



LAND USE BOARD APPLICATION

FOR OFFICIAL USE
Date Rec'd: 3/14/2022 Application #: LB2022-02 Fee: \$ 150 Escrow: \$ 750

1. APPLICANT

Name: RACHAEL SHWOM
Address: 342 SHORE DRIVE
City: HIGHLANDS State: NJ Zip: 07732
Phone: [REDACTED]
Email: [REDACTED]
Relation to property: owner

2. OWNER

Name: Rachael Shwom
Address: 342 Shore Dr.
City: Highlands State: NJ Zip: 07732
Phone: [REDACTED]
Email: _____

3. TYPE OF APPLICATION (Check all that apply)

- Minor Subdivision
- Major Subdivision – Preliminary
- Major Subdivision – Final
- Minor Site Plan
- Major Site Plan – Preliminary
- Major Site Plan – Final
- Variance
- Use Variance
- Appeal – Zoning Denial date _____
- Appeal – Land Use Decision date _____
- Informal Concept Plan Review
- Extension of Approval
- Revision/Resubmission of Prior Application
- Other _____

4. PROPERTY INFORMATION

Block 101 Lot(s) 9 Address: 342 Shore Drive
Lot size _____ # of Existing Lots 1 # of Proposed Lots 1
Zone R-203 Are there existing Deed Restrictions or Easements? No Yes – Please attach copies
Has the property been subdivided? No Yes If yes, when? _____
Attach copies of approved map or approved resolution
Property taxes paid through 5/2022 Sewer paid through 5/2022

5. ATTORNEY (A corporation, LLC, Limited Partnership, or S-Corp must be represented by a NJ attorney)

Name: _____
Address: _____
Phone: _____ Email: _____

RECEIVED

MAR 14 2022

LAND USE BOARD



6. APPLICANT'S OTHER PROFESSIONAL(S) – Engineer, Planner, Architect, etc.

Name: Vin Munkler
Address: 54 Chapel Hill Rd.
Red Bank, NJ 07701
Phone: 908 - 692 - 8412
Email: [REDACTED]

Name: _____
Address: _____

Phone: _____
Email: _____

7. LAND USE

A. PROPERTY HISTORY –Describe in detail, nature of prior use(s) on the site, start date of such use, any prior Land Use Board applications for this site (attach copy of resolution, if applicable), history of current ownership, etc.

Owner purchased current home in 2017. It has always been a residential home. House was raised and a second floor added after Sandy in 2013/2014.

B. PROPOSED PLAN –Describe in detail, proposed use for property, including, but not limited to: 1) portion to be subdivided; 2) sell lot only; 3) construct house(s) for sale; 4) how trash will be disposed; 5) landscaping; 6) hours of operation; 7) type of goods/services; 8) fire lane. Attach additional sheets if necessary.

Home will remain residential.

C. ADDITIONAL INFORMATION:

Existing

Proposed

Residential:	How many dwelling units?	<u>1</u>	<u>1</u>
	How many bedrooms in each unit?	<u>3</u>	<u>5</u>
	How many on-site parking spaces?	<u>0</u>	<u>0</u>
Commercial:	How many commercial uses on site?	_____	_____
	How many on-site parking spaces?	_____	_____

ZONING AND LAND USE REGULATIONS

BOROUGH OF HIGHLANDS Schedule I – Bulk and Area Requirements										
Zone	Minimum							Maximum		
	Lot Size	Lot Frontage/ Width	Lot Depth	Front Setback	Side Setback	Rear Setback	Height***	Lot Coverage	Building Coverage	FAR
	sq. feet	feet	feet	feet	feet	feet	feet			
RESIDENTIAL										
R-1.01	5,000	50	100	*35	8/12	25	30	70%	30%	–
R-1.02	7,500	70	100	*35	8/12	25	30	60%	25%	–
R-1.03	14,000	75	200	*35	8/12	25	30	60%	25%	–
Single Family										
R-2.01	3,750	50	75	*20	6/8	20	30	75%	33%	–
R-2.02	4,000	50	75	*20	6/8	20	30	75%	33%	–
R-2.03	5,000	<u>50</u>	<u>100</u>	<u>*20</u>	<u>6/8</u>	<u>20</u>	<u>30</u>	<u>75%</u>	<u>30%</u>	–
PB	5,000	50	100	35	8/12	25	30	70%		–
MF	1 acre	150	200	35	25/25	50	35	65%	22%	0.45
MH	5 acres	–	–	35	15/15	25	30	50%	20%	0.20
NON-RESIDENTIAL										
CBD	–	–	–	0	**	12	36	80%	35%	0.65
B	–	–	–	20	10	10	36	80%	35%	0.65
B	15,000	100	100	50	10	10	36	80%	35%	0.65
HO										
WT-R	See R-1.01									
WT-C	Residential: See R-2.02									
Nonres	–	50	400	20	6/8	–	36	65%	25%	0.60
WT-C/T	Same as WT-C									
WC-1	–	100	150	20	8/8	–	36	65%	25%	0.60
WC-2	–	100	150	20	10/10	–	36	70%	25%	0.60
MXD	See Section 21-96.01									

*Or the average of the existing front yard setback within two hundred (200) feet in the same block and zone, per Section 21-80.

**See Section 21-91A.4

***Where a dwelling is constructed or reconstructed to provide the required parking under the structure, the maximum height shall be increased by two and one-half (2 1/2) feet.

(Ord. No. O-10-8 § 1; Ord. No. O-2018-01; Ord. No. O-2018-06)



8. VARIANCE REQUESTS Complete section(s) related to the relief being requested.

	Req'd	Exist.	Prop'd
Minimum Lot Requirements			
Lot Area	5000	2590	unchanged
Frontage	50	27.69	unch.
Lot Depth	700	102.8	unch.
Minimum Yard Requirements			
Front Yard Setback	20	41.6	+1=14.75 via 961 (station 3)
2 nd Front Yard Setback			
Rear Yard Setback	20	11	unch.
Side Yard Setback, right	6/8	1.4	unch.
Side Yard Setback, left	6/8		
Building Height	30	34.75	unch.

	Req'd	Exist.	Prop'd
Accessory Structures (NA)			
Fence/Wall Height			
Garage/Shed Height			
Garage/Shed Area			
Pool Setback			
Parking Requirements			
On-site Parking Spaces			
Other (please add)			

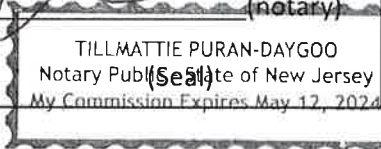
9. OTHER RELIEF REQUESTED Please specify relief(s) and explain below.

The variance requested is 21-86C4a. Building coverage of 30% is permitted. The proposed building coverage would be 51%.



