

Application: Variance Plan

Applicant: Main Keyport Realty, LLC

DISCLOSURE STATEMENT

Disclosure pursuant to N.J.S.A. 40:55D-48.1 Main Keyport Realty, LLC, is a Corporation or Partnership, which has applied to the Township of Keyport Planning/Zoning Board for permission to subdivide a parcel of land into six or more lots, or is applying for a variance to construct a multiple dwelling of twenty five or more family units or for approval of a site to be used for commercial purposes under the Planning/Zoning Board Application _____ and, therefore, discloses the name and addresses of all stockholders or individual partners who own ten (10%) percent or more of its stock or of ten (10) percent or greater interest in the partnership as the case may be.

<u>NAME OF STOCKHOLDER</u>	<u>ADDRESS</u>	<u>PERCENT OF INTEREST</u>
Dory Mastoury	215 Main Street, Keyport, NJ 07735	49%
Scott Wiejers	213 Main Street, Keyport, NJ 07735	26%
Dyanne Allocco	213 Main Street, Keyport, NJ 07735	25%





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

Application Date: 12/13/2023
Application Number: ZA-23-312
Permit Number: _____
Project Number: _____

Fee: \$100

Denial of Application

Date: 12/18/2023

To: DORY MASTORI LLC
215 MAIN ST
KEYPORT, NJ 07735

CC: APP TELE:(732) 351-6512
APP EMAIL:DORY.MASTORI23@GMAIL.COM

RE: 25-27 BROOK
BLOCK: 102 LOT: 5 QUAL: ZONE:

DEAR DORY MASTORI LLC,
NEW 2 STORY 2200 SFSINGLE FAMILY HOME

Your request is hereby denied based upon the following requirements:

The following comments were made during the denial process:

VARIANCE REQUIRED FOR UNDERSIZED LOT & FRONT YARD SETBACK- HALL PLACE

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



KEYPORT UNIFIED PLANNING BOARD APPLICATION

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

Keyport Unified Planning Board
70 West Front Street
Keyport, NJ 07735
Ph. 732-739-5124
Fax 732-739-8738

Dear Applicant:

Please read all information attached in this application. Should you have any questions please do not hesitate to contact my office at 732-739 5124 for an immediate response.

Sincerely,

Denise Nellis
Keyport Planning Board Secretary

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. 20 – Copies of the Application
4. 20 – Copies of Maps or Drawings
5. Corporate Disclosure (if applicable)
6. Certification from Tax Collector that property taxes have been paid
7. Sewer Connection Application Submitted to:
8. Copy of Notice to County of Monmouth Planning Board
9. 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 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 Asbury Park Press not more than 10 days after decision. Unless you advise the Board to the contrary, the Board will publish the decision at your expense.

1. SUBJECT PROPERTY

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) XXNONE

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): Applicant seeks variance approval to construct a 2 story single family dwelling.

5. APPLICANT'S EXPERTS / REPRESENTATIVES

Applicant Attorney: Salvatore Alfieri, Esq. (Cleary Jacobbe Alfieri Jacobs, LLC)
(Name and Firm if Applicable)

Address: 955 Route 34, Suite 200, Matawan, NJ 07747
(Street) (City) (State) (Zip)

Telephone: 732-583-7474 Fax 732-566-7687

Applicant Engineer: Marc S. Leber, P.E., P.P. (East Point Engineering)
(Name and Firm if Applicable)

Address: 11 South Main Street, Marlboro, NJ 07746
(Street) (City) (State) (Zip)

Telephone: (732) 577-0180 Fax _____

Applicant Planning Consultant: N/A
(Name and Firm if Applicable)

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

Telephone: _____ Fax _____

Applicant Traffic Engineer: N/A
(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: Jason Peist, AIA Field of Expertise: Professional Architect

Address: 171 Broad Street, Matawan, NJ 07747
(Street) (City) (State) (Zip)

Telephone: (732) 379-0743 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: _____

XX Variance Relief-Hardship (N.J.S.A. 40:55D-70c (1)) Provide Reasons: _____
Pre-existing nonconforming conditions for lot area and width.
variance for maximum percentage of front yard parking.

_____ 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:*	_____	_____	_____
Building coverage limit:*	_____	_____	_____
Front yard setback:*	_____	_____	_____
Side yard setback:*	_____	_____	_____
Rear yard setback:*	_____	_____	_____
Roadway setback:	_____	_____	_____
Impervious coverage limit:	_____	_____	_____
Parking spaces:*	_____	_____	_____
Building height:*	_____	_____	_____

SEE ZONING CHART

*DENOTES ITEMS REQUIRED ON THE SITE PLAN.

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	_____	<u>X</u>	_____
Borough of Keyport Planning Board	_____	<u>X</u>	_____
Freehold Soil Conservation District	_____	<u>X</u>	_____
NJ Dept. of Transportation	_____	<u>X</u>	_____
JCP&L	_____	<u>X</u>	_____
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):

Variance Plan prepared by Marc S. Leber, P.E., P.P.

Architectual Plans prepared by Jason Peist, AIA

Topographical Survey prepared by Thomas P. Santry, P.A.

