



October 21st, 2025

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

Re: Zoning Application 2025-151
40 Oak Street
Block 136, Lot 22
RA Zone
Borough of Keyport, Monmouth County

Dear Kim:

Our office has reviewed the zoning application for the New Construction of a single-family dwelling at the above subject property. The zoning permit is **DENIED** based on the following:

- The existing lot area of 4,000 SF does not meet the minimum requirement of 5,000 SF.

The applicant must make application to the Borough Land Use Board for a variance.

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

732-739-5123

Very Truly Yours,

Sofie Clark

cc: Paul Murphy



Dear Applicant:

There is a Planning Board Procedure that must be followed: You must submit twenty-two (22) collated packages of the full application including plans and survey to the Planning Board Secretary as well as placing everything submitted on a thumb drive or send PDF₁ to boardsecretary@keyportonline.com.

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.

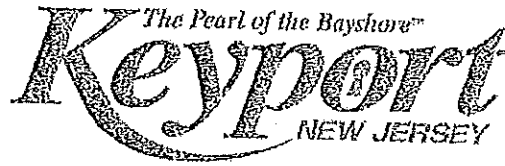
Once the applicant receives the hearing date, notice must be placed in the newspaper ten days prior to the meeting this notice must be emailed to app.legals@gannett.com. Applicant must also send out letters to the surrounding neighbors within 200 feet of the site. Neighbors must be notified by certified 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



KEYPORT UNIFIED PLANNING BOARD APPLICATION

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

KEYPORT UNIFIED PLANNING BOARD
CHECKLIST

1. Copy of Denied Zoning Permit from Zoning Officer
2. Copy of 240 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 Asbury Park Press not more than 10 days after decision.

APPLICATION TO THE KEYPORT UNIFIED PLANNING BOARD

1. SUBJECT PROPERTY

Location: 40 OAK STREET
Tax Map: Block 136 Lot(s) 22
Dimensions: Frontage 40 Depth 100 Total Area 4,000
Zone District: RA

Location of the property is approximately 400 feet from the intersection of
OAK STREET and WALNUT STREET

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

Telephone Numbers: DAY 732-403-0808 EVENING SAME

Applicant is a: ☐ Corporation ☐ Partnership ☒ Sole Proprietor ☐ Resident

3. OWNER IF DIFFERENT FROM APPLICANT N/A

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): RESIDENTIAL/RESIDENTIAL

5. APPLICANT'S EXPERTS / REPRESENTATIVES

Applicant Attorney: _____
(Name and Firm if Applicable)

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

Telephone: _____ Fax _____

Applicant Engineer: A.J. GARITO, JR. PE, TWO RIVER ENGINEERING
(Name and Firm if Applicable)

Address: PO Box 155, CUTC NORT NJ 07722
(Street) (City) (State) (Zip)

Telephone: 732-866-0111 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 *N/A*

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 *N/A*

____ 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 *N/A*

____ 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: _____

X _____ Variance Relief-Hardship (N.J.S.A. 40:55D-70c (1)) Provide Reasons: EXISTING PROPERTY IS 4000 SF. RA ZONE REQUIRES MINIMUM LOT AREA OF 5000 SF.

_____ 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: _____

	EXISTING	PROPOSED	REQUIRED
Minimum lot area:*	4000	4000	5000
Building coverage limit:*		30.5%	40%
Front yard setback:*		20 FT	20 FT
Side yard setback:*		6 FT	6 FT
Rear yard setback:*		15 FT	22.8 FT
Roadway setback:		30 FT	30 FT
Impervious coverage limit:		42.3%	60%
Parking spaces:*		N/A	N/A
Building height:*		30 FT	30 FT

*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: _____	_____	<u>X</u>	_____

*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

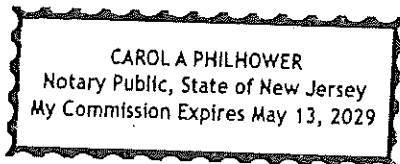
APPLICANT

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

14 day of May, 2026

Carol A. Philhower
NOTARY PUBLIC 50104662



X [Signature]
SIGNATURE OF APPLICANT

NIKOLAS SAKOULIS
Applicant's Name (Print)

OWNER (IF DIFFERENT FROM APPLICANT) N/A (SAME)

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 18 day of MAY 2026 by and between the KEYPORT UNIFIED PLANNING BOARD (the "Board") and NIKOLAS SAKOUTIS (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.

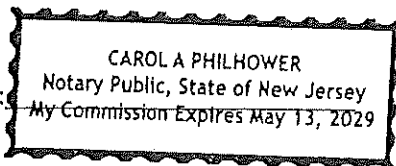
Date: 5/19/24

X. 
SIGNATURE OF APPLICANT

NIKOLAS SAKOUTIS
Owner's Name (Print)

Sworn to and subscribed before me this
19 day of May, 2024

Carol A. Philhower
NOTARY PUBLIC 58104812

Date: 

Date: _____

BOROUGH OF KEYPORT

BOROUGH OF KEYPORT
UNIFIED PLANNING BOARD

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 NIKOLAI SAKOUTIS residing at _____

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

MINIMUM LOT AREA IN RA ZONE: 5000 SF

LOT AREA OF EXISTING LOT: 4,000 SF

Regarding property known as Block 136 Lot(s) 22 on the Tax Map of the Borough of Keyport, located at: 40 OAK STREET, whose owner of the record is NIKOLAI SAKOUTIS, who resides at _____

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: 5/19/26

X M [Signature]
(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: MAY 18, 2020

I, NIKOLAS SAKOUTIS, am requesting a 200 foot list for property at
40 OAK STREET, which is located in the Borough of Keyport.

Block: 130 Lot(s) 22

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

☒ Phone: 732-403-0808

☐ Fax: _____

☒ Mail: _____

List is \$10.00 per Lot.

PAID BY:

☐ Cash
☐ Check

COMPLETION CHECKLIST
UNIFIED PLANNING BOARD

Application Number: _____ Date Received: _____

Applicant: NIKOLAK SAKOUTIS

Property: Block 136 Lot(s) 22

Street Address: 40 OAK STREET

RECEIVED:

☒ Application Fee in Amount of \$ 25.00 Paid by: _____

☒ Escrow Deposit in Amount of \$ 200.00 Paid by: _____

____ Certification of Taxes Paid

____ Proposed "Notice of Public Hearing"

____ Signed Escrow Agreement

____ Certified List of Property Owners Within 200 Feet \$10.00

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: _____