10. NOTARIZED SIGNATURE OF APPLICANT

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 Applicant authorized to sign the application for the business organization. Additionally, I certify that the survey or plans submitted with this application shows and discloses the premises in its entirety, and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

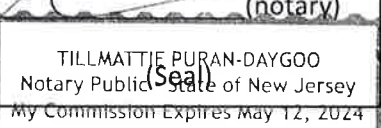
SWORN & SUBSCRIBED to before me this
14 day of March 2022 (year)
 _____ (notary)


Rachael Shwom-Evelich 3/14/2022
Signature Date

Rachael Shwom - Evelich
Print Full Name

11. NOTARIZED CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this
14 day of March 2022 (year)
 _____ (notary)


Rachael Shwom-Evelich 3/14/2022
Signature Date

Rachael Shwom - Evelich
Print Full Name

12A. DISCLOSURE STATEMENT Circle all that apply.

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- Is this application to subdivide a parcel of land into six (6) or more lots? Yes No
- Is this application to construct a multiple dwelling of 25 or more units? Yes No
- Is this an application for approval of a site(s) for non-residential purposes? Yes No
- Is this Applicant a corporation? Yes No
- Is the Applicant a limited liability corporation? Yes No
- Is the Applicant a partnership? Yes No

If you circled YES to any of the above, please complete the following Ownership Discloser Statement (use additional sheets if necessary).



Borough of Highlands
 42 Shore Drive
 Highlands, NJ 07732
 (732) 872-1224
 www.highlandsborough.org

12B. BUSINESS ORGANIZATION OWNERSHIP DISCLOSURE STATEMENT

Name of Corporation, Partnership, LLC, LLP, S-Corp:

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the above referenced business organization:

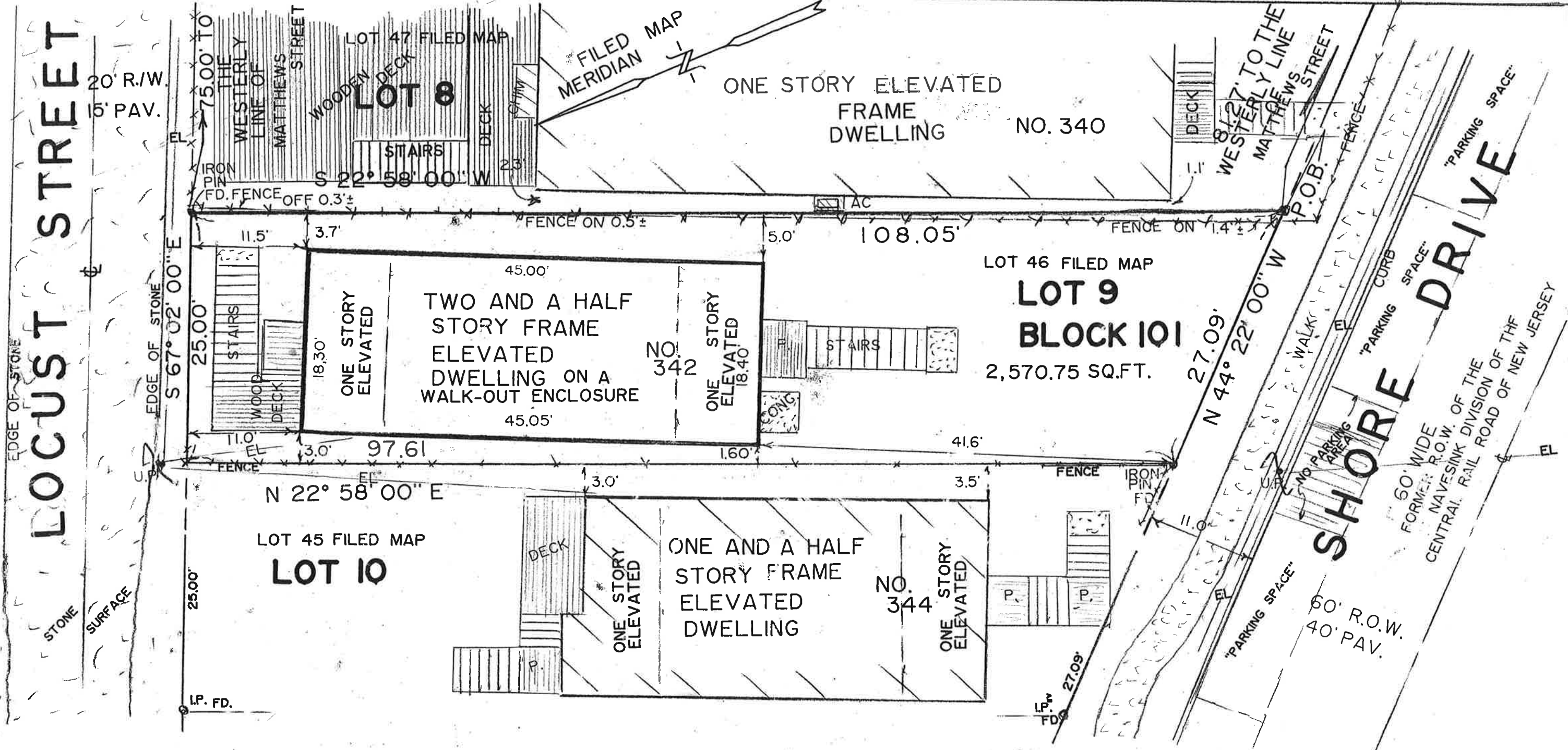
NAME	ADDRESS

*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or great interest in a partnership, that corporation or partnership shall list the names and address of its stockholders holding 10% or more of its stock or 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% owner ship criterion established have been listed.

SWORN & SUBSCRIBED to before me this _____ day of _____ 20____ (year) _____ (notary) (Seal)
--

 Signature (Officer/Partner) Date

 Print Full Name Title



FILED MAP REFERENCE:

Being Lot 46 as shown on Map Entitled: Map "C" Map of "NAVESINK PARK" Monmouth County, N.J.
 By Frank Osborn Civil Engineer and Filed in the Monmouth County Clerk's Office on
 May 18, 1916 in case 40-5.

CERTIFIED TO:

RACHAEL SHWOM

Note: a written waiver and direction not to be
 Set corner markers had been obtained from the
 Ultimate user pursuant to P.L. 2003, c. 14
 (C45:36.2) and N.J.A.C., 13-40-5.1 (d) & 5.2

Note: Subject to any easement of record
 Note: building offsets are not to be used in
 Re-establishing property lines

