



STEINHARDT
CAPPELLI
TIPTON &
TAYLOR LLC

91 Larry Holmes Dr., Suite 200
Easton, PA 18042

o 610.691.7900
f 610.691.0841

Brian R. Tipton, Esq.
Ext. 1023
btipton@floriolaw.com

October 13, 2022

Via Hand Delivery

Borough of Highlands
42 Shore Drive
Highlands, NJ 07732

Re: Bridge City Collective Highlands, LLC's
Conditional Use and Minor Site Plan application

Dear Nancy,

This firm represents Bridge City Collective Highlands, LLC with respect to the enclosed application including the following:

1. 4 copies of the application with attachments.
2. Escrow check for \$1000, and
3. Application fee check for \$300.

Thank you.

Very truly yours,



Brian R. Tipton

BRT:br
Enclosures

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OCT 14 2022

LAND USE BOARD



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

LAND USE BOARD

LAND USE BOARD APPLICATION

FOR OFFICIAL USE

Ck# 289

Ck#290

Date Rec'd: 10/14/2022 Application #: LUB2022-07 Fee: \$250 Escrow: \$1,000

1. APPLICANT

Name: Bridge City Collective Highlands LLC
Address: PO Box 2189
City: Pittsfield State: MA Zip: 07732
Phone: (201) 744-9380
Email: breiter@bridgecitycollective.com
Relation to property: Lessor

2. OWNER

Name: 132 Bay Avenue LLC
Address: 75 Crows Mill Road
City: Keasby State: NJ Zip: 08832
Phone: _____
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 Conditional use

4. PROPERTY INFORMATION

Block 47 Lot(s) 6 Address: 132 Bay Avenue, Highlands
Lot size _____ # of Existing Lots 1 # of Proposed Lots 1
Zone CBD 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 _____ Sewer paid through _____

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

Name: Brian R. Tipton, Esq.
Address: 91 Larry Holmes Drive, Suite 200, Easton, PA 18042
Phone: 908-454-8300 Email: btipton@floriolaw.com



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

Name: Walter Hopkin, PE
Address: 257 Monmouth Road
Oakhurst, NJ 07755
Phone: 732-223-1313
Email: whopkin@wjhengineering.com

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.

The property is current vacant, prior use was retail and residential.

Owned by 132 Bay Avenue, LLC from November 14, 2020 to present.

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.

Bridge City Collective Highlands is leasing the first floor of the building located at 132 Bay Avenue (Block 47, Lot 6), containing approximately 1,676 rentable square feet.

C. ADDITIONAL INFORMATION:

	Existing	Proposed
Residential:		
How many dwelling units?	<u>2</u>	<u>2</u>
How many bedrooms in each unit?	<u>1</u>	<u>1</u>
How many on-site parking spaces?	<u>2</u>	<u>2</u>
Commercial:		
How many commercial uses on site?	<u>1</u>	<u>1</u>
How many on-site parking spaces?	<u>0</u>	<u>0 1</u>



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

	Req'd	Exist.	Prop'd
Minimum Lot Requirements			
Lot Area	*		
Frontage	*		
Lot Depth	*		
Minimum Yard Requirements			
Front Yard Setback	*		
2 nd Front Yard Setback	*		
Rear Yard Setback	*		
Side Yard Setback, right	*		
Side Yard Setback, left	*		
Building Height	*		

	Req'd	Exist.	Prop'd
Accessory Structures			
Fence/Wall Height			
Garage/Shed Height			
Garage/Shed Area			
Pool Setback			
Parking Requirements			
On-site Parking Spaces	*	3	3
Other (please add)			

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

Please see attached additional information sheet.

* The variance relief request will be set forth in a supplemental submission.



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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
13 day of Oct 2022 (year)
[Signature] (notary)
(Seal)

[Signature]
Signature

10/13/22
Date

Brant Reiter

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).

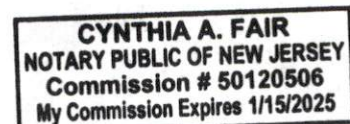
SWORN & SUBSCRIBED to before me this
13th day of October 2022 (year)
[Signature] (notary)
(Seal)

[Signature]
Signature

10-13-2022
Date

Valerie Montecalvo

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 company 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).



