

APPLICATION TO THE KEYPORT UNIFIED PLANNING BOARD

1. SUBJECT PROPERTY

Location: 176 Second Street, Keyport New Jersey, 07735

Tax Map: 11 Block 134 Lot(s) 5

Dimensions: Frontage 80' / 105.10' Depth 105.10' Total Area 8,408 SF

Zone District: RA - Residential

Location of the property is approximately _____ feet from the intersection of
Second Street and Fulton Street

The property is located within 200 feet of another municipality: X NO ____ YES
If yes, name of municipality _____

The property fronts on a County Road or State Hwy: X NO ____ YES
COUNTY ROUTE NO. _____ STATE HWY NO. _____

2. APPLICANT INFORMATION

Full Legal Name: Jennifer Kaye Meehan

Address: 176 Second Street Keyport NJ 07735
(Street) (City) (State) (Zip)

Telephone Numbers: DAY (732) 766-5613 EVENING (732) 766-5613

Applicant is a: ____ Corporation ____ Partnership ____ Sole Proprietor X 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: N/A

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) 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. (732) 766-5613

Present use of the premises and proposed use (describe in detail):
Present use of the property is single-family residential. Proposed use of the property is two-family residential. Exterior improvements consists of proposed 9' X 20' asphalt driveway and associated concrete apron and concrete depressed curb, and proposed 4' wide paver / concrete walkway. Interior improvements are proposed, see plans.

5. APPLICANT'S EXPERTS / REPRESENTATIVES

Applicant Attorney: _____
(Name and Firm if Applicable)

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

Telephone: _____ Fax _____

Applicant Engineer: _____
(Name and Firm if Applicable)

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

Telephone: _____ Fax _____

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

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

Telephone: _____ Fax _____

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: _____

X _____ Variance Relief-Use (N.J.S.A. 40:55D-70cd) Provide Reasons: _____

Requesting a use variance to change existing use from single-family residential to two-family residential.

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
Minimum lot area:*	8,408 SF	8,408 SF	5,000 SF
Building coverage limit:*	25.89%	25.89%	30%
Front yard setback:*	21.6 FT	21.6 FT	20FT
Side yard setback:*	6.4 FT	6.4 FT	6 FT
Rear yard setback:*	24.8 FT	24.8 FT	15 FT
Roadway setback:	24.8 FT	24.8 FT	
Impervious coverage limit:	35.04%	37.90%	60%
Parking spaces:*	2	3	2.5
Building height:*	2 Story / 26.5 FT	2 Story / 26.5 FT	2.5 Stories / 30 FT

*DENOTES ITEMS REQUIRED ON THE SITE PLAN.

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: _____

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): _____
Project Narrative. _____

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		X	_____
Borough of Keyport Planning Board	X		_____
Frechold Soil Conservation District		X	_____
NJ Dept. of Transportation		X	_____
JCP&L		X	_____
Other: _____		X	_____

*NJ Dept of Environmental Protection

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

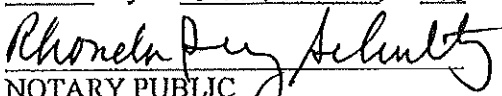
____ Sewer Extension Permit; ____ Sanitary Sewer Connection Permit; ____ Potable Water Construction Permit;
 ____ Stream Encroachment Permit; ____ Wetlands Permit; ____ Tidal Wetlands Permit; ____ Other _____

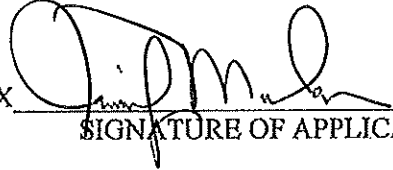
10. CERTIFICATIONS

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

17 day of June, 2025

NOTARY PUBLIC
RHONDA IVY SCHULTZ
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 2271145
MY COMMISSION EXPIRES JAN. 12, 2026

X 
SIGNATURE OF APPLICANT
Jennifer Kaye Meehan
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)

Supporting Summary for Use Variance Application

Property Address: 176 Second Street, Keyport, NJ

Block 134, Lot 5

Zone: RA (Residential A)

This application respectfully requests a Use Variance to permit the conversion of an existing two-story single-family dwelling into a two-family dwelling located at 176 Second Street, Block 134, Lot 5, as shown on the Township Tax Maps. The request is limited in scope and preserves the character and integrity of the neighborhood while addressing both zoning criteria and a compelling set of individual circumstances.

Proposed Modifications

The proposed changes include interior, non-structural modifications to accommodate a two-family dwelling, with a new front entrance off Second Street. No expansion or structural alterations to the exterior of the existing home are proposed. In conjunction with this variance, Site Plan approval is also requested for ancillary site improvements including a new asphalt driveway, concrete apron, depressed curb, and new walkway surfaces consisting of pavers and/or concrete.