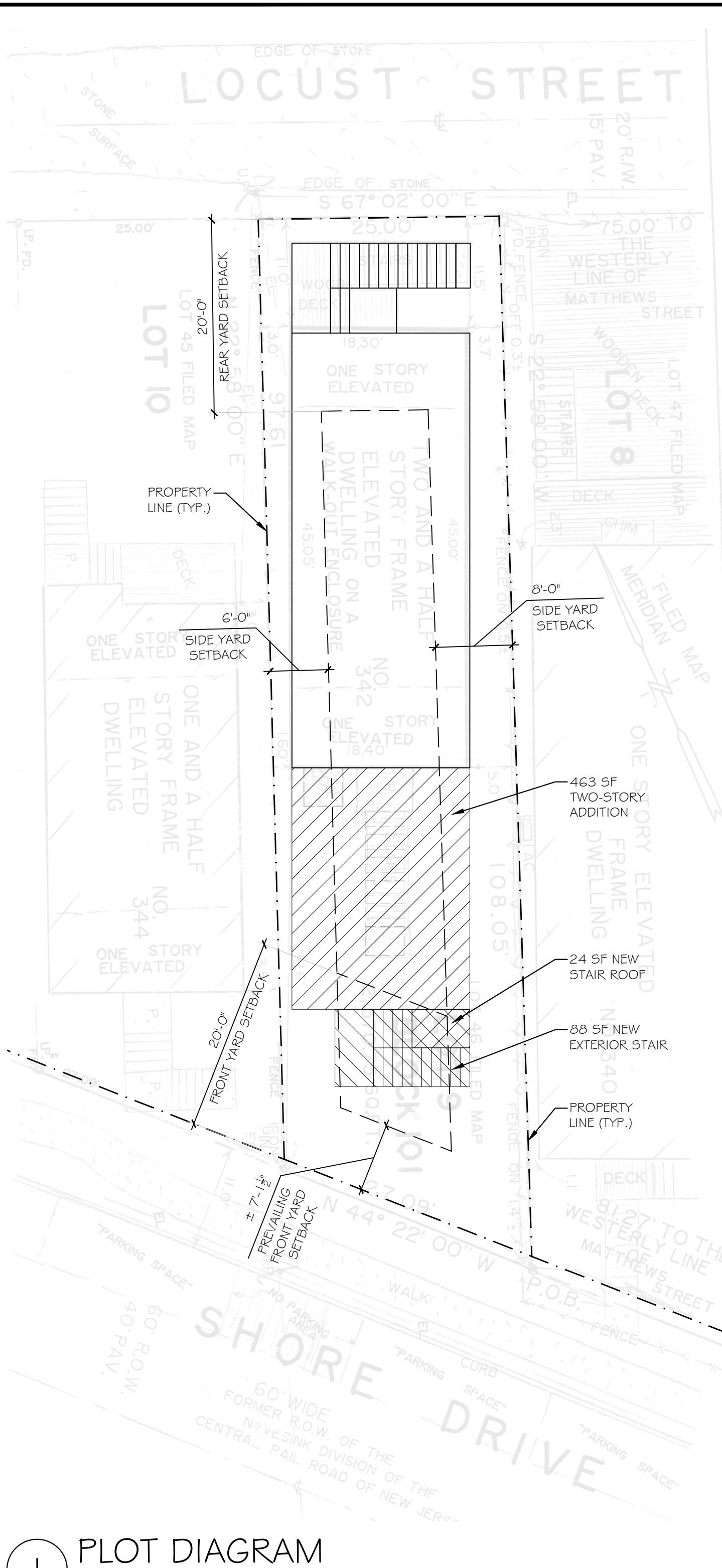
NO. 342 SHORE DRIVE

LOCATION LAND SURVEY OF LOT 9 IN BLOCK 101 ON THE OFFICIAL
 TAX MAP OF THE BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY
 THOMAS FINNEGAN LAND SURVEYING TAX MAP PAGE 22

Thomas Craig Finnegan
 THOMAS CRAIG FINNEGAN P.L.S. LIC. # 38601
 PROFESSIONAL LAND SURVEYOR,
 245 EAST END AVENUE, BELFORD, N.J. 0771
 FAX # 732-787-0318, PH. # 732-787-0318, Cell Ph. 732-856-282
 TFINNS58810@AOL.COM

SCALE 1" = 10'

OCTOBER 28, 2021



1 PLOT DIAGRAM
SCALE: 1" = 10'-0"

PROJECT DATA

SCOPE OF WORK :

INTERIOR ALTERATIONS, TWO STORY ADDITION AT FRONT OF HOME.

BUILDING INFORMATION

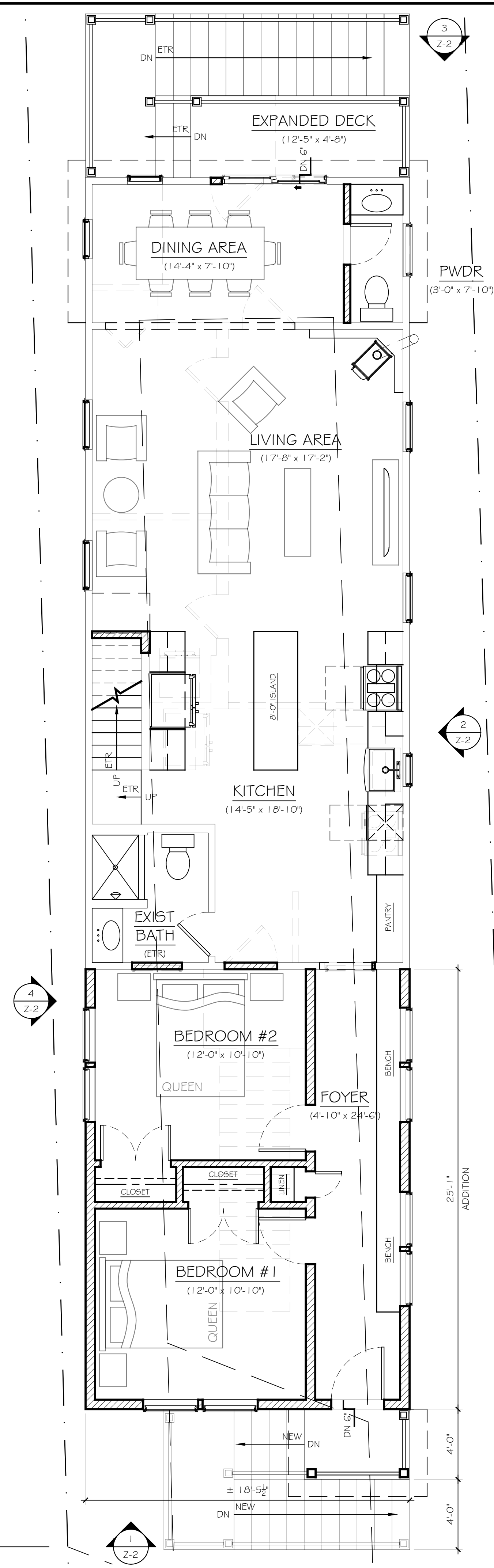
USE GROUP : R5
CONSTRUCTION TYPE : 5B

NOTE:
THE ADJACENT DRAWING IS A REPRODUCTION OF AN ORIGINAL SURVEY PROVIDED BY THE HOME OWNER. ORIGINAL SURVEY SHOWN FADED TO CALL ATTENTION TO ANY MARK-UPS BY THIS OFFICE.