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www.highlandsborough.org**12B. BUSINESS ORGANIZATION OWNERSHIP DISCLOSURE STATEMENT**

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

Bridge City Collective Highlands LLC

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
Brant Reiter	PO Box 2189, Pittsfield, MA 07732

*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
<u>13</u> day of <u>Oct</u> 20 <u>22</u> (year)
<u>[Signature]</u> (notary)
(Seal)

<u>[Signature]</u>	<u>10/13/22</u>
Signature (Officer/Partner)	Date
<u>Brant Reiter</u>	<u>CEO</u>
Print Full Name	Title

KEITH D. KASS
Commission # 50066709
Notary Public, State of New Jersey
My Commission Expires
August 22, 2027

9. Other relief requested

Bridge City Collective Highlands LLC ("Applicant") seeks minor site plan approval and conditional use approval of its proposed operations at 132 Bay Avenue (Block 47, Lot 6) (the "Property"). Applicant leases the first floor of the building at the Property, consisting of approximately 1,676 rentable square feet. Applicant has a conditional license from the New Jersey Cannabis Regulatory Commission for the retail sale of marijuana. Applicant is seeking from the Board a conditional approval for the use of the Property for the retail sale of marijuana. Applicant's Property is within the Central Business District, which permits the retail sale of marijuana as a conditional use. Further, Applicant's Property is greater than 1,000 feet from a school. Applicant is making no changes to the exterior of the building on the Property.

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LAND USE BOARD

STATE OF NEW JERSEY CANNABIS REGULATORY COMMISSION

OFFICE OF COMPLIANCE & LICENSING

FINAL RECOMMENDATION FOR:

CLASS 5 - RETAILER

LEGISLATION STATEMENT AS IT PERTAINS TO EACH TYPE OF LICENSING

UNDER THE AUTHORITY OF THE NEW JERSEY CANNABIS REGULATORY, ENFORCEMENT ASSISTANCE,
AND MARKETPLACE MODERNIZATION ACT, P.L.2021, C.16 (C.24:6I-31 ET AL.), THE CANNABIS
REGULATORY COMMISSION HEREBY ISSUES THIS LICENSE TO OPERATE A CANNABIS BUSINESS FOR
THE PURPOSE OF RETAILER TO:

