

**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\* ]
- 1. **Twenty-five (25) copies of completed and signed application form, which must include the following:**
    - Applicant's name, address, telephone number, facsimile number and e-mail address.
    - Property Owner's name, address, telephone number, facsimile number and e-mail address.
    - Applicant's interest in the property.
    - Name, address, telephone number, facsimile number and e-mail address of the Applicant's attorney (if represented), and any and all other professional representatives.
    - Street address of property under consideration.
    - Tax Block and Lot numbers of property.
    - Zoning District in which property is located.
    - Description of the property.
    - Description of the proposed development.
    - Type of application (i.e., Use Variance or Bulk Variance).
    - Identification of subject property's Special Flood Hazard Area Zone.
    - Executed copy of "Authorization & Consent Form" Part C.
    - Executed copy of "Certificate of Ownership" Part D, if applicable.
    - Executed copy of "Certificate of Corporation/Partnership", if applicable.
    - Verification of taxes paid (this will be further verified by the Administrative Officer).
    - Executed copy of "Escrow Agreement" Part E.
  - 2. **Twenty-five (25) copies of the property deed(s).**
  - 3. **Twenty-five (25) copies of the Zoning Permit denial.**
  - 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.**
    - a. **Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.**
    - b. **Five (5) copies of site plans/construction plans with initial submission and with each subsequent submission, for completeness review.**
    - 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.**
  - 5. **Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).**
  - 6. **Community Impact Statement (for Use Variance only).**
  - 7. **Application Fee \$ 750 Escrow Deposit \$ 1500 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](mailto:kdickert@neptunetownship.org)).**

**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): Operate bed and breakfast facility.
- Appeal/Interpretation of Decision: \_\_\_\_\_
- Other - Specify: \_\_\_\_\_

1. Property Address: 23 Webb Avenue and 27 Webb Avenue
2. Block: 228 Lot: 16 & 17
3. Property is located in HD-0 Zoning District, according to Neptune Township Land Development Ordinance.
4. Name of Applicant: 23 Webb LLC  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
5. Name of Owner: 23 Webb LLC  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
6. Interest of Applicant, if other than Owner: \_\_\_\_\_
7. Name of Contact Person: Joseph Jankowski, Managing Member  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
8. Applicant's Attorney: Kenneth L. Pape Company: Heilbrunn Pape LLC  
Mailing Address: 516 Highway 33, Millstone, New Jersey 08535  
Phone #: 732-679-8844 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: kpape@hpnjlaw.com
9. Applicant's Engineer: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
10. Applicant's Architect: Reginald B. Piggee, Jr., R.A. Company: WSM Associates  
Mailing Address: 5 Lawrence Street, Unit 744, Bloomfield, New Jersey 07003  
Phone #: 908-591-1357 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: reggiepjr@gmail.com
11. Applicant's Surveyor: Michael J. Williams, PLS Company: Michael J. Williams Professional Land Surveyors  
Mailing Address: 56 Main Avenue, Ocean Grove, New Jersey 07756  
Phone #: 732-988-6440 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
12. Applicant's Planner: Reginald B. Piggee, Jr. Company: WSM Associates  
Mailing Address: 5 Lawrence Street, Unit 744, Bloomfield, New Jersey 07003  
Phone #: 908-591-1357 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: reggiepjr@gmail.com



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

Existing use of property: Single Family  
 Proposed use of property: Bed and Breakfast with four (4) units.  
 Special Flood Hazard Area: No

**PRINCIPAL USE:**

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	1,800 s.f.	1,734.5 s.f.	No Change
LOT COVERAGE	90%	79.6%	
BUILDING COVERAGE	85%	1,036.6 s.f./59.7%	No Change
BUILDING HEIGHT	35 ft. max.	30 feet	No Change
FRONT SETBACK	Align w/adj. property	2.72/4.33 ft.	No Change
REAR SETBACK	3.1 ft.	7.5 ft.	No Change
SIDE SETBACK	2 ft.	06/3.58 ft	No Change
COMBINED SIDE SETBACK	4 ft.	3.64 ft.	No Change

(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 None known to this application.

