LAW OFFICES OF
BYRNES, O'HERN & HEUGLE

SEAN F. BYRNES, ESQ.
Partner
Member of New Jersey Bar
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February 14, 2024

Denise Nellis
Keyport Planning Board Secretary
70 West Front Street
Keyport, NJ 07735

Re: Application for Site Plan Approval – 24 Broad Street

Dear Ms. Nellis:

This firm represents the applicant 24 Broad Street LLC, which is seeking site plan approval and certain variances for property it owns at 24 Broad Street, Keyport, New Jersey. In support of this application, we enclose herewith the following:

1. An original and twenty-one copies of an Application to the Keyport Unified Planning Board seeking site plan approval and certain variances;

2. Twenty-two copies of the Preliminary and Final Site Plan of KBA Engineering Services LLC dated October 30th, 2023 (in Box 1 submitted herewith);

3. Twenty-two Architectural drawings of James T. Daley dated February 5th, 2024 (in Box 2 submitted herewith);

4. An Escrow Agreement signed by the Applicant;

5. A Thumb Drive with PDF copies of Application and submissions;

6. Two checks in the amount of $ 300 & $1000 for the application fee, site plan fee, variance fee, and professional escrow.

Please let me know if there's anything further you need from our office to schedule this matter for a hearing before the Unified Planning Board. Thank you for your attention to this matter.

Very truly yours,

/s/SEAN F. BYRNES

SEAN F. BYRNES

SFB:spc
Enclosures
Cc: 24 Broad Street LLC