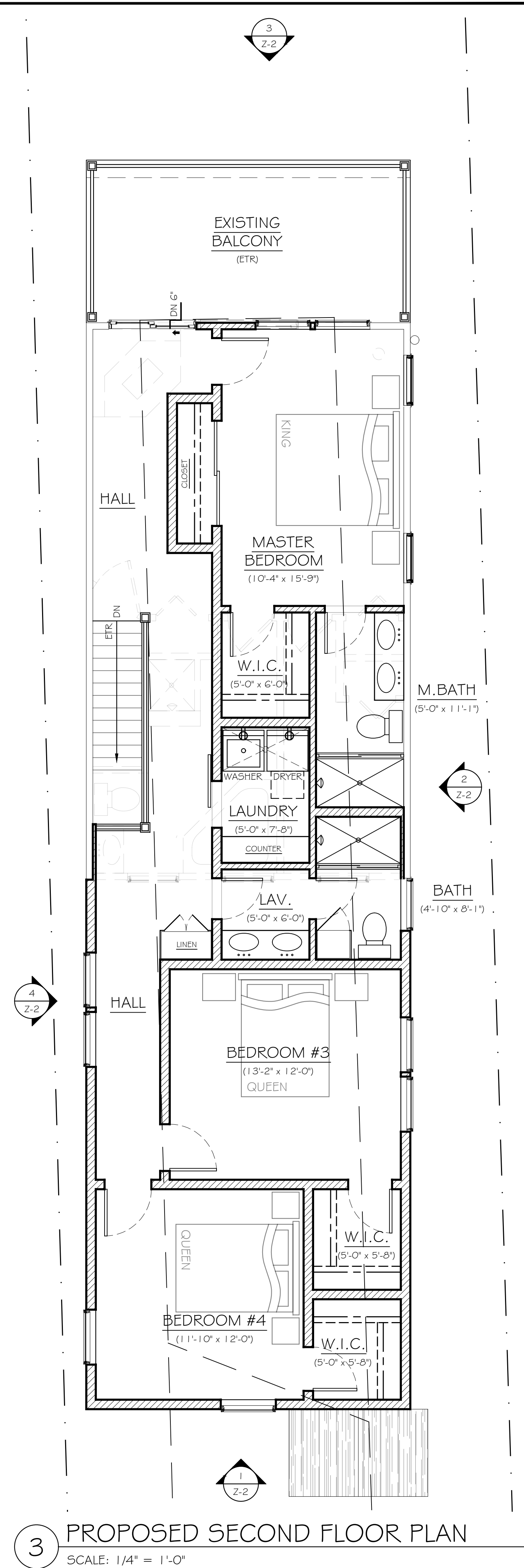
ZONING ANALYSIS					
PROJECT NAME :		THE SHWOM RESIDENCE		DATE OF FIRST CODE RESEARCH :	11/11/2021
STREET ADDRESS :		342 SHORE DRIVE		DATE OF SECOND CODE RESEARCH :	
BLOCK :	101	LOT :	9		
ZONING DISTRICT :	R-2.03				
FLOOD ZONE :	AE (F.E.M.A.)				
BASE FLOOR ELEVATION : 12 FT					
FIRST FLOOR ELEVATION : ? (UNCHANGED)					
LOT REQUIREMENTS :					
LOT AREA :	REQUIRED 5000 SF	EXISTING 2590 SF	PROPOSED UNCHANGED (EXISTING NON-CONFORMING)	VARIANCE REQD	
LOT FRONTAGE :	50 FEET	27.09 FEET	UNCHANGED (EXISTING NON-CONFORMING)		
LOT DEPTH :	100 FEET	102.8 FEET	UNCHANGED		
SETBACKS :					
FRONT :	20 FEET (PRINCIPAL) OR THE AVERAGE EXISTING SETBACK WITHIN 200 FEET (+/- 7.15 FEET)	41.6 FEET	+/- 14.75 FEET (PRINCIPAL) +/- 9 FEET (STAIRS)	NO	
REAR :	20 FEET (PRINCIPAL)	11.0 FEET	UNCHANGED (EXISTING NON-CONFORMING)	NO	
SIDE YARDS :	ONE SIDE : 6 FEET & 8 FEET (PRINCIPAL)	1.6 FEET	UNCHANGED (EXISTING NON-CONFORMING)	YES	
LIST OF AREAS :					
BUILDING FOOTPRINT :		834 SF	834 SF (EXISTING) + 463 SF (PROPOSED ADDITION) = 1297 SF TOTAL		
DECKS (w/ STAIRS) :		75 SF (FRONT STEPS) + 130 SF (REAR STEPS) = 205 SF TOTAL	130 SF (REMAINING) + 88 SF (NEW FRONT STEPS) + 24 SF (NEW STAIR ROOF) = 242 SF TOTAL		
EXISTING CONCRETE :		35 SF	REMOVED 463 SF		
PROPOSED ADDITION :					
MAXIMUM BUILDING COVERAGE :	30% OF LOT AREA (777 SF)	834 SF (32.2% OF LOT AREA)	834 SF (EXISTING) + 463 SF (PROPOSED ADDITION) + 24 SF (NEW STAIR ROOF) = 1321 SF TOTAL (51% OF LOT AREA)	YES	
MAXIMUM IMPERVIOUS LOT COVERAGE :	75% OF LOT AREA (1942.5 SF)	834 SF + 205 SF + 35 SF = 1074 SF TOTAL (41.5% OF LOT AREA)	1297 SF (BUILDING FOOTPRINT) + 24 SF (NEW STAIR ROOF) + 218 SF (EXTERIOR DECK & STEPS) = 1539 SF TOTAL (60% OF LOT AREA)	YES	
MAXIMUM HEIGHT :	30 FEET	+/- 34.75 FEET	UNCHANGED (EXISTING NON-CONFORMING)	YES	

WALL LEGEND	
DETAIL	DESCRIPTION
	EXISTING WALLS TO BE DEMOLISHED
	EXISTING WALLS TO REMAIN
	NEW 2x WALL STUDS (SEE PLAN FOR SIZE)

2 PROPOSED FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



3 PROPOSED SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"



REVISIONS:

