

Michael James Monroe R.A.

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788 Shrewsbury Ave Door G  
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LETTER OF TRANSMITTAL

(732) 219-9227 mjmservicesinc@yahoo.com

TO SEA BRIGHT PLANNING  
BOARD

|           |  |         |
|-----------|--|---------|
| DATE      | 7/23/21                                      | JOB NO. |
| ATTENTION | CANDACE MITCHELL                             |         |
| RE:       | DARRIS VARIANCE APPLICATION<br>326 OCEAN AVE |         |
|           |  |         |
|           |  |         |
|           |  |         |

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

- Shop drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- \_\_\_\_\_

| COPIES | DATE     | NO. | DESCRIPTION                                    |
|--------|----------|-----|--|
| 18     | 7/2/21   |     | APPLICATION (ONE MARKED FOR PUBLIC)            |
| 18     | 7/2/21   | A-1 | ARCHITECTURAL PLAN / SITE PLAN (ONE MARKED)    |
| 18     | 7/2/21   |     | COLOR AERIAL PICTURES OF PROPERTY (ONE MARKED) |
| 18     | 12/18/20 |     | REJECTION LETTER (ONE MARKED)                  |
| 18     | 5/28/21  |     | PROP OWNERS LIST (ONE MARKED FOR PUBLIC)       |
| 18     | 4/19/18  |     | SURVEY (ONE MARKED)                            |

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_
- Approved as submitted
- Approved as noted
- Returned for corrections
- \_\_\_\_\_
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COPY TO \_\_\_\_\_

SIGNED: 

If enclosures are not so noted, kindly notify us at once.



**BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD APPLICATION**

**1099 Ocean Avenue Sea Bright, New Jersey 07760  
732-842-0099 ext. 123**

The application with supporting documentation must be filed with the office of the Planning Board Secretary and must be delivered for review **at least ten (10) days** prior to the meeting at which the application is to be considered.

**NOTE: All plans must be folded. Any rolled plans will not be accepted.**

To be completed by Municipal staff only.

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_

Application Fees \_\_\_\_\_ Escrow Deposit \_\_\_\_\_

Reviewed for Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

**1. SUBJECT PROPERTY**

Location: 326 Ocean Ave  
Block 30 Lot 40.02  
Dimensions: Frontage 50 Depth 276 Total Area 13,941 S.F.  
Zoning District: R-1

**2. APPLICANT**

Name: Cheryl Harris Agent - Michael J. Monroe  
Address: 326 Ocean Ave  
Telephone Number: 917-887-1080  
Applicant is a: Corporation \_\_\_ Partnership \_\_\_ Individual

**3. DISCLOSURE STATEMENT:** Pursuant to J.J.S. 40:55D-48-1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership, applicant must be disclosed. In accordance with N.J.S. 40:55D4-8.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply.)

**4.** If owner is other than the applicant, provide the following information on the Owner(s).

Owner's Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

5. Property Information:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

(Attach copies)

No  Proposed

**Note: All deed restrictions, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.**

Present the use of the premises:

6. Applicant's Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

7. Applicant's <sup>Architect</sup> ~~Engineer~~: Michael J. Monroe AIA

Address: 2600 Louther Dr. Eatontown, NJ 07724

Telephone Number 732-219-9227 FAX Number 732-219-5831

8. Applicant's Planning Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

10. List any other Expert(s) who will submit a report or who will testify for the Applicant: (Attach additional sheets as may be necessary).

Name: \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

**PLOT PLAN or VARIANCE PLAN APPROVAL**

~~\_\_\_\_\_ **SUBDIVISION**~~

~~\_\_\_\_\_ Minor Subdivision Approval~~

~~\_\_\_\_\_ Subdivision Approval (Preliminary)~~

~~\_\_\_\_\_ Subdivision Approval (Final)~~

Number of lots to be created    (including remainder lot)

Number of proposed dwelling units    (if Applicable)



**SITE PLAN:**

- Minor Site Plan Approval
- Preliminary Site Plan Approval
- Final Site Plan Approval
- Amendment or Revision to an Approval Site
- Plan Area to be disturbed (square feet)
- Total number of proposed dwelling units
- Request for Waiver from Site Plan Review and Approval
- Request for Variance Approval

Reason for request:

THE ONLY SUITABLE LOCATION FOR A POOL IS IN  
THE FRONT YARD, PROPERTY TO THE NORTH (ADJACENT)  
HAS SIMILAR POOL IN FRONT YARD AND ACCESSORY  
STRUCTURES IN THE FRONT YARD EXIST IN THE AREA

- Informal Review
- Appeal decision of an Administrative Officer  
(N.J.S.A 40:55D-70A)
- Map or Ordinance Interpretation of Special Question  
(N.J.S.A.40:55D-70b)
- Variance Relief (hardship)  
(N.J.S. A. 40:55D-70c (1))
- Variance Relief (substantial benefit)  
(N.J.SA.40:55D-70c (2))
- Variance Relief (use)  
(N.J.S 40:55D-70d)
- Conditional Use Approval  
(N.J.S 40:55D-67)
- Direct issuance of a permit for a structure  
in bed of a mapped street, public drainage way, or flood control  
basin. (N.J.S 40:55D-334)
- Direct issuance of a permit for a lot lacking street frontage  
(N.J.S 40:55D-35)

12. Section(s) of Ordinance from which a variance is requested 130.40 C

13. Waivers requested of development standards and/or submission requirements:(attach additional pages as needed)

6 SETBACK POOL TO FENCE (4' IS PROPOSED)

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14. Attach a copy of the Notice to Appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.



