

**LEON S. AVAKIAN, INC. *Consulting Engineers***

788 WAYSIDE ROAD • NEPTUNE, NEW JERSEY 07753

LEON S. AVAKIAN, RE., PL.S. (1953-2004)  
PETER R. AVAKIAN, RE., PL.S., P.P.  
MEHRYAR SHAFAI, RE., P.P.  
GREGORY S. BLASH, RE., P.P., CPWM  
GERALD J. FREDA, RE., P.P.  
JENNIFER C. BEAHM, P.P., AICP  
CHRISTINE L. BELL, P.P., AICP  
SAMUEL J. AVAKIAN, RE., PL.S., P.P.  
NICHOLAS MATERA, P.E.

April 9, 2025

Ms. Heather Kepler, Administrative Officer  
Neptune Township Zoning Board of Adjustment  
P.O. Box 1125  
Neptune, NJ 07754-1125

Re: Chervenak Bulk Variance (ZB 25/04)  
404 West Concourse  
Block 5306, Lot 9  
Our File: NTBA 25-03


Dear Ms. Kepler:

We have received and reviewed an application for the above referenced project and based upon the submission, we find the application COMPLETE subject to payment of all required application and escrow fees. Please schedule this application for next available meeting.

Should you have any questions regarding this matter, please do not hesitate to contact our office.

Very truly yours,

LEON S. AVAKIAN, INC.



Matt Shafai, P.E.  
Board Engineer

MS: mcs

cc: Monica Kowalski, Esq., Board Attorney  
Jennifer Beahm, P.P., Board Planner  
Mike Chervenak, Applicant  
NTBA/25/25-03

William Frantz, Chair

Shane Martins, 1<sup>st</sup> Vice Chair  
Naomi Riley, 2<sup>nd</sup> Vice Chair  
Monica C. Kowalski, Esq.  
Matt Shafai, PE, PP  
Jennifer C. Beahm, PP, AICP  
Heather Kepler, Board Secretary



Danny Lynn  
Barbara Bascom  
Dr. James Brown  
Shawn Weston  
Alternates: Brittany Dremluk (#1)  
Lisa DiPace (#2)  
Robert Hutchinson (#3)

Office of the Neptune Board of Adjustment  
25 Neptune Blvd.  
Neptune, New Jersey 07753  
732-988-5200 Ext. 270  
[HKepler@neptunetownship.org](mailto:HKepler@neptunetownship.org)

March 4, 2025

**Sent Via First Class Mail**

James Connor  
2260 Route 33  
Suite 1  
Neptune City, NJ 07753

Re: Application #ZB 25/04- Michael and Traci Chervinak  
Application Deemed Administratively Incomplete ~ Zoning Board of Adjustment  
Block(s) 5603, Lot(s) 9 – 404 Concourse West

Dear James Connor:

Upon review of your submitted application for 404 Concourse West, it has been determined that the application is **administratively incomplete** due to incorrect or missing information.

Please review the attached document outlining the specific deficiencies. In order to proceed with the review process, kindly submit the necessary corrections and/or additional documentation as soon as possible.

If you have any questions regarding the required revisions, please feel free to contact our office for further clarification. We appreciate your prompt attention to this matter.

Regards,

Heather Kepler  
Citizen Board Administrator  
Land Use Department  
Township of Neptune  
25 Neptune Blvd.  
Neptune, New Jersey 07753  
[HKepler@NeptuneTownship.org](mailto:HKepler@NeptuneTownship.org)  
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