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**ENGINEERS**

1460 Route 9 South  
Howell, NJ 07731  
732.462.7400 ☎  
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BY: .....

February 27, 2025

Via Certified Mail

Michele Clark, RMC  
Borough Clerk  
70 West Front Street  
Keyport, New Jersey 07735

**Re: Application to the NJ Department of Environmental Protection  
For a CAFRA Individual Permit  
For the Beach Park Pavilion Improvements  
Block: 94, Lots: 1 & 2  
Borough of Keyport, Monmouth County, New Jersey  
CME File No. 115.KP00206.H01**

Dear Ms. Clark:

Enclosed please find a copy of the entire application package submitted to the NJDEP for a CAFRA Individual Permit for the above referenced project. The complete application has been sent to you pursuant to NJDEP regulations, so that anyone that we have sent a notice to that owns property within 200' of the project site can review the application.

Should you have any questions concerning this application or require additional information, please do not hesitate to contact the undersigned at (732) 462-7400 x1096 or by e-mail at abazuk@cmeusa1.com.

Very truly yours,  
CME Associates

A handwritten signature in blue ink that reads 'ABazuk'.

Austin Bazuk  
Associate Project Manager

AB:hw  
Enclosures

**CONSULTING AND MUNICIPAL ENGINEERS LLC**  
NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28359000  
Barnegat • Berlin • Camden • Howell • Medford • Monmouth Junction • Parlin



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February 27, 2025

New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
Mail Code 501-02A  
P.O. Box 420  
Trenton, NJ 08625-402  
Attn: Application Support

**Re:    Application to the NJ Department of Environmental Protection  
      For a CAFRA Individual Permit  
      For the Beach Park Pavilion Improvements  
      Block: 94, Lots: 1 & 2  
      Borough of Keyport, Monmouth County, New Jersey  
      CME File No. 115.KP00206.H01**

Dear Application Support:

On behalf of the Borough of Keyport (70 West Front Street, Keyport, NJ 07735), this office is applying for a CAFRA Individual Permit (as found at N.J.A.C. 7:7-24) for the improvements to Beach Park Pavilion located within the above caption block and lots, within the Borough of Keyport, Monmouth County, New Jersey. Existing and proposed conditions are shown on the enclosed plans entitled, "Beach Park Pavilion CDBG Improvements", as prepared by CME Associates (Trevor J. Taylor, P.E., P.P., NJ License No. 44578, 2 sheets dated February 2025.

Project Description

The proposed project will involve the replacement of the site's existing gazebo with an ADA accessible 24'x36' steel pavilion on a concrete pad. The improvements also include the construction of concrete walkways to meet the existing walkways on site.

A compliance statement that demonstrates how the proposed project complies with the criteria of a CAFRA individual permit (as found at N.J.A.C. 7:7-24) has been included in the Environmental Report.

Enclosed, please find a copy of the following for your review of this application:

- One copy of the completed Property Owner Certification Form;
- One copy of the completed Public Notice Form;

**CONSULTING AND MUNICIPAL ENGINEERS LLC**  
NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28359000  
Barnegat • Berlin • Camden • Howell • Medford • Monmouth Junction • Parlin



Consulting & Municipal  
**ENGINEERS**

New Jersey Department of Environmental Protection

Division of Land Resource Protection

Re: Application to the NJ Department of Environmental Protection  
For the Beach Park Pavilion Improvements

February 27, 2025

Our File No. 115.KP00206.H01

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- Copies of the certified mail receipts as proof this entire application has been sent to the Keyport Borough Clerk, Keyport Borough Construction Official, Keyport Borough Environmental Commission, Keyport Borough Planning Board, Monmouth County Planning Board, the Freehold Soil Conservation District, and all real property owners within 200' of the site;
- One copy of the NJDEP Permit Plan;
- One copy of the Environmental Report;
- Color copies of the Location Map, Tax Map, USGS Quad Map, FEMA Firm Map, USDA Soil Survey Map, and Site Photographs;
- One copy of the Natural Heritage Database Report;
- The application fees will be paid under the "Bill Me" option on the online portal;

Should you have any questions concerning this application or require additional information, please do not hesitate to contact the undersigned at (732) 462-7400 x1096 or by e-mail at abazuk@cmeusa1.com.

Very truly yours,  
CME Associates

Austin Bazuk  
*Associate Project Manager*

AB:hw  
Enclosures





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ENGINEERS**

1460 Route 9 South  
Howell, NJ 07731  
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February 28, 2025

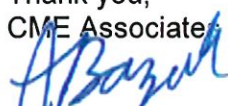
**Re: Application to the NJ Department of Environmental Protection  
For a CAFRA Individual Permit  
For the Beach Park Pavilion Improvements  
Block: 94, Lots: 1 & 2  
Borough of Keyport, Monmouth County, New Jersey  
CME File No. 115.KP00206.H01**

To Whom It May Concern:

This letter is to provide you with legal notification that an application for a CAFRA Individual Permit will be submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection for the development shown on the enclosed plans. A brief description of the proposed development follows: This project is proposing the replacement of the site's existing gazebo with an ADA accessible 24'x36' steel pavilion on a concrete pad. The improvements also include the construction of concrete walkways to meet the existing walkways on site.