DATE: JANUARY 27, 2022

MINKLER
ARCHITECTURE & DESIGN

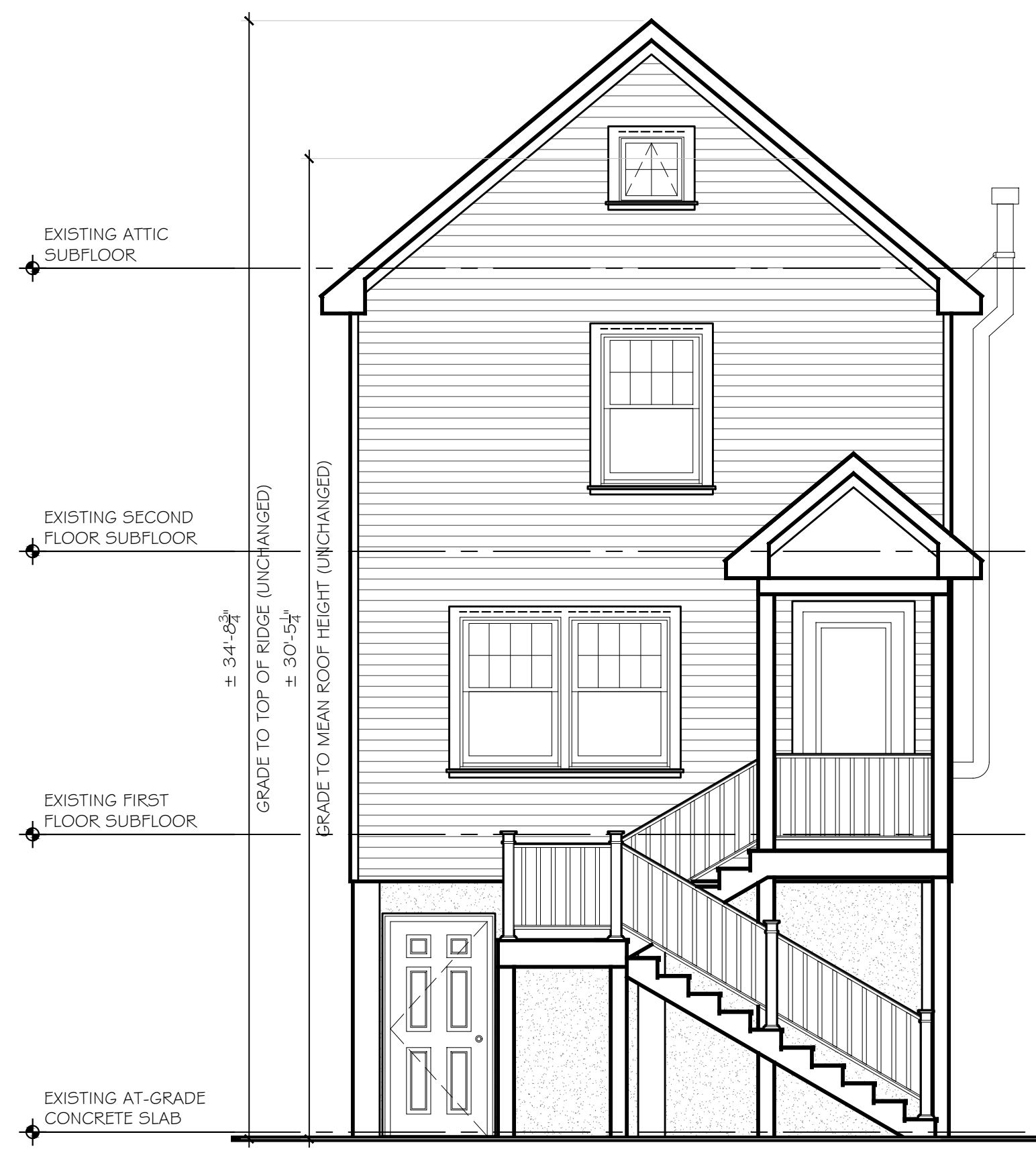
54 CHAPEL HILL RD, RED BANK, NJ 07701
P: 908-692-8412 Email: vinminkler@gmail.com

PROJECT: ADDITIONS & ALTERATIONS FOR: **THE SHWOM RESIDENCE**

342 SHORE DRIVE
BLOCK 101, LOT 9
HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY 07732

A. VINCENT MINKLER
NJ Lic. No. 21A101978200

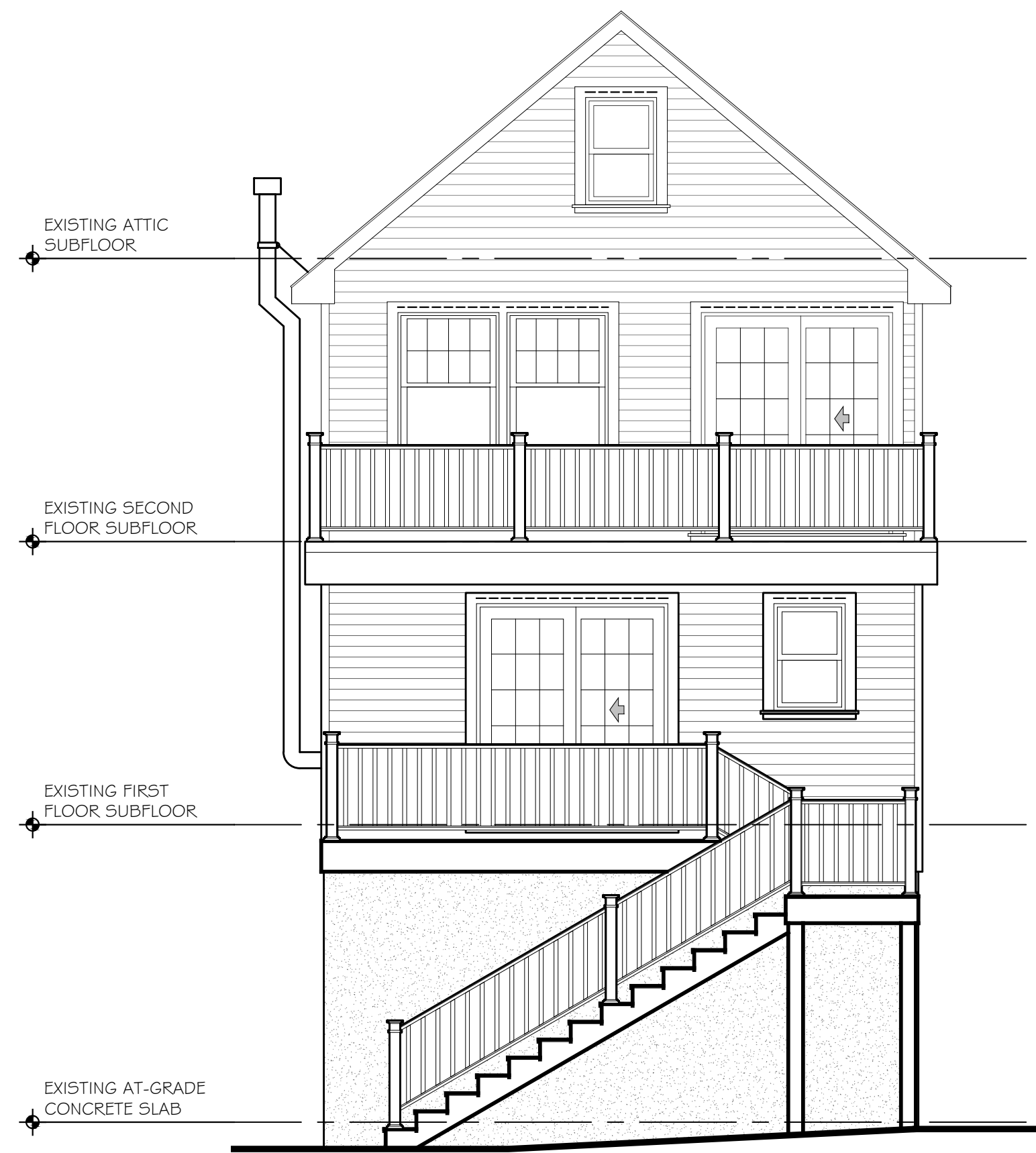
Z-1
SHEET 01 OF 01



1 FRONT ELEVATION
SCALE: 1/4" = 1'-0"



2 RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



3 REAR ELEVATION
SCALE: 1/4" = 1'-0"



4 LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

REVISIONS:

MINKLER
ARCHITECTURE & DESIGN

DATE: JANUARY 27, 2022

54 CHAPEL HILL RD, RED BANK, NJ 07701
P: 908-692-8412 Email: vinminkler@gmail.com

PROJECT:

ADDITIONS & ALTERATIONS FOR:
THE SHWOM RESIDENCE

342 SHORE DRIVE
BLOCK 101, LOT 9
HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY 07732

A. VINCENT MINKLER

NJ Lic. No. 21A101978200

Z-2
SHEET 01 OF 01

February 24, 2022

Rachael Shwom
Sent via email

RE: 342 Shore Drive
Block 101, Lot 9

Please be advised that the above referenced application renovate the existing dwelling; and construct a 2-story 926 s.f. addition; and an expansion of the front deck has been reviewed for compliance with the Borough of Highlands Zoning Ordinance. The property is located in the R-203 zone.

