



Dear Applicant:

There is a Planning Board Procedure that must be followed: You must submit twenty-two (22) packages of the full application including plans and survey to the Planning Board Secretary as well as placing everything submitted on a computer disk.

The Planning Board Secretary will send copies of application to Board's professionals. The Board professionals will submit a letter to the Board Secretary as to whether the application is complete for a hearing date. If so, the secretary will inform the applicant as to the next available date.

Once the applicant receives the hearing date, notice must be placed in the newspaper ten days prior to the meeting this notice must be emailed to app.legals@gannett.com. Applicant must also send out letters to the surrounding neighbors within 200 feet of the site. Neighbors must be notified by certified mail ten days before the meeting date. If they are NOT noticed within that ten (10) day period, jurisdiction will not be taken at the hearing and notice will have to be done all over again.

All applicants must make sure the notice is correct before being processed by checking with their attorney, surveyor or planner.

If you have any questions, please call me.

Denise Nellis

Denise Nellis
Certified Planning Board Secretary
732-739-5123
dnellis@keyportonline.com

KEYPORT UNIFIED PLANNING BOARD
CHECKLIST

1. Copy of Denied Zoning Permit from Zoning Officer
2. Copy of 200 Foot radius list from the Tax Assessor's Office
3. Application Packages must include:
 - 20 copies of the Application
 - 20 copies of the Maps or Drawings
 - 20 copies of the Corporate Disclosure (if Applicable)
4. Certification from Tax Collector that property taxes have been paid
5. Sewer Connection Application Submitted to:
6. Copy of Notice to County of Monmouth Planning Board
7. Copy of Notice to DOT
10. DCA Application (property exceeds 150 acres or 500 dwelling units)
11. Original affidavit of publication prior to hearing:
 - Asbury Park Press
 - P.O. Box 1550
 - Neptune, NJ 07754
12. Original affidavit of service (prior to hearing) certified mailing return receipts to Board Secretary
13. Meetings held: Regular meetings for the Keyport Unified Planning Board are held on the 4th Thursday of each month except in the event of a holiday. All meetings are held at 7:00 PM in the Council Chambers of the Borough Hall 70 West Front Street, Keyport, NJ 07735
14. Meeting time 7:00 p.m.
15. Fees must be paid to Board Secretary no later than 10 days before your hearing date. Checks are made payable to the Borough of Keyport.
 - Checks: One (1) check for application fees
 - One (1) check for escrow fees for the professionals
16. Applicant is responsible for publishing the Board's decision after the resolution is memorialized. (sample enclosed)
17. All escrows and bonds must be paid to the Planning Department.

FILING THE APPLICATION

1. Each application package must include the following:
 - a. Application forms, fully completed and signed --20 copies
 - b. Zoning Officer's denial letter --20 copies
 - c. Survey --20 copies of a certified survey of the property. If a present building exists, the survey shall be a certified "location survey" and shall clearly indicate such buildings thereon with all front, side and rear yard dimensions, together with setback dimensions required by ordinance.
 - d. Plot Plan -- 20 copies (if new building). Clearly indicate all new and existing buildings and front side and rear yard dimensions, with a comparison to the zoning ordinance requirements.
 - e. Any other supporting reports and documents, if applicable. -- 20 copies
 - f. Required fees and escrows.
 - g. Affidavit of Disclosure, if applicable. -- 20 copies
 - h. Certification of Tax Collector.
 - i. Present and proposed easements.
 - j. Applicants doing renovations, alterations or new construction must provide drawings to scale.
2. A sample Notice of Hearing is attached. The following information MUST be in your notice:
 - a. Date, time and place of hearing.
 - b. Nature of matters to be considered.
 - c. Identification of property proposed for development by street address, tax block and lot number, as shown on tax map.
 - d. Zone classification.
 - e. Where and when maps, blueprints, specifications and other documents for which approval is sought are available for public inspection.
3. At least 10 days prior to hearing date, notice of the hearing must be:
 - a. Published in the Asbury Park Press.
 - b. Served by certified mail on:
 1. All property owners within 200 feet of the property.

4. After you have notified all parties listed above, the following items must be submitted to the Board Secretary at least two (2) business days prior to the meeting:
 1. Affidavit of Publication of Notice of meeting as published in the newspaper.
 2. Certified mail receipts
 3. A copy of the notice you served on all property owners.
 4. Both notice to the property owners and the notice in the newspaper must be legally correct and published at least 10 days before the hearing in order for the hearing to occur.

After the Board hears the case, and adopts a Resolution, notice of the decision of the Board must be advertised in the Ashbury Park Press not more than 10 days after decision.