The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing. An Affidavit of Service on all property owners and Proof of Publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises including the proposed use of the premises: (attach pages as needed)

16. Is a public water line available? Yes existing

17. Is public sanitary sewer available? YES

18. Does the application propose a well and septic system? NO

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block number? N/A

20. Are any off-tract improvements required or proposed? NO

21. Is the subdivision to be filed by Deed or Plat? N/A

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_

23. Other approvals, which may be required, and date plans submitted:

**MARK THE FOLLOWING WITH A YES OR NO AND DATES OF THE PLANS SUBMITTED**

|                                      |   |
|--------------------------------------|---|
| NE Regional Sewer Auth               | <u>N/A</u>                                  |
| Monmouth County Board Of Health      | <u>N/A</u>                                  |
| Monmouth County Planning Board       | <u>NO</u>                                   |
| Freehold Soil Conservation District. | <u>N/A</u> < 5000 $\phi$ DIST.              |
| NJ DEP                               | <u>N/A</u>                                  |
| Sewer Extension Permit               | <u>N/A</u>                                  |
| Sanitary Sewer Connection Permit     | <u>N/A</u>                                  |
| Stream Encroachment Permit           | <u>N/A</u>                                  |
| Waterfront Development Permit        | <u>N/A</u> > 150' FROM MEAN HIGH WATER LINE |
| Wetlands Permit                      | <u>N/A</u>                                  |
| Tidal Wetlands Permit                | <u>N/A</u>                                  |
| Potable Water Constr. Permit         | <u>N/A</u>                                  |
| NJ Department of Transportation      | <u>N/A</u>                                  |
| Public Service Electric & Gas        | <u>N/A</u>                                  |
| Other                                | _____                                       |

24. Certification from the Tax Collector that all taxes due on the subject property have been paid. YES

25. Certification from Sewer Collector that sewer utility charges due on the subject property have been paid. YES



**Note: It is the responsibility of the Applicant to mail or deliver copies of the Application form and all supporting documents to the Board Secretary, Borough Engineer and Board Attorney for their review. Documentation must be at least ten (10) days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of those required to receive documents is attached to the application form.**

26. The Applicant hereby requests that copies of the reports of the Borough Engineer and Board Attorney reviewing the application be provided to the following of the applicant's professionals.

**Applicant's Professional Report Requested**

Attorney N/A  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Engineer: ARCHITECT MICHAEL J. MONROE AIA  
Address: 788 SIMONSBURY AVE  
PINTON FALLS NJ  
Phone Number: (732) 219-9727 (732) 610-7367  
Fax Number: \_\_\_\_\_

**CERTIFICATION**

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 Application and that I am authorized to sign. (If the applicant is a corporation, this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this 23rd day of July, 2021.

A Notary Public of NJ Owner  
My Commission Expires: 09/07/2023

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Borough of SeaBright, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials.

Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required amount and shall add that sum to the escrow account within fifteen (15) days.

Date: 7/23/21 Applicant: [Signature]  
MICHAEL J. MONROE AIA  
AGENT

ALEXANDER GOUSSE  
Notary Public - State of New Jersey  
My Commission Expires Sep 7, 2023



**PLOT PLAN OR VARIANCE PLAN**

**BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD**

Application No. \_\_\_\_\_ Date \_\_\_\_\_  
Application Name Cheryl Harris - Agent Michael J. Monroe  
Application Address 326 Ocean Ave  
Property Address 326 Ocean Ave Block 30 Lot 40.02

**CHECKLIST**

**Prior to issuance of a Certificate of Completeness and assignment of a hearing date, the Administrative Officer shall determine that the following documents have been submitted:**

To be completed by Applicant (C=complete, N=Not complete, NA=not-applicable)

- 1. 17 copies of Zoning Permit Denial
- 2. 17 copies of completed application and check list, signed, dated, and notarized, **plus one** marked "FOR PUBLIC INSPECTION"
- 3. 17 sets of plot plan or variance plan signed, dated, and notarized, also **Show Base Flood Elevation, plus one** marked "FOR PUBLIC INSPECTION"
- 4. 17 copies of Survey (unless Variance Plan states that it is based upon the survey). Must indicate mean high waterline, if pertinent to application)
- 5. 17 (sets of) Photographs of property/dwelling as it currently exists
- 6. Description of proposed operation (No. 15 in first part of application)
- 7. Request for any variances (under No.11 in first part of application)
- 8. Certificate of owner authorizing submission (after No. 26 in first part of application)
- 9. Required application fees/check made payable to Borough of Sea Bright
- 10. Required escrow fees/check made payable to Borough of Sea Bright
- 11. Completed W-9 Form
- 12. Certification that taxes and sewer utility charges are paid to date
- 13. Completed Notice of Hearing
- 14. Certified list of property owners within 200 feet

**The following requirements must also be met before an application may be heard:**

- 15. Affidavit of Mailing and Service for Public Notice (Provide 7 days prior to hearing.)
- 16. Affidavit of Publication for Public Notice (Provide 7 days prior to hearing.)

If Applicable:

- 17. Proof of Application to Monmouth County
- 18. Proof of application to NJDOT
- 19. Application for CAFRA
- 20. Application for Floodplain Encroachment Permit
- 21. Application for Stream Encroachment Permit

**After the application is deemed complete then the Board Secretary will provide you with a hearing date so you may notice property owners.**

I certify the above information is accurate and complete.

DATED: 7/21/21  
NAME: MICHAEL J. MONROE  
SEAL: \_\_\_\_\_  
LICENSE NO. 10814  
SIGNATURE [Signature]

**FOR MUNICIPAL USE ONLY**

Application submitted on \_\_\_\_\_  
Application reviewed/declared complete on \_\_\_\_\_  
Application reviewed/declared incomplete on: \_\_\_\_\_  
Reason for incomplete Application \_\_\_\_\_  
Application to be heard on: \_\_\_\_\_

Updated 04/27/2020