

JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



TIM W. GILLEN, PE, PP, CME (1991-2019)  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME

October 15, 2024

Keyport Unified Planning Board  
70 West Front Street  
PO Box 60  
Keyport, NJ 07735

Attn: Denise Nellis  
Recording Secretary

**Re: Key 122 Property LLC  
122 Chingarora Avenue - Application No. KUPB 24-08  
Minor Subdivision Approval  
Completeness, Planning and Engineering Review and Fee Determination  
Block 27, Lots 14 & 15  
Borough of Keyport, Monmouth County, NJ  
Our File: HKPE0027.01**

Dear Chairman Merla and Board Members:

In accordance with your authorization, our office has performed a review of the above referenced application, including but not limited to the following submission items:

- A plan titled: Minor Subdivision on Lots 14 and 15 in Block 27, on the Official Tax Map of the Borough of Keyport, Monmouth County, New Jersey, Tax Map Page 6, prepared by Thomas Craig Finnigan Land Surveying LLC, dated April 8, 2024, unrevised, consisting of one (1) sheet.
- Completed Application to the Keyport Unified Planning Board dated July 18, 2024, plus various other application documents and submission items.

We have reviewed the subject application for Minor Subdivision approval and offer the following comments for the Board's consideration:

1) Property Description

The subject properties, Block 27, Lots 14 and 15 are located on the west side of Chingarora Avenue between West Fourth Street and West Third Street and are interior lots. The two parcels are abutting with each lot measuring 4,000 square feet in area. The lots currently contain a one and one-half story dwelling with a single car garage in the rear yard, both of which are situated within Lot 15, and a gravel driveway that is located on both lots. Lot 14 is presently undeveloped besides the driveway. Both parcels are located in the Residential (RA) Zone and each have 40.00 feet of frontage on Chingarora Avenue. The Applicant proposes to construct a single-family dwelling on proposed Lot 14.01. The Minor Subdivision Plan states the address of a building on

S:\Keyport\Project Files\E0027.01 122 Chingarora Ave\24-09-04 Completeness, Planning & Eng Rvw - Fee Determination (RR).docx

CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0756



Keyport Unified Planning Board  
 Re: Key 122 Property LLC - Application No. KUPB 24-08  
 Completeness, Planning and Engineering Review #1

October 15, 2024  
 HKPE0027.01  
 Page 2

Lot 14.01 would be number 124 Chingarora Avenue. No other improvements are proposed in connection with the current application. The property is located in the "X" zone of the preliminary Flood Maps and is also in the CAFRA Zone.

2) Completeness Review: The application as submitted is a minor subdivision. At this time the application has been deemed **COMPLETE** by this office.

3) Surrounding Uses

Properties surrounding the subject site are similarly zoned RA and appear to contain residential uses.

4) Zoning Compliance

The subject property is situated within the Residential RA Zone District. The table below summarizes the bulk measures and zone requirements for the property:

Standard	Required	Proposed Lot 15.01	Proposed Lot 14.01
Minimum Lot Area (sq. ft.)	5,000	4,000 (V)	4,000 (V)
Minimum Lot Width(ft.)	50	40 (V)	40 (V)
<b>Principal Building Setbacks</b>			
Front Yard (ft.)	20	12.75 (ENC)	>20
One Side Yard (ft.)	6	2.7 (ENC)	>6
Side Yard Combined (ft.)	16	15.7 (V)	>16
Rear Yard (ft.)	15	33.8	>15
<b>Accessory Bldg. / Struct. Setbacks</b>			
Side Yard (ft.)	3	2.0 (V)	N/A
Rear Yard (ft.)	3	2.2 (ENC)	N/A
<b>Maximum Height</b>			
Principal Building: Stories/ Feet	2.5/30'	1.5/25	<2.5/30'
Accessory Building: Stories/Feet	1.5/16'	1/ *	N/A
Principal Building Coverage	30%	28.12%	<30
Accessory Building Coverage	10%	7.5%	N/A
Building Coverage Inclusive of Accessory Building	40%	35.6%	<40
Lot (Impervious Surface) Coverage	60%	38.1%	<60
Maximum Percent of Front Yard Covered by Parking	30%	25%	<30

(ENC) Existing Non-Conformity (V) Variance

\* Information to be provided by the Applicant



Keyport Unified Planning Board  
Re: Key 122 Property LLC - Application No. KUPB 24-08  
Completeness, Planning and Engineering Review #1

October 15, 2024  
HKPE0027.01  
Page 3

The Minor Subdivision Plan shows building setback lines for proposed Lot 14.01 based on the requirements of the RA Zoning District. No variances to the requirements of the RA Zoning District have been requested for a proposed building on Lot 14.01 other than Lot Area and Lot Frontage.