The following approvals will be necessary:

#21-86C4a Building coverage: 30% is permitted; 51% is proposed

There are existing non-conformities however the proposed expansions shall not further reduce the setbacks (#21-98F2e)

To proceed with an application/appeal of this decision to the Land Use Board, please contact the Nancy Tran, Board Secretary at 732-872-1224. Should you have any questions, feel free to contact me at 732-615-2278.

Sincerely,

Marianne Dunn
Zoning Officer

C: Land Use Board

FAXED



HGPB- R1910

May 6, 2022

Nancy Tran, Land Use Board Secretary
 Borough of Highlands Land Use Board
 42 Shore Drive
 Highlands, New Jersey 07732

Via Email (ntran@highlandsborough.org)

**Re: Shwom Residence
 342 Shore Drive
 Block 101, Lot 9
 Single-Family Residence (R-2.03) Zone
 Variance Relief
 First Engineering Review**

Dear Ms. Tran:

As requested, our office has reviewed the above-referenced application for minor site plan approval. The applicant submitted the following documents in support of this application:

1. Land Use Board Application, dated March 14, 2022.
2. Location Land Survey prepared by Thomas C. Finnegan, P.L.S., dated October 28, 2021, consisting of one (1) sheet.
3. Architectural Plans prepared by Vincent Minkler, A.I.A., of Minkler Architecture and Design, dated January 27, 2022, consisting of two (2) sheets.

Based on our review of the submitted documents, we offer the following comments for the Board's consideration:

A. Project Description

The approximately 2,590 square feet property is currently a developed lot with an 834 square feet footprint elevated two-and-a-half story frame dwelling and elevated deck. The site is located in the Single-Family-Residence (R-2.03) Zone of the Borough with dual frontage along Shore Drive and Locust Drive. With this application, the applicant is seeking bulk variance approval and is proposing to construct an addition with a 463 square feet footprint elevated two-and-a-half story addition along with new elevated deck and expanded existing elevated deck. The property is located in the AE Flood Zone with a flood elevation of 12 feet. The residential use is a permitted use in the R-2.03 Zone.

B. Planning and Zoning

In accordance with Section 21-86 of the Ordinance existing/proposed bulk deficiencies are noted as follows:

R-2.03 Zone	Required	Existing	Proposed
Minimum Lot Size (sf)	5,000	2,590 ^(E)	2,590 ^(E)
Minimum Lot Frontage (ft)	50	27.09 ^(E)	27.09 ^(E)



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single-Family Residence (R-2.03) Zone
Variance Relief
First Engineering Review**

R-2.03 Zone	Required	Existing	Proposed
Minimum Lot Depth (ft)	100	102.8	102.8
Minimum Front Yard Setback* – <i>Shore Drive</i> (ft)	20 (*10) ^(C)	41.6	15.6
Minimum Front Yard Setback* – <i>Locust Drive</i> (ft)	20 (*35.8) ^(C)	11 ^(E)	11 ^(V)
Minimum Side Yard Setback (ft)	6 / 8	1.6 ^(E) / 3.7 ^(E)	1.2 ^(C) ^(V) / 3.7 ^(V)
Maximum Building Height (ft)	30	23.4 ^{(E)(C)}	23.4 ^{(E)(C)}
Lot Coverage	75%	41.5%	60%
Building Coverage	30%	32.2% ^(E)	51% ^(V)

(E) – Existing Non-conformity
(C) – Calculated
(V) – Variance

* Or the average of the existing front yard setback within two hundred (200) feet in the same block and zone, per Ordinance Section 21-79. The prevailing setback shall be the average setback of buildings on the same block in the same zone, but not less than the average of the setbacks of the buildings on the two (2) nearest adjacent lots and in no case, less than half the required setback.

Shore Drive prevailing setback – approximately 10 feet on average between the average of the setbacks of the buildings on the two (2) nearest adjacent lots.

Locust Drive prevailing setback – approximately 35.8 feet on average between the average of the setbacks of the buildings on the two (2) nearest adjacent lots.

1. The Borough Ordinance defines building height as “The vertical distance as measured from the grade plane to the average height of the highest roof surface. In the case of sloped roofs, the average height is the mid-point between the lowest roof eave of the top floor and the roof ridge. In the case of a building that has multiple roof levels, the highest roof levels must be used to determine the building height. Chimney, elevator equipment and mechanical utility equipment and any associated screening or enclosures may exceed the permitted "building height" by up to ten (10) feet, or up to ten (10%) percent above the permitted building height, whichever is less.” The grade plane is defined as the base flood elevation plus one foot. We have calculated the building height accordingly to be approximately 23.4’, which does not require variance relief.
2. The proposed addition decreases the existing side yard setback to the west from 1.6’ to approximately 1.2’ due to the skew of the building as related to the property line.
3. To be entitled to bulk variance relief, the applicant must provide proof to satisfy the positive and negative criteria pursuant to N.J.S.A. 40: 55D-70c for the bulk variances:



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single-Family Residence (R-2.03) Zone
Variance Relief
First Engineering Review**

- a. Positive Criteria. The applicant must prove either a hardship in developing the site in conformance to the zone standards due to exceptional narrowness, shallowness, or shape of the property; or due to exceptional topographic conditions or physical features uniquely affecting the property; or due to an extraordinary and exceptional situation affecting the property or its lawful existing structures. Alternatively, the applicant may satisfy the positive criteria by demonstrating that the variance relief will promote a public purpose as set forth in the Municipal Land Use Law (N.J.S.A. 40:55D-2) and thereby provide improved community planning that benefits the public and the benefits of the variance substantially outweigh any detriment.
- b. Negative Criteria. The applicant must also show that the bulk variances can be granted without substantial detriment to the public good or substantially impairing the intent and purpose of the zone plan. This requires consideration of the impact of the proposed variances on surrounding properties and a determination as to whether or not the variance would cause such damage to the character of the neighborhood as to constitute a substantial detriment to the public good.