The complete permit application package can be reviewed at either the municipal clerk's office in the municipality in which the site subject to the application is located, or by appointment at the Department's Trenton Office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of receiving this letter to:

New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
P.O. Box 420, Code 501-02A  
Trenton, New Jersey 08625  
Attn: Keyport Borough Supervisor

Thank you,  
CME Associate  
  
Austin Bazuk  
Associate Project Manager  
(732) 462-7400 - X1096  
abazuk@cmeusa1.com



**New Jersey Department of Environmental Protection**  
 Land Use Management Program  
 Division of Land Use Regulation  
**PUBLIC NOTICE**

**SECTION A. SITE INFORMATION**

Applicant's Name: Borough of Keyport c/o Kimberly Humphrey, Borough Administrator  
 Street Address: 1-37 1st Street  
 Municipality: Keyport Borough County: Monmouth Zip Code: 07735  
 Blocks and Lots: Block: 94, Lots: 1 & 2

**SECTION B. STANDARD NOTICE REQUIREMENTS**

Except as provided at item 6 below, public notice of the application shall be provided no more than 30 calendar days prior to submitting the application and no later than the date the application is submitted to the Department.

1. Public notice is required for all of the following (*check all that apply*):

- A flood hazard area general permit authorization (except general permit 1)
- A flood hazard area individual permit
- A flood hazard area verification
- A coastal general permit authorization
- A CAFRA individual permit
- An in-water waterfront development individual permit
- An upland waterfront development individual permit
- A coastal wetlands individual permit
- A freshwater wetlands individual permit
- A freshwater wetlands transition area waiver
- A freshwater wetlands general permit authorization (except general permit 15)
- A freshwater wetlands general permit 15 (**please skip to [Section C](#)**)

2. Has a copy of the entire application been sent to the municipal clerk of each municipality in which the proposed activity or project is located?.....  Yes  No

**Note:** For electronic submissions, the application consists of a description of the project, which must include the lot and block, municipality, and county, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the submission service, including all required items on the applicable application checklist(s).

If "Yes," did you attach a copy of the certified United States Postal Service white mailing receipt, or other written receipt, and a copy of any letter sent with the application to this form?.....  Yes  No

3. Have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to the all following applicable agencies? .....  Yes  No

- The construction official of each municipality in which the site is located
- The environmental commission, or other government agency with similar responsibilities, of each municipality in which the site is located
- The planning board of each municipality in which the site is located
- The planning board of each county in which the site is located

If "Yes," did you attach **both** of the following to this form?.....  Yes  No

- A copy of the certified United States Postal Service white mailing receipt or other written receipt
- A copy of the notice letter

4. Is the application for a coastal permit for an activity within the 12-mile circle with Delaware, as described at N.J.A.C. 7:7-1.2(c), or within 200 feet of the 12-mile circle? .....  Yes  No
- If "Yes," have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to the State of Delaware, Department of Natural Resources & Environmental Control, Delaware Coastal Management Program, 89 Kings Highway, Dover, DE 19901? .....  Yes  No
- If "Yes," did you attach **both** of the following to this form? .....  Yes  No
- A copy of the certified United States Postal Service white mailing receipt or other written receipt
  - A copy of the notice letter
5. Is the application for a waterfront development individual permit to install a submarine cable in the ocean or to perform sand mining in the ocean? .....  Yes  No
- If "Yes," have you submitted a description of the project, the specific permit(s)/authorization(s) being sought, and a copy of the NOAA nautical chart showing the proposed cable route or the limits of the proposed sand mining area to **all** of the following entities? .....  Yes  No
- Garden State Seafood Association
  - National Fisheries Institute
  - North Atlantic Clam Association
  - Rutgers Cooperative Extension
  - New Jersey Shellfisheries Council
  - New Jersey Marine Fisheries Council
6. Does the application include a CAFRA individual permit? .....  Yes  No
- If "No," skip to Question 7.
- If "Yes," has newspaper notice, consisting of a legal notice or display advertisement, been published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality? .....  Yes  No
- If "Yes," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? .....  Yes  No
- If "No," did you verify that a newspaper notice, consisting of a legal notice or display advertisement, will be published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality no more than **10 calendar days** after the application is submitted to the Department? .....  Yes  No
- Note:** A copy of the published newspaper notice, the date of publication, and the name of the newspaper must be submitted to the Department within this timeframe.
7. Does the application include one or more of the activities listed below (**other than those proposed in a freshwater wetlands individual permit application**)? .....  Yes  No
- A delineation of one-half mile or longer of a regulated water
  - A mosquito control activity subject to flood hazard general permit 2
  - A linear project of one-half mile or longer
  - A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation of one-half mile or longer
  - A public development on a site of 50 acres or more
  - An industrial or commercial development on a site of 100 acres or more
  - A project to remove sediment or debris from a channel of one-half mile or longer
  - Maintenance dredging of a State navigation channel of one-half mile or longer
  - A trail or boardwalk of one-half mile or longer subject to a freshwater wetlands general permit or transition area waiver