KEYPORT UNIFIED PLANNING BOARD APPLICATION

BOROUGH OF KEYPORT
70 WEST FRONT STREET
KEYPORT, NEW JERSEY 07735

APPLICATION TO THE KEYPORT UNIFIED PLANNING BOARD

1. SUBJECT PROPERTY

Location: 128 First Street, Keyport, NJ 07735
Tax Map: _____ Block: 95 Lot(s) 6
Dimensions: Frontage 36 feet Depth 125.5 feet Total Area 4518 sq ft.
Zone District: RA ZONE
Location of the property is approximately 155 feet feet from the intersection of
First Street and Green Grove Avenue
The property is located within 200 feet of another municipality: ☒ NO ☐ YES
If yes, name of municipality _____
The property fronts on a County Road or State Highway: ☐ NO ☒ YES
COUNTY ROUTE NUMBER No. 6 STATE HIGHWAY NUMBER _____

2. APPLICANT INFORMATION

Full Legal Name: Nickiann Ferrari
Address: 120 First Street, Keyport, NJ 07735
(Street) (City) (State) (Zip)
Telephone Numbers: Day 908-415-0608 Evening 908-415-0608
Email: nickiann.ferrari@gmail.com
Applicant is a ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☒ Resident

3. OWNER IF DIFFERENT FROM APPLICANT:

If the owner of the property is someone different from the Applicant, then please complete the following:

Owner's Name: _____
Address: _____
(Street) (City) (State) (Zip)
Telephone Numbers: Day _____ Evening _____
Email: _____

4. **ADDITIONAL PROPERTY INFORMATION**

Restrictions, covenants, easements, homeowners/condo association by-laws, existing or proposed on the property:

 YES (attach copies and/or copy of deed) PROPOSED (attach description) X NONE

NOTE: All Deeds Restrictions, covenants, easements, association by-laws, either existing or proposed, must be submitted for review, and must be written in easily understandable English in order to be approved.

Present use of the premises and proposed use (describe in detail): Residential structure

5. **APPLICANT'S EXPERTS / REPRESENTATIVES**

Applicant Attorney: Raymond Laytham
(Name and Firm if Applicable)

Address: 77 W. Front Street, Keyport, NJ 07735
(Street) (City) (State) (Zip)

Telephone: 732-991-1269 Fax 732-290-4882

Applicant Engineer: Surveyor- Thomas Finnegan
(Name and Firm if Applicable)

Address: 245 East End Avenue Belford, NJ 07718
(Street) (City) (State) (Zip)

Telephone: 732-787-0318 Fax 732-495-6217

Applicant Planning Consultant: _____
(Name and Firm if Applicable)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax _____

Applicant Traffic Engineer: _____
(Name and Firm if Applicable)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax _____

6. OTHER EXPERTS

List any other expert(s) who will submit a report and/or testify on behalf of the Applicant.

Name: Gary Junkroft-Kinetic Architects Field of Expertise: Architect

Address: 2244 Winfield Street Rahway NJ 07065
(Street) (City) (State) (Zip)

Telephone: 732-910-6178 Fax _____

7. RELIEF BEING REQUESTED

SUBDIVISION APPROVAL

_____ Minor Subdivision

_____ Major Subdivision

_____ Major Subdivision - Final

_____ Number of Lots to be Created

_____ Number of Proposed Dwelling Units

Note: A "Plan of Subdivision" must be submitted in accordance with the submission requirements set forth in the Submission Checklist and the Borough of Keyport Ordinance.

SITE PLAN APPROVAL

_____ Major Site Plan Approval

_____ Minor Site Plan Approval

_____ Preliminary Site Plan Approval (phases -- if applicable) _____

_____ Final Site Plan Approval (phases -- if applicable) _____

_____ Amendment or Revision to an Approval Site Plan (Area to be disturbed -- square feet)

_____ Request for a Waiver from Site Plan Review and Approval. Reason for Request: _____

OTHER

_____ Informal Review of _____

_____ Appeal Decision of the Zoning Officer (N.J.S.A. 40:55D-70.a.) Describe nature of appeal: _____

_____ Interpretation of Map or Ordinance, or Decisions upon Special Questions (N.J.S.A. 40:55D 70.b.) Explain: _____

_____ Variance Relief-Hardship (N.J.S.A. 40:55D-70c (1)) Provide Reasons: _____

_____ Variance Relief-Substantial Benefit (N.J.S.A. 40:55D-70c (2)) Provide Reasons: _____

_____ Variance Relief-Use (N.J.S.A. 40:55D-70cd) Provide Reasons: _____
 Expansion of a lawfully created preexisting non-conforming use -40:55D-70d (2)

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
Minimum lot area:*	4518 sq ft	4518	5000 sq ft
Building coverage limit:*	42%	42%	40%
Front yard setback:*	11'		20'
Side yard setback:*	2.6' left side*	2.6'	6' 16' both sides
Rear yard setback:*	60.4	60.4	15'
Roadway setback:	19'	19'	20'
Impervious coverage limit:	9.2%	9.2%	60%
Parking spaces:*	2	2	2
Building height:*	18.6'	27.7'	30'

*DENOTES ITEMS REQUIRED ON THE SITE PLAN.