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.):

We own the Inn at Ocean Grove next door and, due to our high demand, we would like to add 4 units to our current location so we can serve more guests. The property we are proposing a variance for has not been property kept up with and by allowing us to operate as Bed and Breakfast homestay in conjunction with our property next door will ensure that the property is taken care of. Ocean Grove is a truly unique town and having more accomodations for travelers to enjoy everything this town has to offer benefits everyone.

10. If a Zoning denial has been received as part of this application, please attach. See attached.

The required submission for all applications to be complete is: See attached Schedule of Plans.

- 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

Joseph Jankowski, Managing Member of 23 Webb LLC  
\_\_\_\_\_, 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.

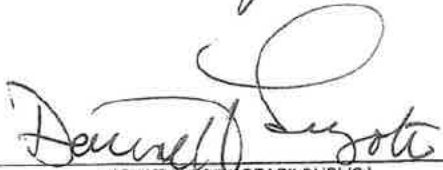


\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

Joseph Jankowski, Managing Member  
\_\_\_\_\_  
( PRINT NAME OF APPLICANT )

Sworn and subscribed before me this  
 8th  day of  April , 20 21

[ NOTARY SEAL ]



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

**DARLENE H. MIRAGLIOTTA**  
ID # 2275670  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires 5/30/2026

March 26, 2024

RE: 23 Webb LLC  
23 Webb Avenue  
Lot 16, Block 228  
Neptune Township, Monmouth County, New Jersey

SCHEDULE OF PLANS

1. Five (5) copies Plans entitled, "Bed and Breakfast Existing Conditions, Block 228, Lot 17, Webb Avenue, Ocean Grove, New Jersey", prepared by WSM Associates, over the signature of Reginald B. Piggee, R.A., dated March 8, 2024, consisting of two (2) sheets.
2. Five (5) copies of Plans entitled, "23 Webb Avenue, Home Renovations, 23 Webb Avenue, Ocean Grove, New Jersey, Monmouth County, New Jersey", prepared by Reginald B. Piggee, Jr., R.A., dated January 16, 2024, consisting of five (5) sheets.
3. Five (5) copies of Survey of Property, 23 Webb Avenue, Township of Neptune, Monmouth County, New Jersey, prepared by Michael J. Williams Land Surveying LLC, over the signature of Michael J. Williams, Professionals Land Survey and Professional Planner, dated October 3, 2023, consisting of one (1) sheet.

**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 Zoning Board of Adjustment in the Township of Neptune,  
( INSERT PLANNING BOARD or BOARD OF ADJUSTMENT )  
State of New Jersey, County of Monmouth, I/We, 27 Webb BH 18, LLC,  
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) 228 Lot(s) 17,  
also known as 25-27 Webb Avenue, Ocean Grove, Neptune Township, New Jersey  
( INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY )


I/We authorize 23 Webb LLC (Joseph Jankowski, Managing Member)  
( 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).

27 Webb BH 18, LLC  
  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )  
By: Joseph Jankowski, Managing Member

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

**Sworn and subscribed before me this**

4th day of April, 2024

  
( SIGNATURE OF NOTARY PUBLIC )

**DARLENE H. MIRAGLIOTTA**  
ID # 2275670

NOTARY PUBLIC OF NEW JERSEY

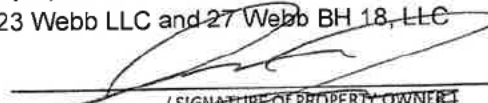
[ NOTARY SEAL ]

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.

23 Webb LLC and 27 Webb BH 18, LLC

Date: 4/4/24

  
 (SIGNATURE OF PROPERTY OWNER)  
 By: Joseph Janowski, Managing Member of  
 23 Webb LLC and 27 Webb BH 18, LLC

STATEMENT FROM TAX COLLECTOR

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property location: \_\_\_\_\_

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.

\_\_\_\_\_

Name of Applicant: 23 Webb LLC  
( PLEASE PRINT )

Property Address: 23 Webb Avenue


Block: 228 Lot: 16

Applicant: 23 Webb LLC  
( PRINT NAME )

  
( SIGNATURE OF APPLICANT )  
Joseph Jankowski, Managing Member

Date: 4/4/24

Owner: 23 Webb LLC  
( PRINT NAME )

  
( SIGNATURE OF OWNER )  
Joseph Jankowski, Managing Member

Date: 4/4/24