

TOWNSHIP OF MIDDLETOWN

Planning Board
3 Penelope Lane
Middletown, NJ 07748-2504

JOHN DEUS
Chairman



Organized December 14, 1667
"Pride in Middletown"

SANYOGITA S. CHAVAN, P.P., A.I.C.P.
Director of Planning

ERIN URIARTE
Planning Board Secretary

Tel: (732) 615-2102
Fax: (732) 615-2103

August 1, 2019

Brother Joseph Juliano
810 Newman Springs Road
Lincroft, NJ 07738

RE: 810 Newman Springs Road
Block 1063 Lot 67.01
Minor Site Plan
#2018-210

Dear Brother Juliano,

I have reviewed the following submittals for an application submitted on July 17, 2019 for the above-referenced property:

- Site Plan Proposed Storage Garage at De LaSalle Hall 810 Newman Springs Road, prepared by Kellenyi Johnson Wagner, consisting of one (1) sheet and dated July 3, 2019
- Minor Site Plan checklist.

This application is **incomplete** for planning and engineering review. Please see the enclosed checklists for outstanding items.

Should you have any questions please contact Erin Uriarte, Planning Board Secretary at (732) 615-2102.

Sincerely,

Sanyogita S. Chavan, PP, AICP
Director of Planning

B:\planning\Board Matters\planning board\Site Plans\2018-210 DE LASALLE HALL\De LaSalle Hall 072519.doc

Many Neighborhoods. One Middletown!

Belford ◦ Chapel Hill ◦ Fairview ◦ Harmony ◦ Leonardo ◦ Lincroft ◦ Locust ◦ Middletown Village
Monmouth Hills ◦ Navesink ◦ New Monmouth ◦ North Middletown ◦ Nut Swamp ◦ Oak Hill ◦ Port Monmouth ◦ River Plaza

Dela Salle Hall

Applicant: Brother Joseph Juliano 2018-217

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JUL 17 2019

PLANNING DEPARTMENT

540-406 MINOR SITE PLAN.

A. *Required Documents.*

Prior to Issuance of a Certificate of Completeness, the Planning Board Secretary or Board of Adjustment Secretary shall determine that the following has been submitted in proper form. The Planning Board Secretary or the Board of Adjustment Secretary may schedule a minor site plan for consideration by the Municipal Agency upon submission of Items 1 through 8.



Checklist Item	Applicant	Reviewer	Reviewer Comments
1. Required application fees as set forth in Section 540-314 of this Chapter. (The Township will compute the fee and bill the applicant after submission of the application and plan). Twenty (20) sets of plans meeting the following requirements as well as fifteen (15) copies of the minor site plan reduced to an 11" x 17" sheet of paper. (Ord. No. 97-2495)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Township Engineer's correspondence stating the application be deemed complete for engineering review.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proof that no taxes or assessments for local improvements are due or delinquent on the property, or if it is shown that taxes or assessments are delinquent then any approval shall be conditioned upon the payment of such outstanding taxes or assessments.	<input type="checkbox"/>	<input type="checkbox"/>	
4. A Certificate of Title, which may be on the plat (signed by the owner and notarized) or in a letter form, signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in the State of New Jersey, which certification shall confirm that the owner of the premises is the owner as shown on the plat. If the applicant is not the property owner, then an affidavit from the owner permitting the contract/purchaser to apply for Site Plan approval is required.	<input type="checkbox"/>	<input type="checkbox"/>	
5. If the applicant seeks waiver(s) from any checklist item, then submission of a written request citing the specific requirement by section number and stating the reasons for the waiver(s).	<input type="checkbox"/>	<input type="checkbox"/>	

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Checklist Item	Applicant	Reviewer	Reviewer Comments
<p>6. Where in the opinion of the Department of Planning and Development, a proposed project would be substantially altered depending upon the extent and configuration of freshwater wetlands on or near the subject property, a Letter of Interpretation from the New Jersey Department of Environmental Protection and Energy is needed in order for an application to be deemed complete. For the purposes of this provision "substantially altered" shall be defined to include, but not be limited to the following: Where the actual extent and configuration of freshwater wetlands would result in:</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Show or seek waiver</i></p>
<p>a. Change in the number of lots proposed within a subdivision.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Show or seek waiver</i></p>
<p>b. Change the size or location of any principal structure, road or driveway, excluding driveways accessing single family dwellings or duplexes.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Show or seek waiver</i></p>
<p>c. Change the location and/or number of parking spaces proposed, excluding parking for single family dwellings or duplexes.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Show or seek waiver</i></p>
<p>d. Change in any way the number and extent of any bulk variances required.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Show or seek waiver</i></p>
<p>7. A detailed narrative description of the proposed project including the proposed use of the land or building, the type and extent of construction activity proposed and the number of parking spaces to be provided and/or added. Said narrative shall also, where pertinent, describe the operational aspects of the proposed use including hours of operation, including peak periods, and expected vehicular activity.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>To be provided</i></p>
<p>8. If the applicant is a corporation or partnership, then the names and addresses of each individual holding ten (10%) percent or more interest in the corporation or partnership shall be provided. (Ord. No. 95-2415)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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B. Plat Requirements