Side yard set back

*10.2' Right side 10.2'

6'

7. SUBMISSION REQUIREMENTS

The Applicant is required to submit each of the following, unless otherwise noted:

- A. Application: An Original and nineteen (19) copies to the Board Secretary (Total 20) must be submitted (with attached site plan, plot plan, survey and/or other pertinent documents).
- B. Escrow Agreement (Form #1): Sign and submit with original copy of application
- C. Notice of Public Hearing (Form #2): DO NOT MAIL TO PROPERTY OWNERS UNTIL AUTHORIZED TO DO SO BY THE BOARD'S SECRETARY. Submit a draft copy (leaving date of hearing blank) and submit with original application. *(Not required for minor subdivision where no variances are requested)*
- C. Affidavit of Publication – Asbury Park Press: Evidencing that the Notice of Public Hearing (Form #3) was published at least ten (10) days prior to the hearing date: (DO NOT PUBLISH NOTICE IN NEWSPAPER UNTIL AUTHORIZED TO DO SO BY THE BOARD'S SECRETARY) Submit to the Board's Secretary as soon as received by the newspaper. *(Not required for minor subdivision where no variances are requested)*
- D. Affidavit of Service – with attachments (Form #4). Submit to the Board's Secretary along with Original copies of Certified Mail Receipts stamped by the US Post Office as to the date of mailing, and a copy of the Notice of Public Hearing (Form #2) with hearing date.
- E. Tax Payment Certification (Form #5). Submit with Original copy of Application.

8. OTHER APPROVALS, WHICH MAY BE REQUIRED, AND THE DATES THAT PLANS/APPLICATIONS WERE SUBMITTED:

AGENCY OR PERMIT	YES	NO	DATE PLANS SUBMITTED
Borough of Keyport Health Dept		☒	_____
Borough of Keyport Planning Board	☒		_____
Freehold Soil Conservation District		☒	_____
NJ Dept. of Transportation		☒	_____
JCP&L		☒	_____
Other: _____			_____

*NJ Dept of Environmental Protection

*Check nature of approval(s) needed on next page:

_____ Sewer Extension Permit; _____ Sanitary Sewer Connection Permit; _____ Potable Water Construction Permit;
 _____ Stream Encroachment Permit; _____ Wetlands Permit; _____ Tidal Wetlands Permit; _____ Other _____

List of Maps, Reports and other materials accompanying this application (attach additional pages as required for complete listing): Survey Map- Thomas Finnegan - Nov. 21, 2022

Architectural plans- Kinetic Architects- Gary Junkroff- Jan. 8-2023

9. OTHER INFORMATION ATTACHED IN SUPPORT OF YOUR APPLICATION.

(List specific information attached and its importance/significance to your application): _____

Expansion of a lawfully created preexisting non-conforming use -40:55D-7.0d(2) Requiring variances for front yard and side yard setbacks and for impervious lot coverage-Increasing height of a two story residence. There will be no expansion of the existing building footprint.

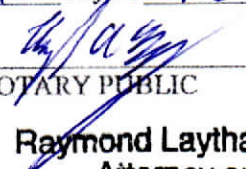
10. CERTIFICATIONS

APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant that I am authorized to sign the application for the Corporation, or that I am a general partner of the partnership applicant. (If the Applicant is a corporation, this application must be signed by an authorized corporate officer as indicated in a resolution of the corporation which must be attached hereto. If the applicant is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

9 day of Feb, 2023


NOTARY PUBLIC

Raymond Laytham Esq.
Attorney and
Notary Public in
New Jersey
Commission Expires - N/A

X


SIGNATURE OF APPLICANT

Nickiann Ferrari

Applicant's Name (Print)

OWNER (IF DIFFERENT FROM APPLICANT)

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made by the applicant, and the decision of the Board in this matter.

Sworn to and subscribed before me this

____ Day of _____, 20____

NOTARY PUBLIC

X

SIGNATURE OF OWNER

Owner's Name (Print)

ESCROW AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into this _____ day of _____
20 23 by and between the KEYPORT UNIFIED PLANNING BOARD (the "Board") and

Nickiann Ferrari (the "Applicant").

1. PURPOSE. The Board authorizes its professional staff to review, inspect, report to the Board, and study all plans, documents, statements, improvements and provisions submitted by the Applicant to the Board or pursuant to relief granted to the Applicant by the Board. The Board is entitled to reimbursement from an Applicant for all reasonable costs/fees incurred by the Applicants in accordance with N.J.S.A 40:55D-8, and N.J.S.A 40:55D-53 et seq. of the New Jersey Municipal Land Use Law ("MLUL").

2. ESCROW ESTABLISHED. The Board, Borough and Applicant, in accordance with the provisions of this Agreement, hereby create an escrow deposit account to be established with the finance office of the Borough of Keyport.

3. ESCROW FUNDED. The Applicant, by execution of this Agreement, shall pay to the Borough to be deposited in the account referred to in paragraph 2 above.

4. INCREASE IN ESCROW AMOUNT DEPOSITED. If, during the existence of this escrow agreement, the funds deposited into said escrow account are insufficient to cover any voucher or bill submitted by the Board's professional staff, the applicant shall, within fourteen (14) days of receipt of a notice from the Board or the Borough that a deficiency in the escrow exists, provide such funding as required to fund the existing deficit as well as to pay for projected costs and fees associated with the ongoing professional reviews, inspections, etc., pursuant to applicable Borough ordinances governing the same, as well as the MLUL.

5. DISPUTES AND APPEALS. Should any disputes arise by and between the applicant and the Borough and/or the Board with respect to either the funding of, or payment from, the escrow account established herein, then the settlement of any and all disputes, including appeals from any decisions made by the Borough and/or the Board regarding such escrow account shall be made as called for by the applicable ordinance of the Borough of Keyport and the provisions of the MLUL.