C. Technical Engineering Review

1. Table 4.4 of Section 5:21-4.14 of R.S.I.S. requires three (3) off-street parking spaces for a five-bedroom single family whereas no off-street parking spaces have been provided. The applicant shall provide testimony on the existing parking conditions of dwelling. A design waiver may be required.
2. The proposed development will not disturb an area exceeding 1 acre, nor will it create more than a quarter acre of new impervious surfaces. Therefore, the project is not considered a “major development” as defined by NJAC. 7:8 and is not subject to the NJDEP Stormwater Management stormwater quantity, quality and recharge requirements of a major development.
3. While the project is not considered a major development, the applicant is proposing to increase impervious coverage by approximately 465 square feet. The applicant shall provide testimony on how the increase from pre- to post-development stormwater runoff will not have a negative impact on the site and downstream off-site stability affected by stormwater runoff.
4. The applicant shall provide a grading plan showing existing and proposed contours along with corner spot shot elevations of the proposed addition and the finished floor elevation.
5. The applicant shall provide testimony on any adverse drainage impacts to the adjacent properties as a result of the proposed improvements.
6. Roof leader locations and/or downspout discharge locations shall be shown on the plans.
7. The applicant shall provide testimony regarding the suitability of existing utility connections and/or additional utility connections or improvements necessitated by the subject application.



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single-Family Residence (R-2.03) Zone
Variance Relief
First Engineering Review**

- All proposed utility improvements shall be shown on the plans including proper trench restoration.
8. Section 21-65.10A of the Ordinance indicates that all areas not devoted to structures, paving, or other required uses shall be appropriately graded, landscaped and maintained in accordance with a landscaping plan approved by the Board. No landscaping has been provided as part of this application. The Board should determine if a landscaping plan is required.
 9. Section 21-65.10B of the Ordinance indicates that if feasible in residential zones, street trees of at least two (2) to two and one-half (2-1/2) inch caliper will be required, planted a distance on center equivalent to no more than the width of their mature diameter. Where street trees are not appropriate because of views, existing vegetation, or other reason, the equivalent number of trees shall be located elsewhere on the lot. The Board should determine if street trees are required for this application.
 10. The Survey indicates the lot area as 2,570.75, whereas the Zoning Table indicates 2,590 square feet. This discrepancy shall be addressed, and the appropriate area revised.
 11. The Zoning Table shall be revised to indicate multiple front yard areas and correctly show existing and proposed conditions.
 12. It should be noted that this property is located within the AE flood zone with a Base Flood Elevation (BFE) of 12'. The applicant shall confirm the existing and proposed finished floor elevation. Additionally, it is recommended that the applicant obtains an Elevation Certificate for the subject property.

We defer further review to the Flood Plain Administrator and Construction Official for any applicable building requirements accordingly.
 13. The project site is located in the Coastal Area Facilities Review Act (CAFRA) Zone. The applicant shall comply with any applicable NJDEP requirements and should confirm any specific restrictions and/or permitting requirements accordingly. We recommend a jurisdictional determination be provided. We defer further review to NJDEP.
 14. A note shall be added to the plans stating that any/all existing curb, sidewalk, roadway, and other off-site objects damaged by construction should be repaired and/or replaced to the satisfaction of the Borough Engineer.
 15. The applicant shall provide testimony regarding any mechanical equipment proposed as well as any requirements for electric and other meters, including any required platforms.
 16. Approvals or waivers should be obtained from any agencies having jurisdiction.



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single-Family Residence (R-2.03) Zone
Variance Relief
First Engineering Review**

We reserve the opportunity to further review and comment on this application and all pertinent documentation, pursuant to testimony presented at the public hearing. If you have any questions regarding this matter, please do not hesitate to contact our office.

Very truly yours,

T&M ASSOCIATES

EDWARD W. HERRMAN, P.E., P.P., C.M.E., C.F.M.
LAND USE BOARD ENGINEER

EWH:KJO:DV

cc: Michael Muscillo, Borough Administrator (mmuscillo@highlandsborough.org)
Ron Cucchiaro, Esq., Land Use Board Attorney (RCucchiaro@weiner.law)
Marianne Dunn, Zoning Officer (mdunn@middletownnj.org)
Rob Knox, Land Use Board Chairman (rknox@highlandsborough.org)
Annemarie Tierney, Land Use Board Vice Chairman (annemarie@liquidadvisors.com)
Rachel Shwom, Applicant (shwomrac@gmail.com)



HGPB- R1910

April 27, 2022

Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board
42 Shore Drive
Highlands, New Jersey 07732

Via Email (ntran@highlandsborough.org)

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single Family Residential (R-2.03) Zone
First Completeness Review**

Dear Ms. Tran:

As requested, we have reviewed the above-referenced application in accordance with the Borough of Highlands Zoning and Land Use Regulations section entitled Part 3, Subdivision and Site Plan Review, Article VI, Application Procedure, and Article VIII, Plat and Plan Details, section 21-58D – Minor Site Plan.

The applicant submitted the following documents in support of this application:

1. Land Use Board Application, dated March 14, 2022.
2. Location Land Survey prepared by Thomas C. Finnegan, P.L.S., dated October 28, 2021, consisting of one (1) sheet.
3. Architectural Plans prepared by Vincent Minkler, A.I.A., of Minkler Architecture and Design, dated January 27, 2022, consisting of two (2) sheets.

The above information was reviewed for completeness purposes as follows:

Preliminary Site Plan (Minor): The preliminary site plan shall be drawn at a scale of not more than one hundred (100) feet to the inch and shall include such details as may be necessary to properly evaluate the application and determine compliance with this chapter. The site plan shall be drawn by a licensed New Jersey professional engineer and land surveyor and, where applicable to the proposed use or construction, the following information shall be clearly shown.

1. Date, name, location of site, name of owner, scale and reference meridian. **Provided.**
2. Area of the lot and all lot line dimensions and bearings. **Provided.**
3. The location of all existing watercourses, wooded areas, easements, rights-of-way, streets, roads, highways, rivers, buildings, structures and any other feature on the property and within seventy-five (75) feet of the property line. **Provided.**
4. Location, use and ground floor area of all existing and proposed buildings, with the building setback, side line and rear yard distance. **Provided.**
5. Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed. **Not provided.**



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single Family Residential (R-2.03) Zone
First Completeness Review**

6. The location and widths of existing and proposed streets servicing the site plan. **Partially provided. Width of existing street is not shown on the plans.**
7. Specifications for and location of proposed surface paving and curbing. **Not applicable.**
8. Location of all structures within seventy-five (75) feet of the property. **Partially provided.**
9. Location of off-street parking areas, with dimensions, showing proposed parking and loading spaces, with dimensions, width of proposed access drives and aisles and traffic circulation. **Not applicable.**
10. Storm water management and sanitary sewer reports, including proposed storm drainage and sanitary disposal facilities; specifically, the location, type and size of all existing and proposed catch basins, storm drainage facilities, utilities plus all required design data supporting the adequacy of the existing or proposed facilities to handle future storm flows. **Not applicable.**
11. Existing and proposed contours of the property and for seventy-five (75) feet outside the property at one (1) foot intervals when new buildings or parking areas are proposed. Spot elevations for any development in a flood hazard area. **Not provided.**
12. The location and treatment of proposed entrances and exits to the public rights-of-way, including the possible utilization of traffic signals, channelization, acceleration, and deceleration lanes, additional widths and any other devices necessary to traffic safety and/or convenience. **Not applicable.**
13. The location and identification of proposed open space, parks or other recreation areas. **Not applicable.**
14. The location and design of landscaping, buffer areas and screening areas showing size, species and spacing of trees and plants and treatment of unpaved areas. **Not provided.**
15. The location of sidewalks, walkways, traffic islands and all other areas proposed to be devoted to pedestrian use. **Not applicable.**
16. The nature and location of public and private utilities, including maintenance and solid waste disposal, recycling and/or storage facilities. **Not provided.**
17. Specific location and design of traffic control devices, signs and lighting fixtures. The Board may require of the applicant expert testimony concerning the adequacy of proposed traffic control devices, signs and lighting fixtures. **Not applicable.**
18. Preliminary architectural plans for the proposed buildings or structures indicating typical floor plans, elevations, heights and general design or architectural styling. **Partially provided. The first floor elevation is not specified. The proposed structure is located within flood zone AE-12. Therefore, the plans should be designed in accordance with FEMA standards and the Borough**



