

# TOWNSHIP OF MIDDLETOWN

Planning Board

One Kings Highway, Middletown, NJ 07748-2504

Physical Location: 900 Leonardville Road, Leonardo, NJ 07737

DAVID MERCES  
Chairman



Organized December 14, 1667  
"Pride in Middletown"

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

ERIN URIARTE  
Board Secretary

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

June 1, 2021

Ron Werner  
663 Monmouth Ave  
Port Monmouth, NJ 07748

RE: Werner/Cicccone PB#2021-103  
25 Mercer Avenue – Block 224, Lot 32  
Minor Subdivision

Dear Applicant:

Enclosed please find a copy of the letter from the Director of Planning, deeming the above referenced application Complete for engineering and planning review. However, prior to scheduling this matter on an Agenda, the following items must be submitted:

- Four (4) Full Size Sets of all proposed plans along with twenty (20) 11" x 17" copies of all plans
- Two (2) Additional Copies of any Reports or Investigations
- 25 Copies of the Project Narrative
- 25 Copies of the Zoning Denial & Development Permit Application; and
- Electronic Version of all items

Due to COVID restrictions and mail delays, we are asking applicants to send one full size copy of all documents above to our Board Engineer directly: Robert Keady, T&M Associates, 11 Tindall Road, Middletown, NJ 07748

Upon receipt of the above items, I will then arrange your hearing date. If you have any questions or desire addition information please do not hesitate to contact me at the office of the Planning Board.

Sincerely,

Erin Uriarte, Secretary  
Department of Planning

**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

# TOWNSHIP OF MIDDLETOWN

## Planning Board

1 Kings Highway, Middletown, NJ 07748-2594

Physical Address: 900 Leonardville Road (Croydon Hall), Leonardo, NJ 07737

DAVID MERCES  
Chairman



Organized December 14, 1667  
"Pride in Middletown"

AMY H. SARRINIKOLAOU, P.P., A.I.C.P.  
Director of Planning

ERIN URIARTE  
Planning Board Secretary

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

June 1, 2021

Mr. Andrew Stockton  
Eastern Civil Engineering, LLC  
31 Grand Tour  
Highlands, NJ 07732

RE: Ronald Werner and Antonio Ciccone  
Block 224, Lot 32  
25 Mercer Avenue  
Minor Subdivision

Dear Mr. Stockton:

My office is in receipt of the following documents submitted on April 21, 2021 to address the completeness for the above referenced application:

- Correspondence from the applicant's engineer, Andrew R. Stockton, including a Project Narrative, dated April 6, 2021;
- Denial of Development Permit, dated March 29, 2021;
- Minor Subdivision Plan, consisting of four (4) sheets, prepared by Eastern Civil Engineering, LLC, dated March 15, 2021;
- Topographic Survey of Property for Ronald Werner and Antonio Ciccone, consisting of one (1) sheet, prepared by Eastern Civil Engineering, LLC, dated March 5, 2021;
- Deed for the subject property;
- Application to the Freehold Soil Conservation District;
- Application to the Monmouth County Planning Board;
- Certification letter that property taxes are current; and
- Application for Development Permit.

The application is hereby considered **complete** for engineering and planning review. Please contact the Board Secretary, Erin Uriarte at (732) 615-2102 in order to schedule a public hearing before the Planning Board.

**Many Neighborhoods. One Middletown!**

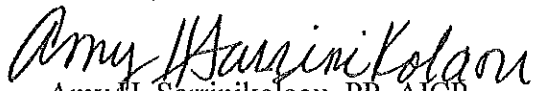
Belford ◦ Chapel Hill ◦ Fairview ◦ Harmony ◦ Leonardo ◦ Lincroft ◦ Locust ◦ Middletown Village  
Monmouth Hills ◦ Navesink ◦ New Monmouth ◦ North Middletown ◦ Nut Swamp ◦ Oak Hill ◦ Port Monmouth ◦ River Plaza

Although the Planning Department has accepted this submission for the purpose of completeness, the following information should be provided on the subdivision plan to be submitted to Erin Uriarte, Planning Board Secretary for subdivision plan review:

- 1) Checklist Item B.1.c, provide certification that no covenants or deed restrictions apply to the subject property.
- 2) The subdivision plan must include the following information:
  - a. Checklist Item B.1.d, show all structures within 50' of the tract boundaries, specifically adjacent lot 33.

