

## **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 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 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 type="checkbox"/>            | Street address of property under consideration.  |
|                                     |                          |                          | <input type="checkbox"/>            | Tax Block and Lot numbers of property.   |
|                                     |                          |                          | <input type="checkbox"/>            | Zoning District in which property is located.  |
|                                     |                          |                          | <input type="checkbox"/>            | Description of the property.   |
|                                     |                          |                          | <input type="checkbox"/>            | Description of the proposed development.   |
|                                     |                          |                          | <input type="checkbox"/>            | Type of application (i.e., Use Variance or Bulk Variance).   |
|                                     |                          |                          | <input type="checkbox"/>            | Identification of subject property's Special Flood Hazard Area Zone.   |
|                                     |                          |                          | <input type="checkbox"/>            | Executed copy of "Authorization & Consent Form" Part C.  |
|                                     |                          |                          | <input type="checkbox"/>            | Executed copy of "Certificate of Ownership" Part D, if applicable.   |
|                                     |                          |                          | <input type="checkbox"/>            | Executed copy of "Certificate of Corporation/Partnership", if applicable.  |
|                                     |                          |                          | <input type="checkbox"/>            | Verification of taxes paid (this will be further verified by the Administrative Officer).  |
|                                     |                          |                          | <input type="checkbox"/>            | Executed copy of "Escrow Agreement" Part E.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 2. Twenty-five (25) copies of the property deed(s).  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 3. Twenty-five (25) copies of the Zoning Permit denial.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 4. Required plans, folded, no larger than 30" x 42".   |
|                                     |                          |                          |                                     | <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 type="checkbox"/>            | a. Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.  |
| <input 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 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 type="checkbox"/> | <input type="checkbox"/>            | 6. Community Impact Statement (for Use Variance only).   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 7. Application Fee \$ _____ Escrow Deposit \$ _____ in accordance with schedule.   |
|                                     |                          |                          |                                     | <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:** Align new portion of residence with non-conforming 5ft right side setback
- ☐ **Bulk Variance** (lot coverage): \_\_\_\_\_
- ☐ **Use Variance** (proposal not permitted in zone): \_\_\_\_\_
- ☐ **Appeal/Interpretation of Decision:** \_\_\_\_\_
- ☐ **Other - Specify:** \_\_\_\_\_

1. **Property Address:** 404 West Concourse
2. **Block:** 5306 **Lot:** 9
3. **Property is located in** R-2 **Zoning District**, according to Neptune Township Land Development Ordinance.
4. **Name of Applicant:** Mike Chervenak  
**Mailing Address:** 404 West Concourse Neptune, NJ 07753  
**Phone #:** 732-685-5129 **Fax #:** \_\_\_\_\_ **Cell #:** 732-685-5129  
**E-mail Address:** jetgirl787@hotmail.com
5. **Name of Owner:** Mike Chervenak  
**Mailing Address:** 404 West Concourse Neptune, NJ 07753  
**Phone #:** 732-685-5129 **Fax #:** \_\_\_\_\_ **Cell #:** 732-685-5129  
**E-mail Address:** jetgirl787@hotmail.com
6. **Interest of Applicant, if other than Owner:** \_\_\_\_\_
7. **Name of Contact Person:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** jamesc@anchorarchitectural.net
8. **Applicant's Attorney:** n/a **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_
9. **Applicant's Engineer:** n/a **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_
10. **Applicant's Architect:** Jaes Connor **Company:** Anchor Architectural Studio  
**Mailing Address:** 2260 Rt 33, Suite 1 Neptune City, NJ 07753  
**Phone #:** 732-618-7868 **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_
11. **Applicant's Surveyor:** David J, VonSteenburg **Company:** Morgan Surveying @ Engineering  
**Mailing Address:** P.O. Box 5232 - Toms River, NJ 08754  
**Phone #:** 732-270-9690 **Fax #:** 732-270-9691 **Cell #:** \_\_\_\_\_  
**E-mail Address:** service@morganengineeringllc.com
12. **Applicant's Planner:** n/a **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**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: 3/1/25

  
(SIGNATURE OF PROPERTY OWNER.)