Zoning Considerations

The property lies within the RA Zone, which is principally designated for single-family residential use. While § 25-1-5 of the Borough Code articulates that multi-family dwellings are “highly discouraged” in this zone, it is important to distinguish that this application does not propose a multi-family use. As defined under § 25-1-3, a two-family dwelling does not constitute a multi-family use, as it is limited to two distinct households with separate living facilities. Therefore, the requested use, while requiring a variance, does not contravene the core objectives of the RA Zone or the Borough’s Master Plan.

Per § 25-3-23(e), variances may be granted where the relief sought will not cause substantial detriment to the public good and does not impair the intent and purpose of the zone plan or Zoning Ordinance. The conversion to a two-family dwelling meets this standard. The structure remains residential in scale and use, retains all exterior characteristics of a single-family home, and introduces no adverse visual or functional impact to surrounding properties.

Parking Compliance

The proposed dwelling will include four total bedrooms, and will be supported by three off-street parking spaces, which meets the Residential Site Improvement Standards (RSIS) adopted by the Borough under § 25-1-5.5.A. The RSIS requires 2.5 spaces for a two-family, four-bedroom dwelling, and the proposed improvements exceed this threshold.

Particular and Special Circumstances

This property has been owned and occupied by the applicant’s family for generations, dating back to the mid-20th century. Following the passing of the applicant’s parents—who previously resided with her, the current owner has experienced significant financial and personal challenges. As a single mother, she faces difficulty maintaining the costs associated with the home, including the mortgage and property maintenance. Conversion of the home into a two-family structure would provide critical financial relief

through supplemental rental income, while still allowing the applicant and her family to remain in the home.

This relief does not come at a cost to the community. No additional bedrooms are added, no increase in building footprint is proposed, and adequate off-street parking is ensured. The proposed use is modest, contextually appropriate, and will have a negligible impact on the neighborhood and Borough infrastructure.

Conclusion

For all the above reasons, this application satisfies the criteria for a Use Variance under § 25-3-23(d) and (e). The proposed use can be granted without substantial detriment to the public good and without impairing the intent and purpose of the Borough's zone plan or ordinance. The request is reasonable, supported by circumstances, and ensures that the property remains well-maintained, viable, and in harmony with the surrounding neighborhood.

We respectfully request the Planning Board's favorable consideration of this application.

Project Name: Meehan Residence
 Owner: Jennifer Kaye Meehan
 Engineer/Designer
 Person Completing Form: Jennifer Kaye Meehan
 Block(s) 134
 Application #:
 Date declared complete:

Date: 6/17/2025
 Lot(s) 5
 Date submitted: 6/18/2025
 Date revised:

THIS FORM MUST COMPLETE AND RETURNED TO THE ADMINISTRATIVE OFFICE WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED. FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE AND REJECTED

PRELIMINARY SITE PLAN, WAIVERS AND VARIANCE

To be checked by applicant

	Yes	No	Waiver
() 1. Sixteen (16) copies of complete application	<u>X</u>	_____	_____
() 2. Sixteen (16) copies of site plan upon which the following Information must be depicted pursuant to Section 804 of the Development Review Ordinance for detailed submission requirements. Failure to comply with submission requirements will result in application being rejected as incomplete.	<u>X</u>	_____	_____
() A. Scale not less than one (1) inch equals one hundred (100) feet.	<u>X</u>	_____	_____
() B. Locator map showing all road intersections within fifteen Hundred feet (1500)	<u>X</u>	_____	_____
() C. Wooded areas and topography with two (2) foot intervals	<u>X</u>	_____	_____
() D. All lot lines, approximate location of all structures and owners of lots within two hundred (200) feet of the site	_____	<u>X</u>	_____
() E. Streets, easements, watercourses and right-of-way	<u>X</u>	_____	_____
() F. Utility and drainage plans and information	_____	<u>X</u>	_____
() G. Plans for elevations and locations of structures including Exterior materials and trim	<u>X</u>	_____	_____
() H. Preliminary plans for parking, lighting, loading signs Landscaping and buffers	<u>X</u>	_____	_____
() I. An extension of off-tract improvements necessitated By the proposed development	_____	<u>X</u>	_____
() J. The lot and block number, Tax Map number, exact Dimensions and acreage of property to be build upon	<u>X</u>	_____	_____

To be checked by applicant	Yes	No	Waiver
() 4. Payment of all applicable fees for preliminary site plan review	<u> X </u>	<u> </u>	<u> </u>
() 5. Submission of Environmental Impact Statement	<u> </u>	<u> X </u>	<u> </u>
() 6. Soil erosion and sediment and Control Permit and Soil Conservation District Approval (if project involves disturbance of more than 5,000 Square feet of land surface area).	<u> </u>	<u> X </u>	<u> </u>
() 7. Storm water management plan	<u> </u>	<u> X </u>	<u> </u>
() 8. Referral to Monmouth County Planning Board for review and approval.	<u> </u>	<u> X </u>	<u> </u>
() 9. Six copies of completed checklist.	<u> X </u>	<u> </u>	<u> </u>
() 10. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership.	<u> </u>	<u> X </u>	<u> </u>
() 11. Applicant for a project located within a flood hazard area to apply For approval in conformance with the "90 Day Construction Permit Act."	<u> </u>	<u> X </u>	<u> </u>
() 12. Application for state ingress and egress approval, if necessary	<u> </u>	<u> X </u>	<u> </u>
() 13. Variance(s) from Section(s) and reasons, if necessary	<u> X </u>	<u> </u>	<u> </u>
() 14. Waiver required from Section(s) and reason	<u> </u>	<u> X </u>	<u> </u>
() 15. Owners signed Certificate of Concurrence with the plan	<u> X </u>	<u> </u>	<u> </u>