Please refer to the attached checklist for additional comments.

Sincerely,



Amy H. Sarrinikolaou, PP, AICP  
Director of Planning

Encl.

c: Planning Board File

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TOWNSHIP OF MIDDLETOWN

APR 2 1997

PLANNING DEPARTMENT

**540-407 MINOR SUBDIVISION**

**A. Required Documents.**

Prior to the issuance of a Certificate of Completeness, the Planning Board Secretary or the Board of Adjustment Secretary shall determine that the following have been submitted in proper form. The Planning Board Secretary or the Board of Adjustment Secretary may schedule a minor subdivision for public hearing upon submission of items 1 through 9.

Checklist Item	Applicant	Reviewer	Reviewer Comments
1. Required application fees as set forth in Section 540-314 of this Chapter. (The fee will be computed by the Township and a bill sent to the applicant after submission of the plat or plan and application). Twenty (20) sets of plans meeting the following requirements as well as fifteen (15) copies of the Minor Subdivision Plat reduced to an 11" x 17" sheet of paper. (Ord. No. 97-2495)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Township Engineer's correspondence stating the application be deemed complete for engineering review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending
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 checked="" type="checkbox"/>	<input checked="" 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 affidavit from owner permitting contract/purchaser to apply for minor subdivision approval is required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See Attached Deed
5. Application involving variances for substandard lot area and/or frontage requires fifteen (15) copies of a map graphically depicting the area and the frontages in the neighborhood (refer to Special Instructions for Minor Subdivisions involving Substandard Lot Area and/or lot frontage).	N/A X	N/A <input type="checkbox"/>	No Variances

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Checklist Item	Applicant	Reviewer	Reviewer Comments
6. 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 reason for the waiver(s).	N/A X	N/A <input type="checkbox"/>	No waivers
7. 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 extend and configuration of freshwater wetlands would result in:	NA X	N/A <input type="checkbox"/>	No wetlands or wetland buffers
a. Change in the number of lots proposed within a subdivision.	N/A X	<input type="checkbox"/>	
b. Change the size or location of any principal structure, road or driveway, excluding driveways accessing single family dwellings or duplexes.	N/A X	<input type="checkbox"/>	
c. Change the location and/or number of parking spaces proposed, excluding parking for single family dwellings or duplexes.	N/A X	<input type="checkbox"/>	
d. Change in any way the number and extent of any bulk variances required.	N/A X	<input type="checkbox"/>	
8. 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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9. 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)	N/A X	N/A <input type="checkbox"/>	Applicants are individuals

*[Handwritten mark]*

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**B. Plat Requirements**

Checklist Item	Applicant	Reviewer	Reviewer Comments
<p>1. General Requirements. The plat for a minor subdivision shall be drawn at a scale of not less than one hundred (100') feet to the inch, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 540-23.9.9 et seq. and shall include or be accompanied by the information specified below:</p> <p>a. All dimensions, both linear and angular, of the exterior boundaries of the subdivision, 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.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>b. The minor subdivision shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the subdivider and prepared or recertified not less than twelve (12) months prior to the date of application.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>c. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. (Such certification may be in 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 New Jersey.)</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>NO covenants or Deed restrictions                      provide certification</p>
<p>d. A grading plan including the existing and approximate proposed grading contours at one (1') foot intervals, except where the slopes exceed five percent (5%) a two (2') foot interval is permissible, and if they exceed ten (10%) percent a five (5') foot interval is permissible. All structures within fifty (50') feet of the tract boundaries shall be indicated on the plat and existing contours shall extend to such structures. The source of elevation datum base shall be noted.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>provide for adjacent lot 33</p>

