



YOUR GOALS. OUR MISSION.

KUPB-R2061

June 6, 2022

Keyport Unified Planning Board
70 West Front Street
Keyport, New Jersey 07735

Via email and mail

Attn: Denise Nellis, Recording Secretary

**Re: 108 Broad Street – Amended Preliminary & Final Site Plan Approval (Application # 22-01)
Block 60, Lot 6
First Completeness Review**

Dear Board Members:

As requested, we have reviewed the plans, entitled “Use Variance Site Plan 108 Broad Street” that were prepared by Marc S. Leber, P.E., P.P., of East Point Engineering, LLC, dated March 18, 2022, consisting of six (6) sheets. Additionally, the applicant submitted the following documents in support of this application:

1. Floor Plans and Building Elevations, prepared by Salvatore La Ferlita, R.A., dated February 10, 2022, consisting of one (1) sheet;
2. Planning Board Application #22-01, dated April 22, 2022, consisting of five (5) pages;
3. Board Resolution of Denial for Original Preliminary and Final Site Plan Application #21-07, consisting of nine (9) pages, adopted March 24, 2022.

A. Project Description and History

The applicant is requesting amended Preliminary and Final Site Plan Approval to construct two new attached, single-family duplex homes on a vacant lot.

The subject property, consisting of 5,162.5 SF, is located at the intersection of Broad Street (CR 4) and West Third Street. The site has approximately 59 feet of frontage on Broad Street (CR 4) and 88 feet of frontage on West Third Street. The entirety of the site is located within the Two-Family Residential District B (RB) Zone.

A previous Planning Board Application, #21-07 was submitted for the construction of a multifamily residential home containing 4 units. This application was denied by the Planning Board at its January 27, 2022 hearing, primarily due to the excessive density proposed within the Two-Family Residential District B (RB) Zone, the inconsistency of the proposal with the goals and objectives of the 2017 Keyport Master Plan, and the applicant’s failure to meet the required criteria justifying the granting of a d(1) use variance



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B. Completeness Review

Based on our review of the submitted items, we recommend the application be deemed **complete**. Several of the checklist items were not included with the plan set and shall be submitted prior to the application being heard. Below is a summary of the items that shall be submitted and/or completeness waivers granted by the Board prior to the public hearing.

1. Item Preliminary 2E – Streets, easements, watercourses and right-of-way. *The applicant shall clarify if there are any existing easements on site.*
2. Item Preliminary 2H – Preliminary plans for parking, lighting, loading signs, landscaping and buffers. *The applicant shall specify if any lighting is proposed as part of this application.*
3. Item Preliminary 2I – An extension of off-tract improvements necessitated by the proposed development. *The plans shall be revised to provide milling and paving along the entirety of the property frontage.*
4. Item Preliminary 2K – A survey prepared by a licensed surveyor of the State of New Jersey shall accompany the plan, showing existing and proposed monuments and all existing and proposed lot lines and all setback lines. *The applicant shall submit a survey for the existing site prepared by a licensed surveyor of the State of New Jersey.*
5. Item Preliminary L – The following legends shall be added to the plans:

Site plan of _____
Block _____ Lot _____ Zone _____
Date _____ Scale _____
Applicant _____
Address _____
I consent to the filing of this site plan with the Planning Board

(Owner) (Date)

I hereby certify that I have prepared the site plan and that all dimensions and information thereon depicted is correct.

(Name) (Title & License)
I have reviewed this site plan and certify that it meets all codes and ordinances under that jurisdiction

(Date) (Municipal Engineer)



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Approved by Planning Board:

Preliminary _____

Final _____

(Chairman)

(Date)

We have no objection to the Board granting a completeness waiver for this item, provided that the above is added to the plans as a condition of approval.

6. Items Preliminary 3 and Final 8– Certification by Borough Tax Collector that all taxes including current taxes are paid. ***Prior to the public hearing, the applicant shall provide proof that taxes are current.***
7. Items Preliminary 4 and Final 3 – Application and Escrow Fees. ***Application and Escrow Fee calculations to be provided under a separate cover.***
8. Item Preliminary 5 – Submission of Environmental Impact Study. Due to the scope of improvements, ***we have no objection to the Board granting a waiver for this item.***
9. Item Preliminary 6 – Soil Erosion and Sediment and Control Permit and Soil Conservation District Approval. ***We have no objection to the Board granting a completeness waiver for this item, provided that the applicant obtains Freehold Soil Conservation District approval as a condition of approval.***
10. Item Preliminary 7 – Stormwater Management Plan. Due to the scope of improvements, ***we have no objection to the Board granting a waiver for this item.***
11. Item Preliminary 8 – Referral to the Monmouth County Planning Board for review and approval. ***We have no objection to the Board granting a completeness waiver for this item, provided that the applicant obtains approval from the Monmouth County Planning Board as a condition of approval.***
12. Item Preliminary 9 – Six copies of completed checklist. ***We recommend this item be provided prior to the public hearing.***
13. Item Preliminary 10 – Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership. ***We recommend this item be provided prior to the public hearing.***
14. Item Preliminary 12 – Application for state ingress and egress approval. ***Due to the project not being located on a state highway, we have no objection to the Board granting a waiver for this item.***



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15. Item Preliminary 15 – Owner’s signed Certificate of Concurrence with the plan. *We have no objection to the Board granting a completeness waiver for this item, provided that the owner’s concurrence signature block is signed and notarized as a condition of approval.*
16. Items Final 4 and Final 7 – Performance Guarantees and Inspection Fees. *We have no objection to the Board granting completeness waivers for these items, provided that performance guarantees and inspection fees are provided as a condition of any approval.*
17. Item Final 5 – Soil Removal Permit. *We have no objection to the Board granting a completeness waiver for this item, provided that the applicant obtains a soil removal permit as a condition of any approval if any soil will be removed from the site.*
18. Item Final 9 – Permits from other authorities. *We have no objection to the Board granting completeness waivers for these items, provided that copies of all permits and approvals are provided as a condition of any approval.*

I recommend that the applicant provide the items noted B6, B7, and B13 prior to the start of the public hearing.

If you have any questions or require additional information, please do not hesitate to call.

Very truly yours,

T&M ASSOCIATES

FRANCIS W. MULLAN, P.E., C.M.E.
PLANNING BOARD ENGINEER

STANLEY SLACHETKA P.P., A.I.C.P.
PLANNING BOARD PLANNER

FWM:DMD:AWD:lkc

cc: Marc Leckstein, Planning Board Attorney
Mark Sessa, Planning Board Chairman
F. Bradford Batch, Applicant’s Attorney (brad@batchalaw.com)
Salvatore La Ferlita, Applicant’s Architect (sallaferlita@aol.com)
Marc Leber, Applicant’s Engineer (mleber@eastpointeng.com)
Patrick Ward, Applicant’s Planner (patrick@insiteeng.net)
Arjika Property Inc, Applicant, 8 Strawberry Lane, Monroe, NJ 08831