FINAL SITE PLAN APPLICATION

Page 4

To be checked by applicant	Yes	No	Waiver
() 1. Sixteen (16) copies of complete application for Final Site Plan Approval.	_____	_____	_____
() 2. Sixteen (16) copies of site plan in final form prepared in accordance With Section 804 of the Development Review Ordinance, including all Information depicted on the preliminary plan and satisfaction of all Conditions of preliminary approval	_____	_____	_____
() 3. Payment of all Final Site Plan Filing Fees.	_____	_____	_____
() 4. Payment of Performance Guaranty in favor of municipality approved by Borough Attorney and Borough Engineer.	_____	_____	_____
() 5. Soil removal permit signed by Borough Engineer	_____	_____	_____
() 6. Date and revision dates of drawing and/or reports	_____	_____	_____
() 7. Engineering Inspection Fees	_____	_____	_____
() 8. Certification form Tax Collector that all taxes are current on the property through the current month quarter.	_____	_____	_____
() 9. Permits from other authorities upon which approvals were conditioned.	_____	_____	_____

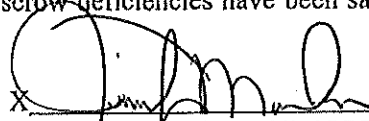
ESCROW AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into this 17 day of June 2025 by and between the KEYPORT UNIFIED PLANNING BOARD (the "Board") and Jennifer Kaye Meehan (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

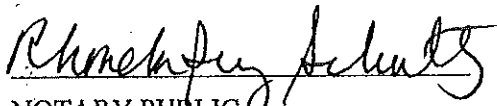
all properties within the Borough owned by the Applicant until such time as all sums due and owed have been paid. The Borough shall also have the right to withhold and/or suspend any building permits, the conduct of construction inspections, the issuance of certificates of occupancy, and other actions,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

Date: 6/17/25

X 
SIGNATURE OF APPLICANT

Jennifer Kaye Meehan
Owner's Name (Print)

Sworn to and subscribed before me this
17 day of June, 2025


NOTARY PUBLIC

RHONDA IVY SCHULTZ
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 2271145
MY COMMISSION EXPIRES JAN. 12, 2026

Date: _____

BOROUGH OF KEYPORT

Date: _____

BOROUGH OF KEYPORT
UNIFIED PLANNING BOARD



Borough of Keyport
ZONING OFFICER
70 WEST FRONT ST
P.O. BOX 60
KEYPORT, NJ 07735
(732) 739-5123
TREVORT@CMEUSA1.COM

Application Date:	3/14/2025
Application Number:	ZA-25-042
Permit Number:	
Project Number:	
Fee:	\$75

Denial of Application

Date: 3/25/2025

To: MEEHAN, PHYLLIS E & JENNIFER
176 SECOND ST
KEYPORT, NJ 07735

CC: APP TELE:(732) 245-1876
APP EMAIL:JENNIFERMEEHAN176@GMAIL.COM

RE: 176 SECOND
BLOCK: 134 LOT: 5 QUAL: ZONE: RA

DEAR MEEHAN, PHYLLIS E & JENNIFER,
CREATE 1 BEDROOM 1 BATHROOM APARTMENT FROM EXISTING HOME

Your request is hereby denied based upon the following requirements:

RA ZONE DOES NOT PERMIT MULTI-FAMILY DWELLING UNITS.

The following comments were made during the denial process:

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,

Please See Attached letter
TREVOR TAYLOR



Consulting & Municipal
ENGINEERS

1460 Route 9 South
Howell, NJ 07731
732.462.7400 ☎
www.cmeusa1.com 🌐

March 24, 2025

Kim Humphrey
Borough of Keyport
70 West Front Street
Keyport, NJ 07735

Re: Zoning Application
176 Second Street
Block 134, Lot 5
Zone RA
Borough of Keyport, Monmouth County

Dear Kim:

Our office has reviewed the zoning application to construct a one bedroom, one bath apartment within the existing dwelling on the subject property. The Zoning Permit is **DENIED** as the RA zone does not permit multi-family dwelling units.

It should be noted that under State Statute, notice of appeal of this decision must be filed with the Borough not later than (20) days from the date of this notice. Should you have any questions or require additional information, please do not hesitate to contact our office.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Very Truly Yours,
CME Associates

Trevor J. Taylor, PE, PP, CME
Interim Zoning Officer

cc: Laurie Graham
 Paul Murphy
 Denise Nellis
 Sofie Clark