6. COLLECTION OF DELINQUENT ESCROW BALANCES. Should the Applicant fail to adequately and on a timely basis fail to fund its escrow account so that the payment of necessary fees of the Board's professionals can be made in accordance with the law, then the Borough and/or Board shall be entitled to pursue all remedies available at either law of inequity, including but not limited to all amounts due, and simple interest at a rate of 18% per annum on all sums unpaid, beginning from 30 days after the applicant received notice of such deficiencies, if permitted by law. The Borough and/or Board shall be permitted to place a lien against any and

all properties within the Borough owned by the Applicant until such time as all sums due and owed have been paid. The Borough shall also have the right to withhold and/or suspend any building permits, the conduct of construction inspections, the issuance of certificates of occupancy, and other actions, unless and until all escrow deficiencies have been satisfied by the Applicant.

Date: Feb 9, 2023

X Nickianni Ferrari
SIGNATURE OF APPLICANT

Nickianni Ferrari

Owner's Name (Print)

Sworn to and subscribed before me this

9 day of Feb, 2023

[Signature]
NOTARY PUBLIC

Raymond Laytham Esq.
Attorney and
Notary Public in
New Jersey
Commission Expires - N/A

Date: _____

BOROUGH OF KEYPORT

Date: _____

BOROUGH OF KEYPORT
UNIFIED PLANNING BOARD

**FORM #2 - NOTICE SERVED ON PROPERTY OWNERS WITHIN 200 FEET OF
SUBJECT PROPERTY:**

**BOROUGH OF KEYPORT, COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF PUBLIC HEARING**

TO: OWNER OF PREMISES LOCATED AT:

Also known as Block 95 Lot 6 in the Borough of Keyport

PLEASE TAKE NOTICE, that the undersigned has filed an application with the Unified Planning/Zoning Board of the Borough of Keyport for the following appeal or form of relief: Expansion of a lawfully created pre-existing non-conforming use- -40:55D-70d(2) requiring variances for front and side yard setbacks and for lot size and for impervious lot coverage-Increasing the height of an existing two story residence. There will be no expansion of the footprint of the current structures.

On the premises at 128 First Street in the Borough of Keyport, also

known as Block 95 Lot 6 on the tax maps of the Borough of Keyport. This notice is being sent to you because you are a property owner within 200 feet of the property that is the subject of this application. A public hearing has been set for this application on _____, 20_____ at 7:00 PM in the Keyport Borough Municipal Building, 70 West Front Street, Keyport, NJ 07735. You may appear either in person, or by agent, or by attorney, and present any objections to the granting of the relief being sought. Copies of the application and all documents, maps or other papers filed in connection with this application are on file in the Office of the Board Secretary in the Borough's Municipal Building and are available for inspection during the Borough's regular business hours.

**BY ORDER OF THE KEYPORT BOROUGH
UNIFIED PLANNING BOARD**

Nickiann Ferrari (Name of Applicant)

**FORM #3 – NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE
BOROUGH OF KEYPORT**

NOTE: Publication of this notice must appear at least ten (10) days prior to the scheduled hearing date.

**NOTICE OF PUBLIC HEARING
Borough of Keyport Unified Planning Board**

TAKE NOTICE that on the _____ day of _____, 2023, at 7:00 PM, a hearing will be held before the Keyport Unified Planning Board ("the Board") in the Council Chambers at Keyport Borough Hall, 70 West Front Street, Keyport, NJ 07735 on the application of the undersigned for the following form of relief: _____

~~Expansion of a lawfully created preexisting non-conforming use -40:55D-70d(2) Requiring variances for front yard and side yard setbacks and for undersized lot size and impervious lot coverage-Increasing the height of an existing two story residence. There will be no expansion of the footprint of the current structure.~~

Regarding premises known as 128 First Street, Keyport, NJ in the Borough of Keyport, also known as Block 95 Lot 6 on the tax maps of the Borough. This application, along with all maps, papers and supporting documents filed with the application are on file in the Office of the Board Secretary in the Borough Municipal Building and are available for public inspection during the Borough's regular business hours. Any interested party may appear at the hearing in this matter and participate therein, either in person, by attorney, in accordance with the Rules and Regulations of the Board.

**By Order of the Borough of Keyport
Unified Planning Board**

Nickiann Ferrari (Applicant-Print Name)

FORM #4

AFFIDAVIT OF SERVICE

State of New Jersey :
County of Monmouth : S

Nickiann Ferrari, being of full age and duly sworn according to law, on
his/her oath deposes and says that he/she resides at 120 First Street
(Street Address)

in the Keyport Monmouth NJ
(City) (County) (State)

And that he/she did on _____, 20 23, at least ten (10)
days prior to the hearing date scheduled before the Unified Planning Board of the Borough of
Keyport set for _____, 20 23, give personal notice to all property
owners within 200 feet of subject property of the application known as 128 First Street,
(Street Address)

and being further known as Block 95 Lot 6 on
the Tax Maps of the Borough of Keyport. Said notice was given by sending said notice by
certified mail, return receipt requested. Notices were also served upon: x the Clerk of the
Borough of Keyport, x the Monmouth County Planning Board, x Utility Companies.

