage): \_\_\_\_\_
- ☐ Use Variance (proposal not permitted in zone): \_\_\_\_\_
- ☐ Appeal/Interpretation of Decision: \_\_\_\_\_
- ☐ Other - Specify: \_\_\_\_\_

1. Property Address: 1203 1/2 Sixth Avenue Neptune, NJ 07753
2. Block: 415 Lot: 15
3. Property is located in B-4 Zoning District, according to Neptune Township Land Development Ordinance.
4. Name of Applicant: Kenneth Kunz  
Mailing Address: 1203 1/2 Sixth Avenue Neptune, NJ 07753  
Phone #: 908-294-0362 Fax #: N/A Cell #: 908-294-0362  
E-mail Address: Kunz.Kenneth@gmail.com
5. Name of Owner: Kenneth Kunz  
Mailing Address: 1203 1/2 Sixth Avenue Neptune, NJ 07753  
Phone #: 908-294-0362 Fax #: \_\_\_\_\_ Cell #: 908-294-0362  
E-mail Address: Kunz.Kenneth@gmail.com
6. Interest of Applicant, if other than Owner: N/A
7. Name of Contact Person: Kenneth Kunz  
Mailing Address: 1203 1/2 Sixth Avenue Neptune, NJ 07753  
Phone #: 908-294-0362 Fax #: \_\_\_\_\_ Cell #: 908-294-0362  
E-mail Address: Kunz.Kenneth@gmail.com
8. Applicant's Attorney: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
9. Applicant's Engineer: Michael T. Cannon Company: The Cannon Group PC  
Mailing Address: 291 Herbertsville Rd, 1st Floor, Suite 3 Brick, NJ 08724  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
10. Applicant's Architect: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
11. Applicant's Surveyor: Mark Cifone Company: Lakeland Surveying  
Mailing Address: 4 West Main St. Rockaway, NJ  
Phone #: 973-625-5670 Fax #: 973-625-4121 Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
12. Applicant's Planner: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

Existing use of property: Nonconforming Detached Single-Family Residence  
Proposed use of property: same  
Special Flood Hazard Area: N/A

**PRINCIPAL USE:**

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE			
LOT COVERAGE			
BUILDING COVERAGE			
BUILDING HEIGHT			
FRONT SETBACK			
REAR SETBACK			
SIDE SETBACK	<u>LDO - 411.12 10feet</u>	<u>(no pool)</u>	<u>pool w/ 7ft. setback</u>
COMBINED SIDE SETBACK	<u>"</u>	<u>central air conditioning</u> <u>3ft. setback</u>	<u>pool equipment</u> <u>aligned with central air (3 ft. setback)</u>

(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

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 homeowner/property owner seeks to have Pool Town, Inc. install a 10 ft. x 20ft. in-ground "garden plunge" pool for personal recreation use. This will also enhance the property's usability and overall value. The proposed location of the pool poses no threat to the neighboring properties and will comply with all relevant safety regulations.

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

Kenneth Kunz  
(INSERT APPLICANT'S NAME)

deposes and says that all the above statements are true.

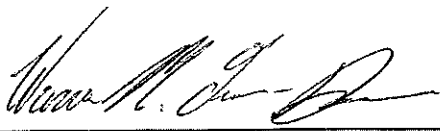
  
(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

Kenneth Kunz  
(PRINT NAME OF APPLICANT)

Sworn and subscribed before me this

4<sup>th</sup> day of December, 2024

[ NOTARY SEAL ]

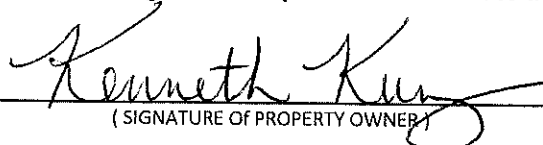
  
(SIGNATURE OF NOTARY PUBLIC)

WARREN M. TRIANO-DAVIS  
Notary Public, State of New Jersey  
Comm. # 50202904  
My Commission Expires 09/15/2027

**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: 12/4/24

  
(SIGNATURE OF PROPERTY OWNER)

**STATEMENT FROM TAX COLLECTOR**

Block: 415 Lot: 15

Property location: 1203 1/2 6th Avenue, Neptune, NJ 07753

Status of municipal taxes: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
( AUTHORIZED SIGNATURE OF TAX COLLECTOR )

\$0  
balance on  
12/4/24



**Neptune**  
Township - NJ

*Where Community, Business & Tourism Prosper*

## Tax Receipt

D: 415 1: 15 R: 12/04/24 14:44

KURZ, KENNETH

1203 06TH AVE 1/2, NEPTUNE, NJ 07753

SR23061-1 Date Posted 12/05/24 by S Samai

Tax	:	1,872.98
Interest	:	17.67
Total	:	1,890.65

Prepared by:



ANDREW M. NEWMAN  
Attorney at Law  
State of New Jersey

**DEED**

This Deed was delivered on Nov. 6, 2023

**BETWEEN**

**FRANCISCO F. RIVERA, UNMARRIED**  
whose address is 1203 ½ 6<sup>TH</sup> Avenue, Neptune, NJ 07753  
referred to as the Grantors,

**AND**

**KENNETH KUNZ**  
whose address is about to be 1203 ½ 6<sup>TH</sup> Avenue, Neptune, NJ 07753  
referred to as the Grantees.

The words "Grantor" and "Grantee" shall mean all Grantors and Grantees listed above.

**Transfer of Ownership.** The Grantor grants and conveys (transfers ownership of) the property described below to the Grantee. This transfer is made for the sum of \$557,000.00  
The Grantor acknowledges receipt of this money.

**Tax Map Reference.** (N.J.S.A. 46:15-2.1) Township of Neptune  
Block No. 415 Lot No. 15 Account No.

\_\_\_ No property tax identification number is available on the date of this Deed. (check box if applicable).

**Property.** The property consists of the land and all the buildings and structures on the land in the Township of Neptune, County of Monmouth and State of New Jersey. The legal description is:  
**See Schedule A Attached.**

Being the same premises conveyed to the Grantor herein, by Deed from Theodore Kavarakas, married, and John S. Tsettos, married, dated June 8, 2022 recorded June 16, 2022 in the Monmouth County Clerk's Office in Deed Book 9600 Page 6736.