

**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\*                    [ C = Complete    I = Incomplete    N/A = Not Applicable    W = Waiver Requested\* ]

- |                                     |                          |                                     |                          |  |
|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input 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"/> |                          |                                     |                          | 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"/> | <b>2. Twenty-five (25) copies of the property deed(s).</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>3. Twenty-five (25) copies of the Zoning Permit denial.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>4. Required plans, folded, no larger than 30" x 42".</b>  |
|                                     |                          |                                     |                          | <b>PLEASE NOTE: Only folded plans will be accepted, and all submitted plans must be to scale.</b>  |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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"/> | <b>5. Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).</b>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>6. Community Impact Statement (for Use Variance only).</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>7. Application Fee \$ 100.00                    Escrow Deposit \$ 750.00                    in accordance with schedule.</b>  |
|                                     |                          |                                     |                          | <b>PLEASE NOTE: Application Fee and Escrow Deposit must be paid in separate checks.</b>  |

\*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: \_\_\_\_\_  
\_\_\_\_\_
- Bulk Variance (lot coverage): \_\_\_\_\_
- Use Variance (proposal not permitted in zone): \_\_\_\_\_
- Appeal/Interpretation of Decision: \_\_\_\_\_
- Other - Specify: STEEP SLOPE VARIANCE

1. Property Address: 171 HILLSIDE DRIVE, NEPTUNE TOWNSHIP
2. Block: 4915 Lot: 1
3. Property is located in R-3 Zoning District, according to Neptune Township Land Development Ordinance.
4. Name of Applicant: ALEXANDER & ARIANNA SINKOVICH  
Mailing Address: 53 MERRITT AVENUE, NEPTUNE CITY, NEW JERSEY 07753  
Phone #: c/o 732-280-2606 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: c/o maikins@aikinslaw.com
5. Name of Owner: ALEXANDER & ARIANNA SINKOVICH  
Mailing Address: 53 MERRITT AVENUE, NEPTUNE CITY, NEW JERSEY 07753  
Phone #: c/o 732-280-2606 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: maikins@aikinslaw.com
6. Interest of Applicant, if other than Owner: \_\_\_\_\_
7. Name of Contact Person: MARK R. AIKINS, ESQUIRE  
Mailing Address: \_\_\_\_\_  
Phone #: 732-280-2606 Fax #: 732-280-8084 Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
8. Applicant's Attorney: MARK AIKINS Company: MARK AIKINS, LLC  
Mailing Address: 3350 ROUTE 138, BLDG 1 SUITE 113, WALL, NJ 07719  
Phone #: 732-280-2606 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: MAIKINS@AIKINSLAW.COM
9. Applicant's Engineer: DOUGLAS D. CLELLAND, PE Company: INSITE ENGINEERING, LLC  
Mailing Address: 1955 ROUTE 34, SUITE 1A, WALL, NJ 07719  
Phone #: 732-531-7100 Fax #: 732-531-7344 Cell #: \_\_\_\_\_  
E-mail Address: douglas.clelland@INSITEENG.NET
10. Applicant's Architect: KELLY J. NEMERGUT, ARCHITECT Company: N2 ARCHITECTURE  
Mailing Address: 516A LINCOLN AVENUE, AVON, NEW JERSEY 07717  
Phone #: 732-938-5006 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
11. Applicant's Surveyor: \_\_\_\_\_ Company: INSITE SURVEYING, LLC  
Mailing Address: 1955 ROUTE 34, SUITE 1A, WALL, NJ07719  
Phone #: 732-531-7100 Fax #: 732-531-7344 Cell #: \_\_\_\_\_  
E-mail Address: JUSTIN.HEDGES@INSITESURVEYING.NET
12. Applicant's Planner: PATRICK WARD, PP, PE Company: INSITE ENGINEERING, LLC  
Mailing Address: 1955 ROUTE 34, SUITE 1A, WALL, NJ 07719  
Phone #: 732-531-7100 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: PATRICK.WARD@INSITEENG.NET

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

Existing use of property: DETACHED SINGLE FAMILY RESIDENCE  
 Proposed use of property: DETACHED SINGLE FAMILY RESIDENCE  
 Special Flood Hazard Area: N/A

**PRINCIPAL USE:** RESIDENTIAL

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE			
LOT COVERAGE	PLEASE SEE ZONING CHART ATTACHED HERETO & MADE A PART HEREOF		
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.)

**ACCESSORY** (if applicable):

PLEASE SEE ZONING CHART ATTACHED HERETO & MADE A PART HEREOF

	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: SEE ADDENDUM ATTACHED & MADE A PART HEREOF

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDENDUM TO APPLICATION  
BLOCK 4915, LOT 1  
171 HILLSIDE DRIVE, NEPTUNE TOWNSHIP  
ALEXANDER & ARIANNA SINKOVICH**

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- #9. Applicants seeks variance from the *Steep Slopes Ordinance* in that: (1) 16.25 cubic yards of soil disturbance in the critical slope area of the lot is proposed where no more than one (1) cubic yard is permitted; (2) 114.62 square feet of removal/disturbance in the critical slope area of the lot is proposed where no more than twenty-five (25) square feet is permitted; and (3) an increase in impervious ground cover of 114.62 square feet is proposed in the critical slope area where no more than twenty-five (25) square feet is permitted. The variances are proposed to permit construction of a proposed garage and 2 story addition to the existing 2 story single family residence at the property.

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

\_\_\_\_\_ ALEXANDER & ARIANNA SINKOVICH \_\_\_\_\_, 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.



\_\_\_\_\_ ( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

ALEXANDER SINKOVICH

\_\_\_\_\_ ( PRINT NAME OF APPLICANT )

**Sworn and subscribed before me this**

20<sup>th</sup> day of November, 2023

MILLCENT I. BHALAI

A Notary Public of New Jersey

My Commission Expires 1/13/24



\_\_\_\_\_ ( SIGNATURE OF NOTARY PUBLIC )

[ NOTARY SEAL ]

**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 NOT APPLICABLE 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.

Date: 11/20/23

  
\_\_\_\_\_  
(SIGNATURE OF PROPERTY OWNER)

**STATEMENT FROM TAX COLLECTOR**

Block: 4915 Lot: 1

Property location: 171 HILLSIDE DRIVE

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 professional services which may include engineering, planning, and/or 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.

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Name of Applicant: ALEXANDER & ARIANNA SINKOVICH  
( PLEASE PRINT )

Property Address: 171 HILLSIDE DRIVE

Block: 4915 Lot: 1

Applicant: ALEXANDER & ARIANNA SINKOVICH  
( PRINT NAME )

  
( SIGNATURE OF APPLICANT )

Date: 11/20/23

Owner: ALEXANDER & ARIANNA  
( PRINT NAME )

  
( SIGNATURE OF OWNER )

Date: 11/20/23