

TOWNSHIP OF MIDDLETOWN

Zoning Board
1 Kings Highway
Middletown, NJ 07748-2504

JAMES HINCKLEY
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 21, 2021

Henry Gass and Denise Gass-Roskowski
23 Briarcliff Place
Port Monmouth, NJ 07758

RE: 23 Briarcliff Place
Block 234, Lot 6
Application #2021-006

Dear Mr. Gass and Ms. Gass-Roskowski,

I have reviewed the following submittals for an application submitted on May 19, 2021 for the above-referenced property:

- Narrative;
- Survey of subject property, dated May 10, 2021;
- Survey of subject property, dated January 21, 1955;
- Property tax card;
- Application for Development Permit;
- Denial of Development Permit;
- Deed for the subject property; and
- Proof of Taxes.

The application is hereby considered **complete** for engineering and planning review. This letter shall serve as a "Certificate of Completeness" as defined by Section 540-203 of the Middletown Township Planning and Development Regulations certifying that the application for development is **complete**.

Please contact the Board Secretary, Erin Uriarte, at (732) 615-2102 in order to schedule a public hearing before the Zoning Board.

Sincerely,

Amy H. Sarrinikolaou, PP, AICP
Director of Planning

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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

Applicant: Gass - Roskowski

TOWNSHIP OF MIDDLETOWN
Planning & Development Regulations
Application Checklist
540-409 VARIANCES AND EXEMPT DEVELOPMENT

540-409 VARIANCES AND EXEMPT DEVELOPMENT

A. *Required Documents.*

In cases where a proposed development requires Board of Adjustment action on an application for the grant of a variance pursuant to N.J.S.A. 40:55D-70c or d or for the direction of issuance of a Building Permit pursuant to N.J.S.A. 40:55D-34 or N.J.S.A. 40:55D-35 or where a party requests Board of Adjustment action on an appeal pursuant to N.J.S.A. 40:55D-70a or on an interpretation pursuant to N.J.S.A. 40:55D-70b, the Administrative Officer (Township Planner or Board of Adjustment Secretary) shall determine that the following have been submitted in proper form prior to the issuance of a Certificate of Completeness. The Administrative Officer may schedule the application for consideration by the Board of Adjustment upon submission of items 1 through 8.

Applicant	Reviewer	Reviewer Comments	Checklist Item
<input type="checkbox"/>	<input checked="" type="checkbox"/>		1. Fifteen (15) copies of a complete application form.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		2. The required application fees as set forth in Section 540-313 of this Chapter (all checks must be made payable to the Township of Middletown).
<input type="checkbox"/>	<input checked="" type="checkbox"/>		3. Proof of payment of any outstanding real estate taxes.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		4. Fifteen (15) copies of a plan drawn to scale depicting the requested variance. It is not necessary that this plan be prepared by a surveyor or engineer, only that it be legible and accurate.
<input type="checkbox"/>	NA <input type="checkbox"/>		5. Applications involving a variance for substandard lot area requires six (6) sets of building elevations.
<input type="checkbox"/>	NA <input type="checkbox"/>		6. If applicant is not the property owner, then affidavit from owner permitting contract/purchaser to apply for variance is required.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		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. 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 type="checkbox"/>	NA <input type="checkbox"/>		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)

Applicant: Gass - Roskowski

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B. Plan Requirements

Applicant	Reviewer	Reviewer Comments	Checklist Item
<input type="checkbox"/>	<input type="checkbox"/>	OK - Planner will provide in the tech memo	1. Tax Map block and lot number(s) of site, as shown on the latest Township Tax Map.
<input type="checkbox"/>	<input type="checkbox"/>	OK - Planner will provide in the tech memo	2. The zone district in which the site is located.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		3. Lot dimensions with front, rear and side setbacks.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		4. North arrow.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		5. Scale of plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		6. The location and dimensions of any existing structure including buildings, pools, fences, and parking areas, along with the distances to property lines.
<input type="checkbox"/>	NA <input type="checkbox"/>		7. The proposed alteration or variance request including dimensions and the distances to property lines.

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: Gass - Rosk wski

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FOR MUNICIPAL USE ONLY

Application Submission Date: 5.19.2021

Review Dates:

<u>Date</u>	<u>Complete</u>	<u>Incomplete</u>
<u>6.21.2021</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Decision Due Date: 7.3.2021

First Scheduled Hearing Date:

Reviewed by: (Signature)

