

March 2,2022

724-726 Kings Highway East-Block 835 15.01 and 15.02

Owners Andy and Lauren Kaiser

Hello,

This is not a subdivision, we are not moving any dirt, we are not changing any buildings, and basically not proposing a minor subdivision.

This in my view is a simple lot line adjustment or a boundary adjustment. Many years back we subdivided the property, known as The Mountain Hill school, into two approximately 5.5 acre lots.

We operate the school on one lot and built our home on the other. The original lot lines were done early in the school's ownership, and I think we hastily did not think about a few issues that we are now trying to clean up.

One of those issues is the school has a great sledding and hiking hill behind the barn that the kids love to use, my wife wants to be sure that our homes lot line allows the school to own that piece should we ever sell our house. Another issue is we never really defined the driveway that goes to our home, and we feel this lot line adjustment cleans these issues up.

Much of your application checklist does not apply to what we are trying to accomplish so I placed n/a designations next to many of these check boxes and ask for waivers of same.

I plan to discuss this with the township alone with no lawyers, as I feel it's a very easy and uncomplicated ask, though I stand by for your advice and suggestions.

Best



Andy Kaiser & Lauren Kaiser

726 Kings Highway Easy

Atlantic Highlands, NJ 07716

732-291-3188

TOWNSHIP OF MIDDLETOWN

Department of Planning and Community Development

1 Kings Highway, Middletown, NJ 07748-2594

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

DAVID MERCES
Chairman



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

ERIN URIARTE
Planning Board Secretary

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

February 14, 2022

Organized December 14, 1667
"Pride in Middletown"

Andrew Kaiser
SENT VIA EMAIL ONLY

RE: 724-726 Kings Highway East – Block 835, Lots 15.01 & 15.02
Minor Subdivision Application

Dear Applicant:

In regard to the above referenced application, the following fees will be required, as per Ordinance #2010-2998:

- Application Fee: \$700.00
- GIS Fee: \$150.00
- Escrow Fee: \$2,550.00

These fees are payable, in three separate checks to the Township of Middletown and sent to my attention along with the following items:

ONE copy of each of the following:

- Proof that taxes are current (please contact the Tax Collector via email: dmarchetti@middletownnj.org)
- Proof of homeownership or a signed affidavit from the owner acknowledging application to the Board
- Names and Addresses of each individual holding ten percent (10%) or more interest if the applicant is an LLC

and THREE copies of the following:

- Any and all proposed plans (Once the application is deemed complete, we will request the additional fifteen copies noted on the checklist as well as a digital copy of all submission items)
- Property Survey
- Required Application Checklist (Enclosed)
- Written Request for any Waivers from the Checklist Items

Upon receipt of the above, I will arrange for a completeness review. The Planning Department has 45 days to conduct their Completeness Review. Once an application is deemed "complete", a hearing date will be given. The Planning Department recommends the applicant and their professionals be acquainted with the Planning & Development Regulations Ordinance (Chapter 540) of the Township Ordinances, which can be found on the Township website www.middletownnj.org.

Thank you for your attention to these matters. Upon receipt of the above, I will arrange for a completeness review. If you have any questions or desire additional information please do not hesitate to contact me.

Sincerely,

Erin Uriarte
Board Secretary

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

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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 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 checked="" 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 affidavit from owner permitting contract/purchaser to apply for minor subdivision approval is required.	<input checked="" type="checkbox"/> <i>mlk</i>	<input type="checkbox"/>	
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).	<input checked="" type="checkbox"/> <i>mlk</i>	<input type="checkbox"/>	

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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).	<input checked="" type="checkbox"/> <i>N/A</i>	<input type="checkbox"/>	
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:	<input checked="" type="checkbox"/> <i>N/A</i>	<input type="checkbox"/>	
a. Change in the number of lots proposed within a subdivision.	<input checked="" type="checkbox"/> <i>N/A</i>	<input type="checkbox"/>	
b. Change the size or location of any principal structure, road or driveway, excluding driveways accessing single family dwellings or duplexes.	<input checked="" type="checkbox"/> <i>N/A</i>	<input type="checkbox"/>	
c. Change the location and/or number of parking spaces proposed, excluding parking for single family dwellings or duplexes.	<input checked="" type="checkbox"/> <i>N/A</i>	<input type="checkbox"/>	
d. Change in any way the number and extent of any bulk variances required.	<input checked="" type="checkbox"/> <i>N/A</i>	<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 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)	<input checked="" type="checkbox"/> <i>N/A</i>	<input type="checkbox"/>	

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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 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"/> <i>MA</i>	<input 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"/> <i>MA</i>	<input type="checkbox"/>	
<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"/> <i>MA</i>	<input type="checkbox"/>	

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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 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 type="checkbox"/>	
2. Title Block. A title block shall appear on all sheets and includes:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Title to read "Minor Subdivision."			
b. Name of subdivision, if any.	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	
d. Names and addresses of owner and subdivider so designated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Date of original and all revisions.	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	
3. A schedule shall be placed on the minor subdivision indicating:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. The zone district in which the site is located.			
b. Acreage of the tract being subdivided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. The floor area of the existing and proposed buildings (list separately).	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	

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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 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 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"/> <i>N/A</i>	<input type="checkbox"/>	
4. Detailed Information.			
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 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 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 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 type="checkbox"/>	
e. All proposed public easements or rights-of-way and the purposes thereof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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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"/> <i>MLA</i>	<input 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"/> <i>MLA</i>	<input type="checkbox"/>	
i. North arrow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j. Written and graphic scales.	<input checked="" type="checkbox"/>	<input 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 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 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: _____

Review Dates:

<u>Date</u>	<u>Complete</u>	<u>Incomplete</u>
_____	<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: _____