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Checklist Item	Applicant	Reviewer	Reviewer Comments
e. All proposed lot lines and the gross areas of all lots in square feet. The areas and dimensions specified shall be shown to the nearest hundredth of a square foot or hundredth of a linear foot.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Proposed block and lot numbers as assigned by the Township Engineer in accordance with the digitized lot numbering system specifications promulgated by the New Jersey Division of Taxation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Title Block. A title block shall appear on all sheets and includes:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
a. Title to read "Minor Subdivision."	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Name of subdivision, if any.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Tax Map Sheet, Block and Lot number(s) of the tract to be subdivided as shown on the latest Township Tax Map, the date of which shall also be shown.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Names and addresses of owner and subdivider so designated.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Date of original and all revisions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Name, signature, address and license number of the land surveyor who prepared the map and made the survey (the plat shall bear the embossed seal of said land surveyor).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3. A schedule shall be placed on the minor subdivision indicating:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
a. The zone district in which the site is located.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Acreage of the tract being subdivided.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
c. The floor area of the existing and proposed buildings (list separately).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Proposed and minimum permitted lot dimensions, lot area and front, rear and side setbacks. Lot area shall be based upon the gross tract area, as well as the contiguous developable area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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Checklist Item	Applicant	Reviewer	Reviewer Comments
e. Proposed and maximum permitted lot coverage. Lot coverage shall be based on the gross tract area, as well as the contiguous developable area and not the gross lot or tract area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Proposed and maximum permitted height of all existing and proposed structures (building height shall be measured in stories as well as in feet).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
g. Proposed and minimum circle diameters for each lot as required by Section 540-624.K. (Ord. No. 2007-2916 § 4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>4. Detailed Information.</b>			
a. A key map at a scale of not less than one (1") inch equals one thousand (1,000') feet showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which intersect or border the tract, the names of all such streets and any zone boundaries and Township boundary which is within five hundred (500') feet of the subdivision.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
b. The names of all owners of and property lines of parcels adjacent to the land to be subdivided, including properties across the street, as shown by the most recent records of the Township.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
c. All zone boundaries, Township borders, existing public easements, tax map lot and block numbers, watercourses, floodways and flood hazard areas within one hundred (100') feet and both the width of the paving and the width of the right-of-way of each street within one hundred (100') feet of the subdivision.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. All existing structures, with an indication of those which are to be destroyed or removed, and the front, rear and side yard dimensions of those to remain, referenced to proposed lot lines.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
e. All proposed public easements or rights-of-way and the purposes thereof.	<del>N/A</del>	<input checked="" type="checkbox"/>	No Proposed Easements
f. 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, measured at four (4') feet above the base shall be located and identified by botanical names and common names.	<del>N/A</del>	<input checked="" type="checkbox"/>	No wooded areas, Swamps, bogs, streams, creeks, or ponds. No specimen trees.



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Checklist Item	Applicant	Reviewer	Reviewer Comments
g. The existing systems of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage (where required by the Board or Township Engineer).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
h. A mapping of Critical Areas as specified by Section 540-624.A, and mapping of minimum circle diameters for each lot as specified by Section 540-624K. Such mapping shall graphically depict the locations 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 for all proposed lots in square feet. (Ord. No. 2007-2916 § 4)	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	
i. North arrow.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
j. Written and graphic scales.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
k. Such other information as the Board and/or Township Engineer may require or request during the review of the application for classification and approval as a minor subdivision.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
l. Minor subdivision applications which include requests for variances for undersized lots or insufficient frontages must include twenty (20) copies of a map graphically depicting the areas and/or frontages of lots in the neighborhood. Special instructions and a sample map can be obtained from the Department of Planning and Development.	N/A <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	No variances
5. Certification. A signature block for Certification by the Chairman and Secretary shall be placed on the minor subdivision plat in accordance with Section 540-405E.	<input checked="" 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.

Applicant: \_\_\_\_\_

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**FOR MUNICIPAL USE ONLY**

Application Submission Date: April 21, 2021

Review Dates:

<u>Date</u>	<u>Complete</u>	<u>Incomplete</u>
<u>6/1/21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Decision Due Date: 6/5/21

First Scheduled Hearing Date:

Reviewed by: A. Samikolau 