

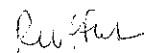
**COMPLETENESS CHECKLIST for USE and/or BULK VARIANCES**

§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 = Complete I = Incomplete N/A = Not Applicable W = Waiver Requested\* ]
- | C                                   | I                        | N/A                                 | W*                       |   |
|-------------------------------------|--------------------------|-------------------------------------|--------------------------|---|
| <input checked="" 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: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Applicant's name, address, telephone number, facsimile number and e-mail address.</li> <li><input checked="" type="checkbox"/> Property Owner's name, address, telephone number, facsimile number and e-mail address.</li> <li><input checked="" type="checkbox"/> Applicant's interest in the property.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Street address of property under consideration.</li> <li><input checked="" type="checkbox"/> Tax Block and Lot numbers of property.</li> <li><input checked="" type="checkbox"/> Zoning District in which property is located.</li> <li><input type="checkbox"/> Description of the property.</li> <li><input checked="" type="checkbox"/> Description of the proposed development.</li> <li><input checked="" type="checkbox"/> Type of application (i.e., Use Variance or Bulk Variance).</li> <li><input checked="" type="checkbox"/> Identification of subject property's Special Flood Hazard Area Zone.</li> <li><input checked="" type="checkbox"/> Executed copy of "Authorization &amp; Consent Form" Part C.</li> <li><input type="checkbox"/> Executed copy of "Certificate of Ownership" Part D, if applicable.</li> <li><input checked="" type="checkbox"/> Executed copy of "Certificate of Corporation/Partnership", if applicable.</li> <li><input checked="" type="checkbox"/> Verification of taxes paid (this will be further verified by the Administrative Officer).</li> <li><input checked="" type="checkbox"/> Executed copy of "Escrow Agreement" Part E.</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 2. Twenty-five (25) copies of the property deed(s).   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 3. Twenty-five (25) copies of the Zoning Permit denial.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 4. Required plans, folded, no larger than 30" x 42".<br><u>PLEASE NOTE:</u> Only folded plans will be accepted, and all submitted plans must be to scale. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> a. Twenty-five (25) copies of current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</li> <li><input checked="" type="checkbox"/> b. Five (5) copies of site plans/construction plans with initial submission and with each subsequent submission, for completeness review.</li> <li><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.</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Community Impact Statement (for Use Variance only).  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 7. Application Fee \$ <u>200.00</u> Escrow Deposit \$ <u>1,500.00</u> in accordance with schedule.<br><u>PLEASE NOTE:</u> 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: Variance to allow a retaining wall as built in the side yard where 8 feet setback is required and zero feet plus encroachment exists and variance for soil disturbance in the steep slope area.
- Bulk Variance (lot coverage): \_\_\_\_\_
- Use Variance (proposal not permitted in zone): \_\_\_\_\_
- Appeal/Interpretation of Decision: \_\_\_\_\_
- Other - Specify: \_\_\_\_\_

1. Property Address: 300 Lakewood Road, Neptune, NJ 07753
2. Block: 5310 Lot: 6
3. Property is located in R-3 Zoning District, according to Neptune Township Land Development Ordinance.
4. Name of Applicant: Tory and Robert Ruffus  
Mailing Address: 300 Lakewood Road, Neptune, NJ 07753  
Phone #: N/A Fax #: N/A Cell #: 732-804-2357  
E-mail Address: toryruffus@gmail.com robruffus@gmail.com
5. Name of Owner: Tory and Robert Ruffus  
Mailing Address: 300 Lakewood Road, Neptune NJ 07753  
Phone #: N/A Fax #: N/A Cell #: 732-804-2357  
E-mail Address: toryruffus@gmail.com robruffus@gmail.com
6. Interest of Applicant, if other than Owner: N/A
7. Name of Contact Person: N/A  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
8. Applicant's Attorney: George D. McGill, Esq. Company: McGill & Hall, LLC  
Mailing Address: 708 Tenth Avenue, Belmar, NJ 07719  
Phone #: 732-419-9000 Fax #: 732-749-7480 Cell #: 732-618-2447  
E-mail Address: gdm@mcgillhall.com
9. Applicant's Engineer: Daniel Busch, PE, PP, CME Company: Colliers Engineering & Design  
Mailing Address: 101 Crawford's Corner Road, Suite 3400, Holmdel, NJ 07733  
Phone #: 732-704-5198 Fax #: 732-383-1984 Cell #: 908-510-8728  
E-mail Address: dan.busch@collierseng.com
10. Applicant's Architect: N/A Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
11. Applicant's Surveyor: Eric Wilde, PLS Company: Colliers Engineering & Design  
Mailing Address: 331 Newman Springs Road, Red Bank, NJ 07701  
Phone #: 732-383-1950 Fax #: 732-383-1984 Cell #: 908-797-0704  
E-mail Address: eric.wilde@collierseng.com
12. Applicant's Planner: N/A Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

*Ruffus*



**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: No

**PRINCIPAL USE:**

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	7500 sq. ft.		
LOT COVERAGE	35%		
BUILDING COVERAGE	25%		
BUILDING HEIGHT	35 ft	greater than 35 ft	greater than 35 ft
FRONT SETBACK	20 ft	27.4 ft	27.4 ft
REAR SETBACK	30 ft		
SIDE SETBACK	10 ft	5.9 ft/16.5 ft	5.9 ft/16.5 ft
COMBINED SIDE SETBACK	25 ft	22.4 ft	22.4 ft

(If multiple lots and/or buildings, please attach additional detailed listing for each.)

**ACCESSORY** (if applicable):

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	N/A		
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 wall allows the Applicants to use their backyard. The wall was constructed without permits by the action of the wall contractor. The matter has been the subject of a municipal court summons. Applicants intend to request that the encroachment be permitted by license with the Township. Removal of the wall at this point would constitute a hardship. Please see attached narrative for additional information.

10. If a Zoning denial or denial from the Historic Preservation Commission 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

Tory Ruffus , 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.

*Tory Ruffus*  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

Tory Ruffus  
( PRINT NAME OF APPLICANT )

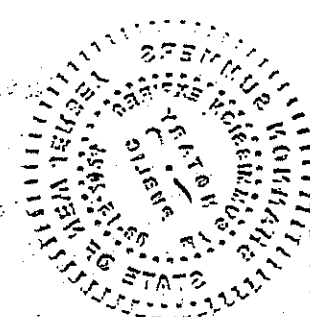
Sworn and subscribed before me this

6<sup>th</sup> day of August , 2024

[ NOTARY SEAL ]

*Shannon Summers*  
( SIGNATURE OF NOTARY PUBLIC )

SHANNON SUMMERS  
Commission # 60108763  
Notary Public, State of New Jersey  
My Commission Expires  
August 15, 2024



REMAINDER OF PAGE  
NOT RECORDED  
STATE OF MICHIGAN  
GENERAL REGISTER

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: 8/16/24

  
(SIGNATURE OF PROPERTY OWNER)

STATEMENT FROM TAX COLLECTOR

Block: 5310 Lot: 6

Property location: 300 Lakewood Road, Neptune NJ 07753

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: Tory and Robert Ruffus  
(PLEASE PRINT)

Property Address: 300 Lakewood Road, Neptune NJ 07753

Block: 5310 Lot: 6

Applicant: Tory Ruffus  
(PRINT NAME)

Tory Ruffus  
(SIGNATURE OF APPLICANT)

Date: 8/16/24

Owner: Tory Ruffus  
(PRINT NAME)

Tory Ruffus  
(SIGNATURE OF OWNER)

Date: 8/16/24