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single Family Residential (R-2.03) Zone
First Completeness Review**

of Highlands Flood Damage Prevention Ordinance requirements. I defer to the Borough Floodplain Manager for further review.

- 19. The present and past status and use and contemplated use of the property and all existing buildings on the property. A cleanup plan where such is necessary because of the past or present use of the site. **Not applicable.**
- 20. A soil erosion and sediment control plan is required. Said plan shall be submitted to the Soil Conservation District and approval of the application shall be conditioned upon certification of the soil erosion and sediment control plan by the District. **Not applicable.**
- 21. Soil Borings, when required by the Board Engineer. **Not required.**
- 22. Certification statement for the required municipal signatures, stating: **Not provided.**

- o Application No. _____ approved/disapproved by the Highlands Land Use Board as a Minor Site Plan on _____.

(date)

Chairman

Secretary

- 23. Certification statement for the County Planning Board approval / disapproval, if required. **Not applicable.**
- 24. The Board may require any additional information which is reasonably necessary to ascertain compliance with the provisions of this chapter.

Although numerous items noted above have not been submitted to the Board, adequate information has been provided in order to perform a technical review of the application. **Upon payment of the balance of the fees required, the application can be deemed COMPLETE and can be referred to the Board Chairman for consideration of scheduling the public hearing.**

The application fee and escrow fee calculation letter will be provided under separate cover. **We will commence our technical review letter upon confirmation from the Board Secretary that the balance of fees due has been properly posted.**



**Le: Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board**

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single Family Residential (R-2.03) Zone
First Completeness Review**

Should you have any questions or require any additional information, please call.

Very truly yours,

T&M ASSOCIATES

EDWARD W. HERRMAN, P.E., P.P., C.M.E., C.F.M.
LAND USE BOARD ENGINEER

EWH:KJO:DV

cc: Michael Muscillo, Borough Administrator (mmuscillo@highlandsborough.org)
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Rachel Shwom, Applicant (shwomrac@gmail.com)

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| YOUR GOALS. OUR MISSION.

HGPB- R1910

April 27, 2022

Nancy Tran, Land Use Board Secretary
Borough of Highlands Land Use Board
42 Shore Drive
Highlands, New Jersey 07732

Via Email (ntran@highlandsborough.org)

**Re: Shwom Residence
342 Shore Drive
Block 101, Lot 9
Single Family Residential (R-2.03) Zone
Fee and Escrow Calculation**

Dear Ms. Tran:

As requested, we have reviewed the above-referenced application in accordance with the Borough of Highlands Land Use Regulations Part 6 - Fee Schedule.

The applicant submitted the following documents in support of this application:

1. Land Use Board Application, dated March 14, 2022.
2. Location Land Survey prepared by Thomas C. Finnegan, P.L.S., dated October 28, 2021, consisting of one (1) sheet.
3. Architectural Plans prepared by Vincent Minkler, A.I.A., of Minkler Architecture and Design, dated January 27, 2022, consisting of two (2) sheets.

Please note the following fee calculations:

- | | |
|----------------------------|-------------------|
| 1. Application fee: | \$1,025.00 |
| 2. Escrow fee: | \$2,050.00 |

Please note that the initial application deposits shall be deducted from the total fees shown.

Should you have any questions or require any additional information, please call.

Very truly yours,

T&M ASSOCIATES

EDWARD W. HERRMAN, P.E., P.P., C.M.E., C.F.M.
LAND USE BOARD ENGINEER

EW:KJO:DV

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Rachel Shwom, Applicant (shwomrac@gmail.com)

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HGPB-R1910

DETERMINATION OF FEES

342 Shore Drive
Block 101 Lot 9

A. APPLICATION FEES (Ord. 21-107)

A. Variances

3. Residential "c" (maximum building coverage)	1	EA	\$	125.00	\$	125.00
Residential "c" (maximum impervious coverage)	1	EA	\$	125.00	\$	125.00
Residential "c" (minimum side yard setback)	2	EA	\$	125.00	\$	250.00
Residential "c" (minimum front yard setback)	1	EA	\$	125.00	\$	125.00

B. Site Plans

2. Minor	1	EA	\$	400.00	\$	400.00
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B. ESCROW FEES (Ord. 21-108)

B. Escrow Deposits (twice Application Fee; Minimum \$750)	1	LS	\$	2,050.00	\$	2,050.00
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Application fees subtotal \$ 1,025.00

Escrow fee subtotal \$ 2,050.00

Total \$ 3,075.00

The Two River Times

75 West Front Street
Red Bank, NJ 07701

Affidavit of Publication

State of New Jersey} ss.
Monmouth County

Personally appeared Stephen Appezzato

of The Two River Times, a newspaper published in Red Bank, in said County and state, being duly sworn, deposes and saith that the advertisement of which the annexed copy, has been published in the said newspaper 1 time, once in each issue, as follows:

May 19, 2022



(Employee Signature)

Sworn and subscribed before me this day 19 of May 2022

Notary Public of New Jersey

Fees: \$26-16 Ad: 22332
Advertisement (attached)



NICHOLAS STEFANELLI
NOTARY PUBLIC OF NEW JERSEY
Commission # 2407103
My Commission Expires 04/06/2026

NOTICE OF
LAND USE BOARD

TAKE NOTICE that on Thurs-

day evening at 7:00 p.m. on the 9th day of June 2022, a hearing will be held before the Borough of Highlands Land Use Board in the Community Center, 22 Snug Harbor, Highlands New Jersey on the application of the undersigned that has been made to the Borough of Highlands Land Use Board, at which time and place all interested persons will be given an opportunity to be heard.

The property in question is located at 342 Shore Drive. Also known as Block 101, Lot 9, on the Highlands Tax Map. The property is located in the R-203 zone.

The applicant is seeking #21-86C4a variance for building coverage (30% is permitted; 51% is proposed). This variance is for the purpose of: Renovating the existing dwelling; constructing a 2-story 926 s.f. addition; and expanding the front deck.

A copy of the application and documents are on file with the Board Secretary, and may be inspected Monday through Friday, 9:00 a.m. to 4:00 p.m.

Rachael Shwom

May 19, 2022

| Ad #22332 \$26.16