



KEYPORT UNIFIED PLANNING BOARD APPLICATION

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

Form 6
Reg-
for 200
6+
list

APPLICATION TO THE KEYPORT UNIFIED PLANNING BOARD

1. SUBJECT PROPERTY

Location: 175 second st. Keyport NJ 07735
Tax Map: Block 135 Lot(s) 34
Dimensions: Frontage 40' Depth 129.5' Total Area 5,180SF
Zone District: RA

Location of the property is ~~approximately~~ at ~~feet from~~ the intersection of
second st. and Fulton St.

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 Hwy: ☒ NO ☐ YES
COUNTY ROUTE NO. _____ STATE HWY NO. _____

2. APPLICANT INFORMATION

Full Legal Name: Mark Kenneth Hafner
Address: 215 Grant Ave. Eatontown NJ 07724
(Street) (City) (State) (Zip)

Telephone Numbers: DAY 732 585 5507 EVENING same

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 _____

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) ☒ 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): Currently using the 5 garages for storage; proposing that center garage becomes the entrance to upstairs storage office space.

5. APPLICANT'S EXPERTS / REPRESENTATIVES

Applicant Attorney: _____
(Name and Firm if Applicable)

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

Telephone: _____ Fax _____

Applicant Engineer: Gary Junkroft RA of Kinetic Architects
(Name and Firm if Applicable)

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

Telephone: 732 910 6178 Fax _____

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: _____ Field of Expertise: _____

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

Telephone: _____ 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: Appealing due to height restrictions and existing building already close to property line.

_____ 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: (See attached)

_____ 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: _____

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
Minimum lot area:*	<u>5,180 SF</u>	<u>5,180 SF</u>	<u>5,000 SF</u>
Building coverage limit:*			
Front yard setback:*	<u>8 FT</u>	<u>8 FT</u>	<u>20 FT</u>
Side yard setback:*	<u>1.116.0 FT</u>	<u>1.116.0 FT</u>	<u>10' 11.6 FT</u>
Rear yard setback:*	<u>80 FT</u>	<u>86 FT</u>	<u>15 FT</u>
Roadway setback:			
Impervious coverage limit:	<u>77%</u>	<u>77%</u>	<u>60%</u>
Parking spaces:*	<u>5</u>	<u>5</u>	
Building height:*	<u>27 FT</u>	<u>27 FT</u>	<u>30 FT</u>

*DENOTES ITEMS REQUIRED ON THE SITE PLAN.

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

I hope this letter finds you well. I am writing to express a significant concern regarding the current state of my living and working conditions. As a homeowner, husband, parent, and business owner, I find myself in a challenging situation that necessitates immediate action.

The primary issues I am encountering revolve around the limited space available within my current residential property, particularly concerning functional workspace and adequate storage solutions. Given the evolving demands of my personal and professional life, it has become increasingly evident that the existing layout of my home is insufficient to meet these needs adequately. The absence of a designated office and storage space within my residence has proven to be a significant hindrance to my productivity and efficiency.

I have owned this property at 175 Second Street for over 20 years, when it was residentially and commercially zoned. Given the changes in regulations, I am seeking a variance from the borough. I understand that any construction project of this nature requires careful consideration and adherence to relevant regulations and guidelines. Rest assured, I am committed to working closely with the appropriate authorities and adhering to all necessary protocols to ensure compliance and minimize any potential disruptions to the surrounding community.

In conclusion, I respectfully request your understanding and support regarding my proposal to build additional space above my garages. This endeavor is not undertaken lightly but is driven by a genuine need. I am more than willing to discuss this matter further at your earliest convenience and provide any additional information or clarification as needed. Thank you for your consideration.

Sincerely,


Mark Hafner

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): _____

9. OTHER INFORMATION ATTACHED IN SUPPORT OF YOUR APPLICATION.
(List specific information attached and its importance/significance to your application): _____

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

_____ day of _____, 20__

NOTARY PUBLIC

X _____
SIGNATURE OF APPLICANT

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)

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 _____ Lot _____ 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: _____

adding a level on existing garages for office storage

On the premises at 175 Second Street in the Borough of Keyport, also known as Block 135 Lot 34 on the tax maps of the Borough. 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

(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 _____, 20____, 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: adding a level on
existing garages for office storage.

Regarding premises known as 175 Second Street in the Borough of Keyport, also known as Block 135 Lot 34 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

(Applicant-Print Name)

FORM #4

AFFIDAVIT OF SERVICE

State of New Jersey :
: S
County of Monmouth :

Mark Hafner, being of full age and duly sworn according to law, on
his/her oath deposes and says that he/she resides at 215 Grant Avenue
(Street Address)
in the Eatontown Monmouth New Jersey
(City) (County) (State)

And that he/she did on _____, 20____, at least ten (10)
days prior to the hearing date scheduled before the Unified Planning Board of the Borough of
Keyport set for _____, 20____, give personal notice to all property
owners within 200 feet of subject property of the application known as 175 Second Street
(Street Address)

and being further known as Block 135 Lot 34 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: _____ the Clerk of the
Borough of Keyport, _____ the Monmouth County Planning Board, _____ 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.

(Signature of Applicant)

Mark Hafner
(Name of Applicant - Print)

Sworn and subscribed to before me
This _____ day of _____, 20____

NOTARY PUBLIC

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 MARK HAFNER residing at 215 GRANT AVE
EATONTOWN, NJ 07724 and making an application for
the following relief before the Unified Planning Board of the Borough of Keyport:

Regarding property known as Block 135 Lot(s) 34 on the
Tax Map of the Borough of Keyport, located at: 175 SECOND ST,
whose owner of the record is MARK HAFNER, who resides at
215 GRANT AVE EATONTOWN. 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: 3-15-24

Mark Hafner
(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: 3/15/24

(Tax Collector)

Ken R. Stencel for

54
people
found

Borough of Keyport

March 18, 2024

Mark Hafner

175 Second St

Keyport, NJ 07735

Re: Block 135 lot 34

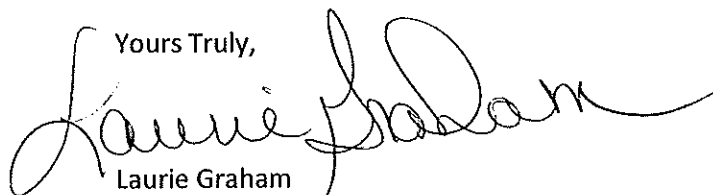
Dear Mr. Hafner,

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 2024 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,



Laurie Graham

Administrative Assistant

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