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April 11, 2024

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

Attn: Denise Nellis, Planning Board Secretary

**Re: Main Keyport Realty, LLC
Bulk Variance Application
Completeness Review #2
Application No. KUPB 24-02
Location: 27 Brooks Avenue
Block 102, Lot 5
Borough of Keyport, Monmouth County, NJ
CME File: HKPE0102.02**

Dear Board Members:

In accordance with your authorization, CME has performed a review of the above referenced variance application for completeness.

Completeness Review

1. The Applicant has submitted the following information as requested in our March 14, 20204 review letter:
 - a. The Preliminary Site Plan, Waivers and Variance checklist.
 - b. Tax Payment Certification completed by the Borough's Tax Collector.
 - c. Disclosure form including a W-9.
 - d. The Applicant submitted a \$75.00 application fee and a \$200 escrow fee. The applicant is required to post any remaining balance prior to the application being scheduled for a public hearing.
2. Due to the nature of the application, we have no objection to the Board granting completeness waivers for several of the check list items including the following:
 - 2A. Scale not less than one (1) inch equals one hundred (100) feet.
 - 2B. Locator map showing all road intersections within fifteen hundred (1500) feet.

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CONSULTING AND MUNICIPAL ENGINEERS

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- 2D. All lot lines, approximate location of all structures and owners of lots within two hundred (200) feet of the site.
6. Soil Erosion and Sediment Control Permit and Soil Conservation District Approval (should be submitted as a condition of any approval granted by the Board).
3. We recommend this application be deemed **complete** and have no objection to the application being scheduled for a public hearing.

Our technical comments included in our March 14, 2024 remain to be satisfied. 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.
Main Keyport Realty, LLC, Applicant
Salvatore Alfieri, Esq., Applicant's Attorney
Marc Leber, P.E., P.P., Applicant's Engineer
Jason Peist, AIA, Applicant's Architect
Malvika Apte, PP, AICP, Board Planner