If you answered "No," to question 7:

Have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to all owners of real property, including easements, located **within 200 feet of the property boundary of the site?** .....  Yes  No

If "Yes," did you attach **all** of the following to this form? .....  Yes  No

- A copy of the certified United States Postal Service white mailing receipt or other written receipt
- A copy of the notice letter
- A certified list of all owners of real property, including easements, within 200 feet of the property boundary, prepared by the municipality with a date of certification no earlier than one year prior to the date of the application

If you answered "Yes," to question 7, answer questions I. and II. below:

I. Have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to all owners of property, including easements, **within 200 feet of any proposed above-ground structure?** .....  Yes  No

If "Yes," did you attach **all** of the following to this form? .....  Yes  No

- A copy of the certified United States Postal Service white mailing receipt or other written receipt
- A copy of the notice letter
- A certified list of all owners of real property, including easements, within 200 feet of the property boundary, prepared by the municipality with a date of certification no earlier than one year prior to the date of the application

II. For all applications, **except CAFRA individual permits**, has newspaper notice, consisting of a legal notice or display advertisement been published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality? .....  Yes  No

If "Yes," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? .....  Yes  No

8. Will the proposed activity or project disturb 5,000 square feet of land or more? .....  Yes  No

If "Yes," have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to the local Soil Conservation District? .....  Yes  No

If "Yes," did you attach a copy of the certified United States Postal Service white mailing receipt or other written receipt **and** a copy of the notice letter to this form? .....  Yes  No

9. Is the proposed activity or project located within the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11(a)? .....  Yes  No

If "Yes," you are also required to complete **Section D** of this form.

10. Does the application include a freshwater wetlands individual permit application? .....  Yes  No

If "No," skip to Question 11.

If "Yes," does the proposed project involve more than 10 acres of fill? .....  Yes  No

If "Yes," has newspaper notice been published in a newspaper with regional circulation in the region in which the site is located? .....  Yes  No

If "Yes," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? .....  Yes  No

If "No," has newspaper notice consisting of a legal notice or display advertisement been published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality? .....  Yes  No

If "Yes," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? .....  Yes  No

11. Does the application include a flood hazard individual permit based on a hardship exception? .....  Yes  No
- If "Yes," do all notice letters and published newspaper notices attached to this form (under questions 3, 4, 7, and 8 above, as applicable) include a description of the nature of the hardship as well as the citation and subject matter of each requirement for which the hardship exception is being requested? .....  Yes  No

**SECTION C. FRESHWATER WETLANDS GENERAL PERMIT 15**

This section only applies to applications that include a freshwater wetlands general permit 15.

1. Is the applicant a Federal agency conducting activities on Federal land? .....  Yes  No
- If "Yes," public notice is not required for this activity.
2. Has a display advertisement describing the proposed activities, at least four column inches in size, been published in a newspaper with local circulation (including the municipality) and in a newspaper with regional circulation (including the county)? .....  Yes  No
- If "Yes," did you attach a copy of the published newspaper notices, the dates of publication, and the names of the newspapers to this form? .....  Yes  No

**SECTION D. PINELANDS**

This section only applies to applications where the proposed activity or project is located within the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11.a.

1. Does the application include a flood hazard general permit or individual permit? .....  Yes  No
- If "Yes," has a description of the project, including the lot and block, municipality, county, and specific permit(s)/authorization(s) being sought, been sent to the New Jersey Pinelands Commission? .....  Yes  No
- If "Yes," did you attach a copy of the certified United States Postal Service white mailing receipt or other written receipt and a copy of any letter provided with the project description to this form? .....  Yes  No
2. Does the application include a coastal general permit or individual permit? .....  Yes  No
- If "Yes," has a copy of the entire application been sent to the New Jersey Pinelands Commission? .....  Yes  No
- Note:** For electronic submissions, the application consists of a description of the project, which must include the lot and block, municipality, and county, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the submission service, including all required items on the applicable application checklist(s).
- If "Yes," did you attach a copy of the certified United States Postal Service white mailing receipt or other written receipt and a copy of any letter provided with the application to this form? .....  Yes  No
3. Is the application solely for a freshwater wetlands general permit(s)? .....  Yes  No
- If "Yes," do not submit the application to the Department. Submit the application to the New Jersey Pinelands Commission.