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March 5, 2024

Keyport Unified Planning Board
70 West Front Street
Keyport, New Jersey 07735

Attn: Denise Nellis, Planning Board Secretary

Re: 24 Broad Street, LLC
Major Site Plan Approval with Variances
Completeness Review #1
Application No. KUPB 24-03
Location: 18 - 24 Broad Street
Block 21.01, Lot 54
Borough of Keyport, Monmouth County, NJ
CME File: HKPE0021.06

Dear Board Members:

In accordance with your authorization, CME has performed a review of the above referenced site plan application, including but not limited to the following:

- Application To the Keyport Unified Planning Board for 18-24 Broad Street.
- Denial of Application by Zoning Officer (Board Approval Required) dated March 14, 2023.
- Preliminary and Final Site Plan, 18-24 Broad Street, Block 21.01 – Lot 54, For Detour Gallery, Borough of Keyport, Monmouth County, New Jersey, Prepared by KBA Engineering Services LLC, Sheets 1-5 of 5, Dated: 10/30/2023, No Revisions.
- Soil Erosion & Sediment Control Plan, Preliminary and Final Site Plan, 18-24 Broad Street, Block 21.01 – Lot 54, For Detour Gallery, Borough of Keyport, Monmouth County, New Jersey, Prepared by KBA Engineering Services LLC, Sheets 1-2 of 2, Dated: 10/30/2023, No Revisions.
- Deck, Greenhouse, 2nd Floor Addition & Interior Renovations for 18-24 Broad Street, Keyport, NJ, Lot #54 Block #21.01; Owner/Applicant 24 Broad Street, LLC, Kenneth Schwartz, prepared by James T. Daley Architect + Associates, Plans A-1, A-2 and A-3, Dated June 7, 2023, Rev. February 5, 2024.

Based upon review, we offer the following comments:



Borough of Keyport
Re: 24 Broad Street LLC
Completeness Review #1
CME Project HKPE0021.04

March 5, 2024
KUPB 24-03
Page 2

1. The Applicant, 24 Broad Street, LLC, has submitted an application for Minor Site Plan Approval with Variance Relief for renovation and expansion of an existing two-story, mixed use building on a 9,399 square foot lot located in the GC - General Commercial Zoning District.
2. Based on the information submitted, the following is required to deem the application complete:

- a. A survey prepared by a licensed surveyor of the State of New Jersey.
- b. The Preliminary and final site plan checklists shall be completed and submitted with the application. The Applicant should identify the checklist items that require submission waivers.
- c. The total area of the proposed building alteration is 1,931 square feet. Borough Ordinance Section 25-1-3 Definitions; Part (a) Development Minor, (b) *"The construction of any building or structure or addition to any building or structure of 500 square feet or less"*. It appears the proposed alteration is considered a Major Development.

The Applicant should amend the application to include the submission of a preliminary and final major site plan with variances.

- d. Disclosure form identifying 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership and include a W-9.
- e. The Applicant shall submit a \$425.00 application fee and \$1,200 escrow fee.

A separate technical review will be provided by our office. Should you have any questions or require additional information, please do not hesitate to contact this office.

Very truly yours,

CME Associates

Trevor J. Taylor, PE, PP, CME, CFM
Planning Board Engineer

TT:TF

CC: Marc Leckstein, Esq., Board Attorney
Kenneth Schwartz, 24 Broad Street, LLC, Applicant
Sean F. Byrnes, Esq., Applicant's Attorney
Joseph J. Kociuba, P.E., P.P., Applicant's Engineer
Malvika Apte, PP, AICP, Board Planner

Project Name:

Owner:

Engineer/Designer

Person Completing Form:

Block(s)

Application #:

Date declared complete:

Date:

Lot(s)

Date submitted:

Date revised:

THIS FORM MUST COMPLETE AND RETURNED TO THE ADMINISTRATIVE OFFICE WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED. FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE AND REJECTED