Checklist Item	Applicant	Reviewer	Reviewer Comments
1. General Requirements: a. Any minor site plan presented to the Municipal Agency for its approval shall be drawn, signed and appropriately sealed by an architect, engineer, land surveyor and/or planner licensed to practice in the State of New Jersey.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Submit copy of sealed site plan
b. Site plans shall not be drawn at a scale smaller than one inch equals fifty (1" = 50') feet nor larger than one inch equals ten (1" = 10') feet. If the size of the site would require the use of sheets larger than 30" x 42" in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than 30" x 42", which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one inch equals two hundred (1" = 200') feet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. The Site Plan shall be based on a monumented current, certified boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys. The date of the survey and name, signature, license number, and embossed seal of the Professional Land Surveyor making same shall be shown on the map. If twelve (12) months or more has passed since the date of (or date of last recertification of) the survey, it shall be recertified and if necessary, brought up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	
d. All dimensions, both linear and angular, of the exterior boundaries of the Site Plan, all lots and lands reserved or dedicated for public use shall balance, and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000) identified by a note on the plan indicating the error of closure.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Title Block. The title block shall appear on all sheets and include:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. Title of "minor site plan".	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Name of the development, if any.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Tax Map sheet, block and lot number of the site, as shown on the latest Tax Map, the date of which should also be shown.	<input type="checkbox"/>	<input type="checkbox"/>	

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d. Date of original and all revisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Name(s), signature(s), address(es), and license number(s) of engineer, architect, land surveyor or planner who prepared the plat and their embossed seal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. A schedule shall be placed on the Site Plan indicating:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. The area of the tract and site (the portion of the tract involved in the site plan).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. The zone district in which the site is located.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. The floor area of the existing and proposed building(s), (listed separately).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Provided and maximum permitted floor area ratio for the entire site. The floor area ratio shall be based upon the gross tract area as well as the contiguous developable area (refer to subsection B.4.).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Proposed and minimum permitted lot dimensions and front, rear and side setbacks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Provided and required off-street parking spaces (with calculations).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g. Proposed and maximum permitted lot coverage for the entire site. Lot coverage shall be based upon the gross tract area as well as the contiguous developable area (refer to subsection B.4.).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Proposed and maximum permitted height of all existing and proposed structures (building height shall be measured in stories as well as in feet).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Square footage and percentage of the site retained in unoccupied open space.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j. The proposed use or uses and the floor area devoted to each use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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4. A mapping of Critical Areas as specified by Section 540-624.A. Such mapping shall graphically depict the location of each critical area in relation to the total tract. A schedule shall be provided which indicates the contiguous developable area and the area of all Class I and Class II Critical Areas in square feet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Show or seek waiver
5. A key map, (at a scale of not less than one-inch equals one thousand (1" = 1,000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundaries or Township boundaries which are within five hundred (500') feet of the tract.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Show across 520' curbed zoning boundary
6. The names and address of the owner and developer, so designated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. North arrow and written and graphic scales.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Sufficient spot elevations (United States Coastal Geodetic Survey datum) and/or contour lines to indicate the proposed system of surface drainage and the relationship of proposed grading to the land surrounding the site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated and/or such other information as may assist the Planning Board in the determination of floodway and flood hazard area limits. The Master Drainage Plan prepared by T&M Associates, Middletown, New Jersey (1972) should be utilized where applicable.	<input type="checkbox"/>	N/A <input type="checkbox"/>	
10. Paving and right-of-way widths of existing streets within two hundred (200') feet of the site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. The boundary, nature and extent of the wooded areas, swamps, bogs, streams, creeks and ponds within the site and within one hundred (100') feet thereof. Any specimen trees twelve (12") inches in diameter or larger on the site as measured at four (4') feet above the base shall be located by and identified by botanical name and common name.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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12. The following shall be required:			
a. Existing and proposed manholes, sewer lines, water lines, fire hydrants, utility poles and all other topographical features of a physical or engineering nature within the site and within one hundred (100') feet thereof.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. All existing structures on the site and within one hundred (100') feet thereof, including their use and indicating those to be destroyed or removed and those to remain..	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Location, use, finished grade level, ground coverage, first floor and basement elevations; front, rear and side setbacks of all buildings and other pertinent improvements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Existing and proposed public easements or rights-of-way and the purposes thereof.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Zone boundaries and Tax Map sheet, lot and block numbers and names of owners of all properties across any street from or within two hundred (200') feet of the site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g. The location and size of proposed loading docks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Location of curbs and sidewalks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Cross-section(s) showing the composition of pavement areas, curbs and sidewalks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and fixtures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
k. Landscaping and screening plan showing the location, type of species (common and botanical names), size, spacing and number of each type of tree or shrub and the location, size and amount of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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l. Locations of signs and drawn details showing the size, nature of construction, height and content of all signs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
m. Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
n. Floor plans and building elevation drawings of any proposed structure or structures, or existing structures to be renovated. Building elevations shall specify all proposed exterior treatments including colors and materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. Such other information as the Municipal Agency and/or Township Engineer may request during site plan review.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14. All signed plans shall include all proposed signs including size, materials and location. A typical sign detail shall be submitted for multiple tenants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15. Certification. A signature block for Certification by the Chairman and Secretary shall be placed on the minor site plan plat in accordance with Section 540-406D.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Notes:

1. All applicants must be notified in writing within 45 days of application submission of any deficiencies.
2. If any completeness checklist waiver request that has been submitted in writing is denied, the application shall be deemed incomplete.

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FOR MUNICIPAL USE ONLY

Application Submission Date: July 17, 2019

Review Dates:

<u>Date</u>	<u>Complete</u>	<u>Incomplete</u>
<u>August 1, 2019</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Decision Due Date:

First Scheduled Hearing Date:

Reviewed by: THI 7/24/19 JC 7/31/19