5) Engineering and Planning Review

- a) The Applicant should be prepared to discuss the following issues with the Board:
- i. The Applicant shall provide testimony in support of the required variances and that the variances can be granted without causing substantial detriment to the public good and that the granting of the variances will not substantially impair the intent and purpose of the municipal zoning plan and ordinance.
  - ii. The Applicant shall identify any existing site improvements to be removed or relocated.
  - iii. The Applicant shall provide testimony if there are any proposed site improvements included as part of this minor subdivision application including, but not limited to, new utility connections, modifications to building entrances, etc.
- b) In accordance with the Municipal Land Use law NJSA 40:55D-70c, the Applicant must provide testimony to address the positive and negative criteria for the requested "c" variances.
- i. Positive Criteria: The Applicant shall provide testimony to the Board regarding the physical condition of the property and how the strict application of the provisions of the ordinance would result in a hardship that is inconsistent with the purpose and intent of the ordinance. Alternatively, the Applicant may testify that the required variance furthers the purposes of the Municipal Land Use Law and that the benefits of granting the variance will substantially outweigh any detriments.
  - ii. Negative Criteria: The Applicant must demonstrate that the variance can be granted without detriment to the public good and that the granting of the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.
- c) The following technical items should be conditions of any approval granted by the Board:
- i. Provide a signed and sealed copy of survey of property by a professional Land Surveyor in which the minor subdivision plan is based.
  - ii. Provide a minimum of 3 corners around the property with actual computed coordinate pairs.
  - iii. Survey monuments shall be set and shown on the subdivision plat in accordance with the Title Recordation Law.
  - iv. Metes and bounds descriptions shall be provided for each lot for filing purposes.
  - v. Approval from the Monmouth County Planning Board is required for the subdivision.



Keyport Unified Planning Board  
Re: Key 122 Property LLC - Application No. KUPB 24-08  
Completeness, Planning and Engineering Review #1

October 15, 2024  
HKPE0027.01  
Page 4

- vi. Approval from the Freehold Soil Conservation District is required prior to construction.
- vii. The Applicant shall note that approval of a minor subdivision shall expire 190 days from the date of Planning Board approval unless within such period the deed clearly describing the approved minor subdivision is filed by the developer with the County Recording Officer.
- viii. The Applicant shall obtain any necessary municipal building permits should they be required.
- ix. The Applicant should obtain approval of the new lot numbers from the Borough Tax Assessor.
- x. The Applicant will be responsible for repair of any damage to the Chingarora Avenue roadway pavement and sidewalk as a result of construction on proposed Lot 14.01.
- xi. A plot plan prepared by a NJ professional engineer should be submitted to the Board engineer for review and approval. The plot plan should include driveways, curb cuts, curb and sidewalk, impervious coverage calculations, stormwater management improvements, utility (water, sewer and gas) connections, roadway restoration and construction details.
- xii. The Applicant shall obtain approval from the Borough Utility Department for the water and sanitary sewer connections and the Bayshore Regional Sewerage Authority (BRSA).
- xiii. The Applicant is responsible to pay all connection fees to the Borough and the BRSA prior to construction.
- xiv. The Applicant will be required to repair any sidewalk and curb damaged during construction in accordance with the Borough's improvements standards and to the satisfaction of the Borough Engineer.
- xv. The Applicant shall be responsible to post a performance bond and obtain a road opening permit prior to construction.
- xvi. The Applicant shall provide a Topographic and Location As Built Plan which shall be approved by the Borough Engineer prior to the issuance of a Certificate of Occupancy.
- xvii. The applicant must obtain any other necessary permits and/or approvals that may be required from any governmental or quasi-governmental entities having jurisdiction over the project, including but not limited to, Building and Construction Permits and Inspections. Copies of all permits must be submitted to the Board and our office.



Keyport Unified Planning Board  
Re: Key 122 Property LLC - Application No. KUPB 24-08  
Completeness, Planning and Engineering Review #1

October 15, 2024  
HKPE0027.01  
Page 5

Should you have any questions or require additional information, please do not hesitate to contact this office.

Very truly yours,  
**CME Associates**

A handwritten signature in black ink, appearing to read 'T. Taylor', is written over a faint, circular watermark or stamp.

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

TT

cc: Marc Leckstein, Esq.  
Key 122 Property LLC, Applicant  
Malvika Apte, PP, AICP, Board Planner