PRELIMINARY SITE PLAN, WAIVERS AND VARIANCE

To be checked by applicant

	Yes	No	Waiver
() 1. Sixteen (16) copies of complete application	_____	_____	_____
() 2. Sixteen (16) copies of site plan upon which the following Information must be depicted pursuant to Section 804 of the Development Review Ordinance for detailed submission requirements. Failure to comply with submission requirements will result in application being rejected as incomplete.	_____	_____	_____
() A. Scale not less than one (1) inch equals one hundred (100) feet.	_____	_____	_____
() B. Locator map showing all road intersections within fifteen Hundred feet (1500)	_____	_____	_____
() C. Wooded areas and topography with two (2) foot intervals	_____	_____	_____
() D. All lot lines, approximate location of all structures and owners of lots within two hundred (200) feet of the site	_____	_____	_____
() E. Streets, easements, watercourses and right-of-way	_____	_____	_____
() F. Utility and drainage plans and information	_____	_____	_____
() G. Plans for elevations and locations of structures including Exterior materials and trim	_____	_____	_____
() H. Preliminary plans for parking, lighting, loading signs Landscaping and buffers	_____	_____	_____
() I. An extension of off-tract improvements necessitated By the proposed development	_____	_____	_____
() J. The lot and block number, Tax Map number, exact Dimensions and acreage of property to be build upon	_____	_____	_____

Page 2

To be checked by applicant Yes No Waiver

() K A survey prepared by a licensed surveyor of the State of New Jersey shall accompany the plan, showing existing and proposed monuments and all existing and proposed lot lines and all set back lines.

() L. The following legends shall be on the site plan map:

Site plan of _____

Block _____ Lot _____ Zone _____

Date _____ Scale _____

Applicant _____

Address _____

I consent to the filing of this site plan with the Planning Board

(Owner) (Date)

I hereby certify that I have prepared the site plan and that all dimensions and information thereon depicted is correct.

(Name) (Title & License)

I have reviewed this site plan and certify that it meets all codes and ordinances under that jurisdiction

(Date) (Municipal Engineer)

Approved by Planning Board:

Preliminary _____

Final _____

(Chairman) (Date)

() M. Name and License number of site planner of Professional Engineer with documents sealed with raised seal.

() N. Date and revision dates of drawing and plans

() 3. Certification by Borough Tax Collector that all taxes including Current taxes are paid

Page 3

To be checked by applicant	Yes	No	Waiver
() 4. Payment of all applicable fees for preliminary site plan review	_____	_____	_____
() 5. Submission of Environmental Impact Statement	_____	_____	_____
() 6. Soil erosion and sediment and Control Permit and Soil Conservation District Approval (if project involves disturbance of more than 5,000 Square feet of land surface area).	_____	_____	_____
() 7. Storm water management plan	_____	_____	_____
() 8. Referral to Monmouth County Planning Board for review and approval.	_____	_____	_____
() 9. Six copies of completed checklist.	_____	_____	_____
() 10. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership.	_____	_____	_____
() 11. Applicant for a project located within a flood hazard area to apply For approval in conformance with the "90 Day Construction Permit Act."	_____	_____	_____
() 12. Application for state ingress and egress approval, if necessary	_____	_____	_____
() 13. Variance(s) from Section(s) and reasons, if necessary	_____	_____	_____
() 14. Waiver required from Section(s) and reason	_____	_____	_____
() 15. Owners signed Certificate of Concurrence with the plan	_____	_____	_____

FINAL SITE PLAN APPLICATION

Page 4

To be checked by applicant	Yes	No	Waiver
() 1. Sixteen (16) copies of complete application for Final Site Plan Approval.	_____	_____	_____
() 2. Sixteen (16) copies of site plan in final form prepared in accordance With Section 804 of the Development Review Ordinance, including all Information depicted on the preliminary plan and satisfaction of all Conditions of preliminary approval	_____	_____	_____
() 3. Payment of all Final Site Plan Filing Fees.	_____	_____	_____
() 4. Payment of Performance Guaranty in favor of municipality approved by Borough Attorney and Borough Engineer.	_____	_____	_____
() 5. Soil removal permit signed by Borough Engineer	_____	_____	_____
() 6. Date and revision dates of drawing and/or reports	_____	_____	_____
() 7. Engineering Inspection Fees	_____	_____	_____
() 8. Certification form Tax Collector that all taxes are current on the property through the current month quarter.	_____	_____	_____
() 9. Permits from other authorities upon which approvals were conditioned.	_____	_____	_____