A copy of the NOTICE OF PUBLIC HEARING is attached hereto, along with the CERTIFIED
LIST OF PROPERTY OWNERS within 200 feet of the subject property provided to me by the
Keyport Borough Tax Assessor's Office. All original CERTIFIED MAIL RECEIPTS are also
attached hereto.

Nickiann Ferrari
(Signature of Applicant)

Nickiann Ferrari (Name of Applicant - Print)

Sworn and subscribed to before me
This 9 day of Feb, 20 23

Raymond Laytham Esq.
NOTARY PUBLIC

Raymond Laytham Esq.
Attorney and
Notary Public in
New Jersey
Commission Expires - N/A

FORM #5

TAX PAYMENT CERTIFICATION

Pursuant to the New Jersey State Law, Chapter 174 of 1987, N.J.S.A. 40:55D-39e and N.J.S. 40:55D 65h, an applicant may be required to furnish proof that no taxes or assessments of local improvements are due or delinquent on the property for which any relief is being sought through the Unified Planning Board of the Borough of Keyport. An applicant must complete Section I of this form and request the Keyport Borough Tax Office to complete Section II which verifies that no taxes or assessments are due. When completed, the applicant should attach this form to the originally signed application that is to be submitted to the Board secretary.

SECTION I (To be completed by applicant):

I Nickiann Ferrari residing at 120 First Street, Keyport, NJ

and making an application for the following relief before the Unified Planning Board of the Borough of Keyport:

~~Expansion of a lawfully created preexisting non-conforming use - 40:55D-70d(2) Requiring variances for front yard and side yard setbacks and for impervious lot coverage- Increasing the height of existing two story residence. There will be no expansion of the existing building footprint.~~

Regarding property known as Block 95 Lot(s) 6 on the Tax Map of the Borough of Keyport, located at: 128 First Street, Keyport, NJ 07735, whose owner of the record is Nickiann Ferrari, who resides at

120 First Street, Keyport, NJ 07735. I request the Tax Collector of the Borough of Keyport to determine if all taxes and/or assessments are paid on the property that is the subject of my application.

DATE OF REQUEST: Feb. 9, 2023

Nickiann Ferrari
(Applicant's Signature)

SECTION II (To be completed by the Keyport Borough Tax Collector)

I certify that:

- ☒ All taxes are paid up-to-date on the above referenced property
☐ All assessments due have been paid
☐ The following are delinquent and past due: _____

Date:

Feb 9, 2023

(Tax Collector)

Kristen L. Taylor
(Tax Collector)

FORM #7

**NOTICE OF ACTIONS TAKEN BY THE BOARD
BOROUGH OF KEYPORT**

Take notice that on the _____ day of _____, 200____ the Keyport
Unified Planning Board in the County of Monmouth took the following actions:

(Granted / Denied) to (Name) _____ for the property located at

(Address) _____

Block _____, Lot _____

Approval to (a variance, site plan, preliminary subdivision, minor site plan, etc.) describe
development

**COMPLETION CHECKLIST
UNIFIED PLANNING BOARD**

Application Number: _____ Date Received: _____

Applicant: Nickiann Fewari

Property: Block 95 Lot(s) 6

Street Address: 128 First Street

RECEIVED:

☒ Application Fee in Amount of \$ 25.00 ^{500.00} Paid by: Applicant

☒ Escrow Deposit in Amount of \$ 200.00 ^{1,000} Paid by: Applicant

☒ Certification of Taxes Paid

☒ Proposed "Notice of Public Hearing"

☒ Signed Escrow Agreement

☒ Certified List of Property Owners Within 200 Feet

ACTION TAKEN:

_____ Copy of Application to Board Attorney on: _____

_____ Copy of Application to Board Engineer on: _____

_____ Letter _____ "Completeness" _____ "Incompleteness" sent on: _____

_____ Hearing Date Set for: _____

NOTES: _____

EXHIBIT "A"
REQUIRED APPLICATION FEES AND ESCROW DEPOSITS

Fees and escrows -- The following is a schedule of fees to be paid by the applicant upon filing an application:

- | | | |
|----|--|--|
| 1. | Minor Subdivision | |
| | Application Fee -- | \$200.00 |
| | Professionals Escrow -- | \$400.00 (per lot) |
| 2. | Major Subdivision, Preliminary | |
| | Application Fee -- | \$300.00 |
| | Professionals Escrow -- | \$300.00 + \$50.00 per lot for 1 st 10 lots and \$70.00 for any lot over 10 lots |
| 3. | Major Subdivision, Final | |
| | Application Fee -- | \$100.00 |
| | Professionals Escrow -- | \$200.00 + \$50.00 per lot for 1 st 10 lots and \$70.00 for any lots over 10 lots |
| 4. | Resubmission of Incomplete Application | |
| | Application Fee -- | \$75.00 |
| | Professionals Escrow -- | None Required |
| 5. | Resubmission involving a significant change
In the site plan or subdivision | |
| | Application Fee -- | One-half required fee for initial submission |
| | Professionals Escrow -- | One-half required fee for initial Submission |
| 6. | Sketch Plat | |
| | Application Fee -- | \$100.00 |
| | Professionals Escrow -- | \$100.00 |
| 7. | Site Plan Preliminary | |
| | Application Fee -- | \$300.00 |
| | Professionals Escrow -- | \$0.025 per square foot being disturbed, provided a minimum of \$500.00 shall be deposited |