FACILITY NAME: BRIDGE CITY COLLECTIVE HIGHLANDS LLC

LICENSE FACILITY ADDRESS: 132 BAY AVE, , HIGHLANDS, MONMOUTH NJ - 07732

LICENSE NUMBER: RE000154

EXPIRATION DATE: 03/31/2023



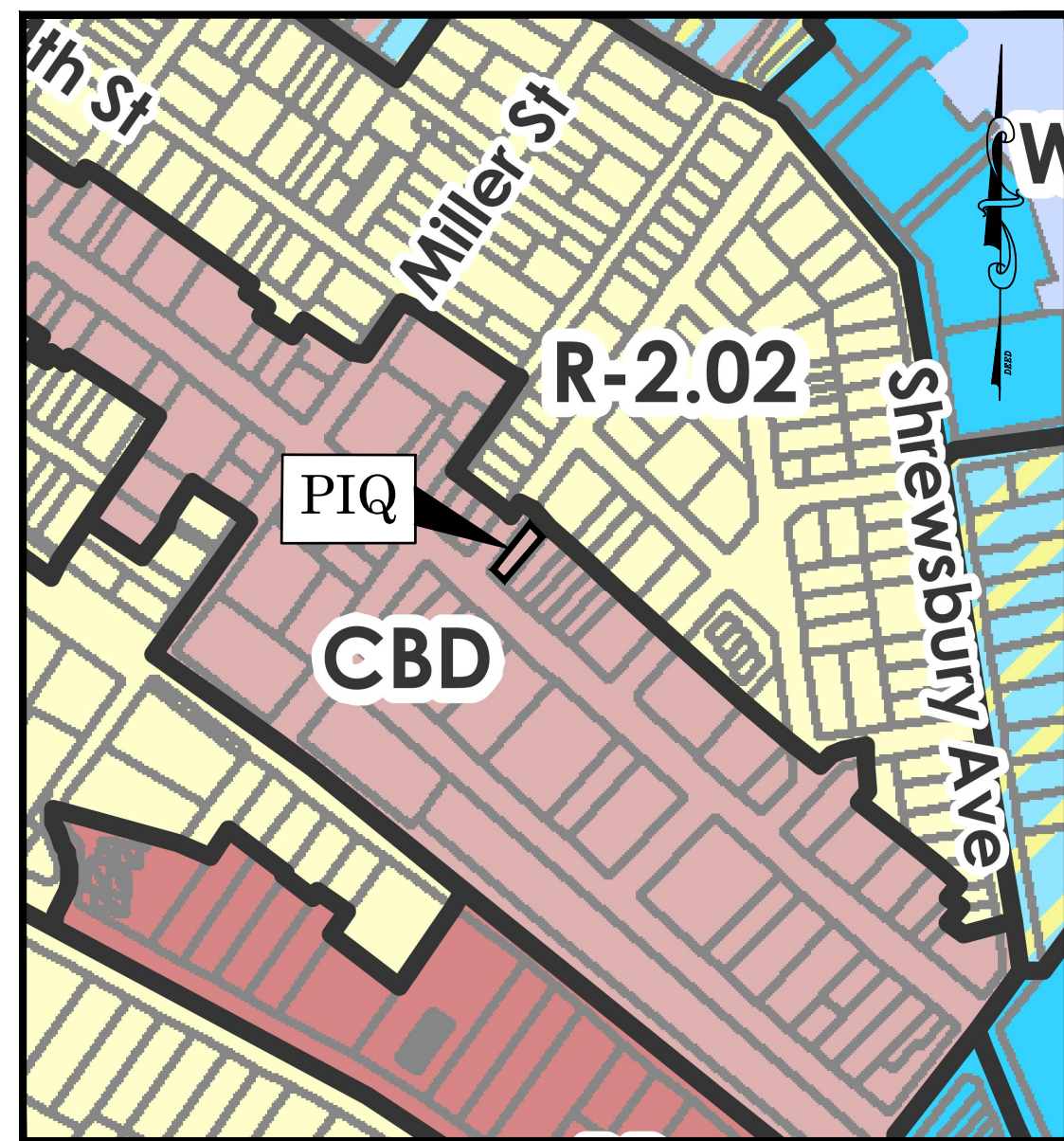
DIANNA HOUENOU
COMMISSION CHAIR



JEFF BROWN
EXECUTIVE DIRECTOR



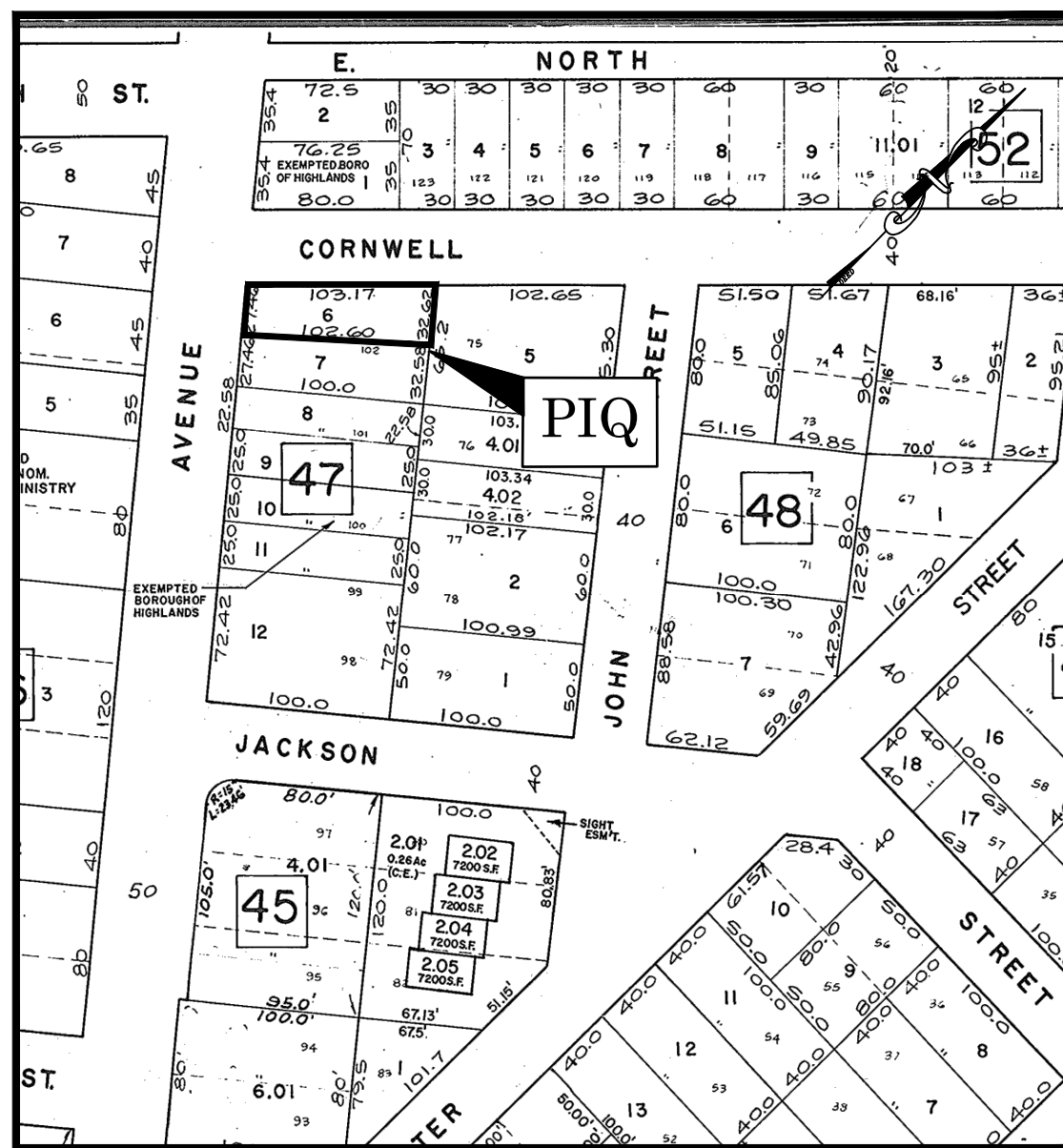
SITE PLAN
LOT 6 OF BLOCK 47
TAX MAP SHEET # 1 1
BOROUGH OF HIGHLANDS
MONMOUTH COUNTY, NJ