9. OTHER INFORMATION ATTACHED IN SUPPORT OF YOUR APPLICATION.

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

n/a

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

01 day of February, 2024

[Signature]
NOTARY PUBLIC

Blaze C Nicolosi
NOTARY PUBLIC
State of New Jersey
ID # 50062903
My Commission Expires 6/29/2027

X [Signature]
SIGNATURE OF APPLICANT

Main Keyport Realty, LLC
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

01 Day of February, 2024

[Signature]
NOTARY PUBLIC

Blaze C Nicolosi
NOTARY PUBLIC
State of New Jersey
ID # 50062903
My Commission Expires 6/29/2027

X [Signature]
SIGNATURE OF OWNER

Main Keyport Realty, LLC
Owner's Name (Print)

ESCROW AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into this _____ day of _____ 20____ by and between the KEYPORT UNIFIED PLANNING BOARD (the "Board") and Main Keyport Realty, LLC (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: 02/01/2024

X [Signature]
SIGNATURE OF APPLICANT

Main Keyport Realty, LLC
Owner's Name (Print)

Sworn to and subscribed before me this
1st day of February, 2024

[Signature]
NOTARY PUBLIC

Blaze C Nicolosi
NOTARY PUBLIC
State of New Jersey
ID # 50062903
My Commission Expires 6/29/2027

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: TBD OWNER OF PREMISES LOCATED AT:
27 Brook Avenue

Also known as Block 102 Lot 5 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: Variance approval to construct a two story single family dwelling on a vacant lot. Bulk Variance relief is required for lot area, lot width, and maximum percentage front yard parking.

On the premises at 27 Brook Avenue in the Borough of Keyport, also known as Block 102 Lot 5 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 TBD, 20 24 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

Main Keyport Realty, LLC

(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 TBD day of TBD, 2024, 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: Variance approval to construct a two story single family dwelling on a vacant lot. Bulk Variance relief is required for lot area, lot width, and maximum percentage front yard parking.

Regarding premises known as 27 Brook Avenue in the Borough of Keyport, also known as Block 102 Lot 5 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**

Main Keyport Realty, LLC
(Applicant-Print Name)

FORM #4

AFFIDAVIT OF SERVICE

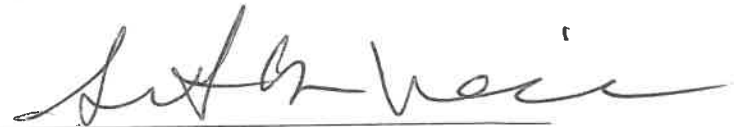
State of New Jersey :
County of _____ : S

_____, being of full age and duly sworn according to law, on his/her oath deposes and says that he/she resides at _____
(Street Address)
in the _____
(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 _____,
(Street Address)

and being further known as Block _____ Lot _____ 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)

MAIN KEYPORT REALITY LLC
(Name of Applicant - Print)

Sworn and subscribed to before me
This 1st day of February, 2024


NOTARY PUBLIC

Blaze C Nicolosi
NOTARY PUBLIC
State of New Jersey
ID # 50062903
My Commission Expires 6/29/2027

FORM #5

TAX PAYMENT CERTIFICATION

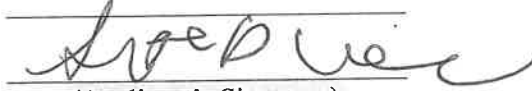
Pursuant to the New Jersey State Law, Chapter 174 of 1987, N.J.S.A. 40:55D-39e and N.J.S. 40:55D 65h, an applicant may be required to furnish proof that no taxes or assessments of local improvements are due or delinquent on the property for which any relief is being sought through the Unified Planning 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 Main Keyport Realty, LLC residing at 215 Main Street, Keyport, NJ 07735 and making an application for the following relief before the Unified Planning Board of the Borough of Keyport: Variance Plan

Regarding property known as Block 102 Lot(s) 5 on the Tax Map of the Borough of Keyport, located at: 27 Brook Avenue, whose owner of the record is Main Keyport Realty, LLC, who resides at 215 Main 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: 1/31/24


(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: _____ (Tax Collector) _____

FORM #6

REQUEST FOR 200 FOOT LIST

Date: 02/01/24

I, Main Keyport Realty, LLC, am requesting a 200 foot list for property at 27 Brook Avenue, which is located in the Borough of Keyport.

Block: 102 Lot(s) 5

When the list is completed, I would like to be contacted by:

Phone: _____

Fax: _____

XX Mail: 955 Route 34, Suite 200, Matawan, NJ 07747

List is \$10.00 per Lot.

PAID BY:

Cash

Check

FORM #7

NOTICE OF ACTIONS TAKEN BY THE BOARD BOROUGH OF KEYPORT

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

(Granted / Denied) to (Name) Main Keyport Realty, LLC for the property located at

(Address) 27 Brook Avenue

Block 102, Lot 5

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

development
Variance approval to construct a two story single family dwelling on a vacant lot. Bulk Variance

relief is required for lot area, lot width, and maximum percentage front yard parking.

**COMPLETION CHECKLIST
UNIFIED PLANNING BOARD**

Application Number: _____ Date Received: _____

Applicant: Main Keyport Realty, LLC

Property: Block 102 Lot(s) 5

Street Address: 27 Brook Avenue

RECEIVED:

_____ Application Fee in Amount of \$ _____ Paid by: _____

_____ Escrow Deposit in Amount of \$ _____ Paid by: _____

_____ 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: _____