8.	Site Plan, Final	
	Application Fee --	\$100.00
	Professionals Escrow --	\$0.025 per square foot being disturbed, provided a minimum of \$500.00 shall be deposited
9.	Sketch Plat	
	Application Fee --	\$100.00
	Professionals Escrow --	\$100.00
10.	Site Plan Waiver	
	Application Fee --	\$50.00
	Professionals Escrow --	None Required
	In the event that a waiver is not approved, and a site plan is deemed necessary, the funds already submitted will be deducted from the application and escrow fees to be collected for the application.	
11.	Resubmission of Incomplete Application	
	Application Fee --	\$75.00
	Professionals Escrow --	None Required
12.	"D" or Use Variance	
	Application Fee --	\$150.00
	Professionals Escrow --	\$200.00
13.	Bulk Variance	
	Application Fee --	\$25.00 (per variance)
	Professionals Escrow --	\$200.00
14.	"C" Variance	
	Application Fee --	\$25.00 (per variance)
	Professionals Escrow --	\$200.00
15.	Appeals	
	Application Fee --	\$75.00
	Professionals Escrow --	\$200.00
16.	Interpretations	
	Application Fee --	\$75.00
	Professionals Escrow --	\$200.00

17.	Conditional Use		
	Application Fee --	\$150.00	
	Professionals Escrow --	\$200.00	
18.	Building Permit in conflict with Official map or building permit for Lot not related to a street		
	Application Fee --	\$100.00	
	Professionals Escrow --	None Required	
19.	Others, including signs		
	Application Fee --	\$50.00	
	Professionals Escrow --	None Required	

In the event the escrow fund is depleted and there remain sums due to the Municipality, any resolution of approval or issuance of C.O. will be withheld pending satisfaction of this obligation.

BOROUGH OF KEYPORT POST-APPROVAL FEES

1. Preparation of Performance Guarantees:

Subdivisions:	\$250.00 plus \$10.00 per lot
Site Plans:	\$300.00 plus one (1) cent per square foot of building

2. Inspection Fees:

<u>Improvement Cost</u>	<u>Inspection Fee Required</u>
0-\$10,000.00	8% of estimated cost of construction As estimated by the Borough Engineer or a minimum of \$300.00
\$10,000.00 - \$50,000.00	\$800.00 plus seven and one-half (7½) percent of estimated cost over \$10,000.00
\$50,000.00 - \$100,000.00	\$4,800.00 plus seven (7) percent of the estimated cost over \$100,000.00
\$100,000.00	\$13,800 plus six (6) percent of the estimated cost over \$100,000.00

If a Developer's Agreement is required, applicant shall post an initial escrow fund as set forth in the Developer's Agreement to reimburse the Borough for legal fees incurred in the review and preparation of documents, and the administration and enforcement of the terms set forth in the Developer's Agreement.

BOROUGH OF KEYPORT MISCELLANEOUS FEES

1. Reproduction of Records

Duplication of tape recordings	\$75.00
Use of tape recordings for transcript Purposes (applicant to supply his own stenographer to make transcript)	\$150.00
Photocopy of any minutes or reports	\$0.50 sheet

2. Change of Zone Request \$200.00

3. Certificate of Subdivision \$ 10.00

4. Zoning or Change of Use Permit \$ 10.00

Borough of Keyport

February 6, 2023

Raymond Laytham

77 West Front St

Keyport, NJ 07735

Re: Block 95 lot 6

Dear Mr. Laytham,

Attached please find a list of owners with mailing addresses located within 200 ft of the above referenced block and lots located in the Borough of Keyport, as it appears in the 2023 year tax list.

Please note that the Keyport Borough Planning Board also requires that you notify all appropriate utility companies as well. A list of those companies and their addresses are enclosed.

If this office can be of further assistance, do not hesitate to call.