**STATEMENT FROM TAX COLLECTOR**

Block: 5603 Lot: 9

Property location: 404 W CONCOURSE

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

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

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

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

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

Michael Chervenak, 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.

Michael Chervenak  
(ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED)

Michael Chervenak  
(PRINT NAME OF APPLICANT)

**HELEN AQUINO**  
Notary Public State of NJ  
No. 2287608  
Commission Expires May 13, 2022

Sworn and subscribed before me this

1<sup>st</sup> day of March, 2025

[ NOTARY SEAL ]

Helen Aquino  
(SIGNATURE OF NOTARY PUBLIC)

**B. Purpose of fees.** The application charge is a flat fee to cover direct administrative expenses and is non-refundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses connected with the review of the submitted materials. In accordance with N.J.S.A. 40:55D-53 and N.J.S.A. 40:55D-53.1, sums not utilized in the review process shall be returned to the applicant upon written request. If additional sums are deemed necessary, the applicant shall be notified by certified mail or personal service of the required additional amount and shall add such sum to the escrow. Payment shall be due from the applicant within fifteen (15) days of receipt of the notice. If payment is not received within fifteen (15) days, the applicant shall be considered to be in default, and such default may be grounds for denial of the application.

**C. More than one request.** Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.

**D. Costs of review and inspection.** Each applicant for subdivision or site plan approval shall agree in writing to pay all reasonable costs for professional review of the application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall agree in writing to pay all reasonable costs for the municipal inspection of the constructed improvements. All such costs for review and inspection must be paid before any construction permit is issued and all remaining costs must be paid in full before any occupancy issued or bonding is released.

**E. Court reporter.** If an applicant desires a court reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the municipality shall be at the expense of the applicant who shall arrange for the reporter's attendance. The municipality provides for the tape recording of the proceedings before the Board.

**F. Waiver of fees for affordable housing.** Notwithstanding any other provision of this Ordinance, a waiver of municipal subdivision and site plan application fees, and zoning permit fees may be granted by the approving municipal agency for all housing units being provided by the applicant for low and moderate income families.

**§ 1000 Application and Escrow Fees**

**A. Fee schedule.** Every application for development shall be accompanied by a check payable to the municipality in accordance with the following schedule:

**TABLE 10.1: APPLICATION FEES**

Type of Application				Administrative Fee
Appeals and Interpretations				\$100.00
Appeal to Governing Body				\$250.00
Conceptual/Informal Reviews				\$50.00
Bulk Variances	Residential			\$100.00
	Nonresidential			\$250.00 per variance
Use Variances				\$750.00
Conditional Use:				\$500.00
Subdivision	Minor			\$750.00
	Major	Preliminary		\$750.00 plus \$75.00 per lot.
		Final		\$500.00 plus \$40.00 per lot.
Site Plan	Minor Site Plan			\$500.00
	Major Site Plan	Residential	Prelim	\$750.00 plus \$60.00 per dwelling unit
			Final	50% of Preliminary
		Non-residential	Prelim	\$1,500.00 plus \$50.00 per acre, plus \$0.08 per square foot of proposed building area.
			Final	50% of preliminary
General Development Plan				\$2,000.00
Certified List per MLUL 40:55D-12c.				\$10.00 or \$0.25/name, whichever is greater
Special Meeting				\$1,500.00
Resubmission or Revision Fee				\$100.00 or 40% of original fee, whichever is greater
Tax Map Revisions				\$300.00 plus \$25.00 per lot or unit.
Zone Change Request				\$250.00
Appeal to the Township Committee				\$250.00
Tree Removal Permit				For new residential building lots, \$25.00 dollars per tree, up to a maximum of \$300.00 per lot; For all other properties, \$25.00 per tree up to a maximum of \$600.00 for each acre.
Zoning Permit				\$35.00
Historic Preservation Commission Certificate of Appropriateness				\$10.00
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)				\$100.00 per use.
Research Letter (from Administrative Officer)				\$75.00
Extension of Approvals				\$250.00
Soil Removal				\$100.00 per lot.
Historic Preservation Commission Demolition (partial or total)				\$25.00