Yours Truly,



Michael Delre, CTA

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OWNER & ADDRESS REPORT

KEYPORT

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BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
94	22		2	LYNCH, PAUL BRIAN 107 FIRST STREET KEYPORT, NJ 07735	107 FIRST	
94	24		4A	JF-117 FIRST STREET LLC 117 FIRST ST KEYPORT, NJ 07735	117 FIRST	L25 & 25.01
94	26		2	FAHEY, JOHN M & CAREN S 121 FIRST STREET KEYPORT, NJ 07735	121 FIRST ST	L27,27.01
94	28		4C	BEMENT ASSOCIATES, INC. 1 ROSE AVENUE STATEN ISLAND, NY 10306	123 FIRST ST	
94	29		2	CLARKIN, MICHAEL JAMES & MICHAEL JOSEPH 129 FIRST KEYPORT, NJ 07735	129 FIRST	
94	30		1	THE HARBOR-VIEW AT KEYPORT INC PO BOX 548 MATAWAN, N J 07747	135 FIRST	
94	30	C01	2	RUBENSTEIN, RICHARD & DILEONARDO, C 135 FIRST ST UNIT 1A KEYPORT, NJ 07735	135 FIRST ST UNIT 1A	
94	30	C02	2	MILLER, LUKE PO BOX 23 WILLOW STREET, PA 17584	135 FIRST ST UNIT 1B	
94	30	C03	2	SCHIELE, ERIC 135 FIRST ST UNIT 1C KEYPORT, NJ 07735	135 FIRST ST UNIT 1C	
94	30	C04	2	DEL ROSSO, ANNA 135 FIRST ST UNIT 1D KEYPORT, N J 07735	135 FIRST ST UNIT 1D	
94	30	C05	2	GERMAINE, CHRISTINE M & MARILYN J PO BOX 14485 NORTH PALM BEACH, FL 33408	135 FIRST ST UNIT 1E	
94	30	C06	2	KAUFFMANN, KEVIN 135 FIRST ST UNIT 1 F KEYPORT, NJ 07735	135 FIRST ST UNIT 1F	
94	30	C07	2	HUBER, JOHN JOSEPH & JODIE MARIE 135 FIRST STREET UNIT 1G KEYPORT, NJ 07747	135 FIRST ST UNIT 1G	
94	30	C08	2	EYNISFELD, LEV & NATASHA 135 FIRST KEYPORT, NJ 07735	135 FIRST ST UNIT 1H	
94	30	C11	2	SITAR, LEONARD & ST. JOHN, CLAUDIA 135 FIRST ST, UNIT 2A KEYPORT, NJ 07735	135 FIRST ST UNIT 2A	
94	30	C12	2	ELLIS, ROSEANNA 135 FIRST ST UNIT 2B KEYPORT, NJ 07735	135 FIRST ST UNIT 2B	
94	30	C13	2	ST. JOHN, CLAUDIA 5 CALA COURT HOLMDEL, NJ 07733	135 FIRST ST UNIT 2C	
94	30	C14	2	AWAD, SALAH 656 HOLMDEL RD HAZLET, NJ 07730	135 FIRST ST UNIT 2D	
94	30	C15	2	WEIR, PHILIP O 135 FIRST ST, UNIT 2E KEYPORT, NJ 07735	135 FIRST ST UNIT 2E	

LIST OF UTILITIES WHICH SERVICE THE BOROUGH OF KEYPORT, NJ
WITH MAILING ADDRESSES AS OF JULY 1, 2013

BELL ATLANTIC/ VERIZON

1095 AVE OF THE AMERICAS

ROOM 3137

NEW YORK, NY 10036

JCP&L Real Estate Department

P.O. Box 1911

Morristown, NJ 07962

NEW JERSEY NATURAL GAS COMPANY

1415 WYCKOFF ROAD

WALL, NJ 07719

CABLEVISION

275 CENTENNIAL AVENUE/ CN 6805

PISCATAWAY, NJ 08855-6805

BOROUGH OF KEYPORT

WATER/SEWER DEPARTMENT

70 WEST FRONT STREET

KEYPORT, NJ 07735

ATTN: SCOTT HICKS

MONMOUTH COUNTY DEPT. OF
TRANSPORTATION
ROUTE 79 & DANIELS WAY
FREEHOLD, NJ 07728

MONMOUTH COUNTY PLANNING BOARD
HALL OF RECORDS ANNEX
1 EAST MAIN ST.
FREEHOLD, NJ 07728

OWNER & ADDRESS REPORT

KEYPORT

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BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
95	10		2	SANBORN, NORA M 140 FIRST STREET KEYPORT, NJ 07735	140 FIRST	
95	11		2	RODRIGUEZ, ROSE MARY & OTHERS 63 SECOND STREET KEYPORT, N J 07735	63 SECOND	
95	12		2	MEDVIN, JASON 8 STONY HILL DRIVE MORGANVILLE, NJ 07751	57-59 SECOND	
95	13		2	MEDVIN, JASON 8 STONY HILL DR MORGANVILLE, NJ 07751	55 SECOND	
95	14		2	SPANGLER, JEFFREY 49 SECOND STREET KEYPORT, NJ 07735	49 SECOND	
95	15		2	CUFF, WILLIAM G. & VICTORIA S., H&W 45 SECOND KEYPORT, N.J. 07735	45 SECOND	
95	16		2	CABRERA, ANGEL M & CONSUELO 41 SECOND ST. KEYPORT, N J 07735	41 SECOND	
95	17		2	CABRERA, ANGEL & CONSUELO 41 SECOND STREET KEYPORT, N J 07735	39 SECOND	
95	18		2	GOTTESMAN, STEVEN 23 ATLANTIC ST KEYPORT, NJ 07735	21 ATLANTIC ST	
95	19		1	ATLANTIC STREET INVESTORS, LLC 5 CATBIRD ALLEY HOLMDEL, NJ 07733	19 ATLANTIC ST	
95	20		2	ATLANTIC STREET INVESTORS LLC 5 CATBIRD ALLEY HOLMDEL, NJ 07733	17 ATLANTIC	
96	5		4A	CABRERA, ANGEL & CONSUELO 41 SECOND ST. KEYPORT, N J 07735	39 ATLANTIC STREET	
96	6		2	SMITH, MATTHEW W & JACQUELINE BROWN 52 SECOND ST KEYPORT, N J 07735	52 SECOND	
96	7		2	WALLING, GEORGE J & KAREN A 54 SECOND ST. KEYPORT, NJ 07735	54 SECOND ST	
96	8		2	TEVIS, MATTHEW F & JENNIFER R 56 SECOND ST KEYPORT, NJ 07735	56 SECOND	
96	9		2	58 2ND REALTY, LLC 2 LINCOLN AVE JAMESBURG, NJ 08831	58-60 SECOND ST	
96	10		2	HENNESSY, CLAIRE E 66 SECOND STREET KEYPORT, NJ 07735	66 SECOND	
125	1		4A	LAWANDI, EMAD S 7 LONG ROAD DENVER, NJ 07834	150 FIRST STREET	
125	37		2	MERLA, ANDREW & DEL BUONO, ALICIA 69 SECOND STREET KEYPORT, NJ 07735	69 SECOND STREET	

OWNER & ADDRESS REPORT

KEYPORT

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BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
94	30	C16	2	MULLER, ROBERT & SUZANNE 135 FIRST ST UNIT 2F KEYPORT, NJ 07735	135 FIRST ST UNIT 2F	
94	30	C17	2	HENDRICK, EILEEN 135 FIRST AVENUE-UNIT 2G KEYPORT, NJ 07735	135 FIRST ST UNIT 2G	
94	30	C18	2	HILL, ALBERT LEWIS & FLORENCE B 135 FIRST ST, UNIT 2H KEYPORT, NJ 07735	135 FIRST ST UNIT 2H	
94	30	C21	2	STJOHN, CLAUDIA 5 CARLA COURT HOLMDEL, NJ 07733	135 FIRST ST UNIT 3A	
94	30	C22	2	GOLAN, SAMUEL & DINA 135 FIRST ST UNIT 3B KEYPORT, NJ 07735	135 FIRST ST UNIT 3B	
94	30	C23	2	BACH, CAROL T 135 FIRST ST UNIT 3C KEYPORT, N J 07735	135 FIRST ST UNIT 3C	
94	30	C24	2	OEFTERING, ANDREW 135 FIRST ST #3-D KEYPORT, NJ 07735	135 FIRST ST UNIT 3D	
94	30	C25	2	WILLSON, JUDITH A. 135 FIRST ST UNIT 3-E KEYPORT, N J 07735	135 FIRST ST UNIT 3E	
94	30	C26	2	LETTIERE, FRANCES K 135 FIRST ST UNIT 3F KEYPORT, N J 07735	135 FIRST ST UNIT 3F	
94	30	C27	2	SITAR, LEONARD & ST JOHN, CLAUDIA 5 CARLA COURT HOLMDEL, NJ 07733	135 FIRST ST UNIT 3G	
94	30	C28	2	BROOKS, WARREN D 135 FIRST STREET UNIT 3H KEYPORT, NJ 07735	135 FIRST ST UNIT 3H	
95	1		4C	RICFARM REALTY, LLC 10 WOODSIDE PLACE HOMDEL, NJ 07733	108 FIRST & ATLANTIC	
95	2		2	RINKEWICH, JANET 112 FIRST KEYPORT, NJ 07735	112 FIRST	
95	4.01		2	MERLA, JOSEPH 120 FIRST STREET KEYPORT, NJ 07735	120 FIRST	
95	5		2	GOYDIC, DANIEL & ANA 124 FIRST STREET KEYPORT, NJ 07735	124 FIRST STREET	
95	6		2	DONNELLY, BARBARA 128 FIRST ST KEYPORT, N J 07735	128 FIRST ST	
95	7		2	PEARCE, WILLIAM J & BARBARA L 132 FIRST ST KEYPORT, N.J. 07735	132 FIRST	
95	8		2	MENSHON, DEBRA 134 FIRST STREET KEYPORT, NJ 07735	134 FIRST	
95	9		2	SPECCHIO, PHILLIP A & LISA A 138 FIRST ST KEYPORT, NJ 07735	138 FIRST	



Borough of Keyport
ZONING OFFICER
70 WEST FRONT ST
P.O. BOX 60
KEYPORT, NJ 07735
(732) 739-5134
DOLSEN@KEYPORTONLINE.COM

Application Date: 1/24/2023
Application Number: ZA-23-017
Permit Number: _____
Project Number: _____

Fee: \$60

Denial of Application

Date: 1/25/2023

To: NICKI ANN FERRARI
120 FIRST ST
KEYPORT, NJ 07735

CC: APP TELE:(908) 415-0608

RE: 128 FIRST ST
BLOCK: 95 LOT: 6 QUAL: ZONE:

DEAR NICKI ANN FERRARI ,
BUILD ADDITION ACCORDING TO PLANS

Your request is hereby denied based upon the following requirements:

The following comments were made during the denial process:

THE PROPOSED WORK IS LOCATED WITHIN THE MINIMUM SIDE YARD SETBACK
DEAR APPLICANT:

YOUR ZONING APPLICATION HAS BEEN DENIED BASED ON LAND USE REGULATION ORDINANCE. INFORMATION FOR AN APPEAL OF THIS DECISION TO THE PLANNING BOARD CAN BE OBTAINED FROM THE SECRETARY OF THE BOARD. NOTICE OF APPEAL OF THIS DECISION MUST BE FILED WITH THE UNIFIED PLANNING BOARD NO LATER THAN SIXTY-FIVE (65) DAYS FROM THE DATE OF THIS NOTICE.

Sincerely,

DAVID OLSEN, ZONING OFFICER