ZONE MAP
SCALE: 1" = 500'



KEY MAP
SCALE: 1" = 100'



TAX MAP
SCALE: 1" = 100'

ZONING TABLE			
CBD: CENTRAL BUSINESS DISTRICT			
MIN. & MAX. REQUIRED	CBD ZONING REQ.	C-RO-2 REDEVELOPMENT ZONE	PROVIDED
MIN. LOT AREA	—	—	3,004.15 S.F.
MIN. LOT FRONTAGE/WIDTH	—	—	130.63 FT.
MIN. LOT DEPTH	—	—	65.91 FT.
MIN. FRONT SETBACK	0 FT.	2 FT.	0 FT. - CORNWELL STREET 0.49 FT. - BAY AVENUE *
MIN. SIDE SETBACK	0 FT.	0 FT.	0.17 FT.
MIN. REAR SETBACK	12 FT.	12 FT.	36.82 FT.
MAX. BUILDING HEIGHT	36 FT.	36 FT.	> 36 FT. **
MAX. LOT COVERAGE	80%	80%	93.03% ***
MAX. BUILDING COVERAGE	35%	80%	57.19% ****
F.A.R.	0.65	N/A	1.10 ****

* EXISTING NON-CONFORMITY (C-RO-2 REDEVELOPMENT ZONE)
** TO BE VERIFIED
*** EXISTING NON-CONFORMITY (BOTH ZONES)
**** EXISTING NON-CONFORMITY (CBD ZONE) (F.A.R. TO BE VERIFIED)

PARKING CALCULATION:

- FIRST FLOOR: (\$21-65.140)
 - 1 SPACE PER 600 S.F. GROSS FLOOR AREA
 - 1,676± S.F. OF GROSS FLOOR AREA PROVIDED
 - 1,676 S.F. / 600 = 2.79 SPACES REQUIRED
- SECOND FLOOR: (N.J.A.C. 5:21-4.16)
 - 1.8 SPACES PER 1-BEDROOM APARTMENT
 - 2 1-BEDROOM APARTMENTS PROVIDED
 - 1.8 SPACES x 2 = 3.6 SPACES REQUIRED

TOTAL PARKING REQUIRED = 2.79 SPACES + 3.6 SPACES
= 7 SPACES REQUIRED

PARKING PROVIDED = 3 SPACES

OWNER
132 BAY AVENUE, LLC
75 CROWS MILL ROAD
KEASBY, NJ 08832

APPLICANT
BRIDGE CITY COLLECTIVE HIGHLANDS, LLC
P.O. BOX 2189
PITTSFIELD, MA 07732
PH.# (201) 744-9380
BREITER@BRIDGECITYCOLLECTIVE.COM

SHEET INDEX			
SHEET NO.	SHEET TITLE	ORIG. ISSUE DATE	LATEST REV. DATE
1	COVER SHEET	10/27/2022	—
2	EXISTING CONDITIONS PLAN	10/27/2022	—
3	PROPOSED IMPROVEMENT PLAN	10/27/2022	—

CERTIFICATION OF OWNER:

I CERTIFY THAT I AM THE OWNER OF THIS PROPERTY & CONSENT TO THE FILING OF THIS APPLICATION.

SIGNATURE _____ DATE _____

APPLICATION NO. _____ APPROVED/DISAPPROVED BY THE HIGHLANDS BOROUGH LAND USE BOARD

LAND USE BOARD CHAIRMAN _____ DATE _____

LAND USE BOARD SECRETARY _____ (ATTEST) _____

ENGINEER _____ DATE _____

APPROVED BY THE MONMOUTH COUNTY PLANNING BOARD

PLANNING BOARD CHAIRMAN _____ DATE _____

PLANNING BOARD SECRETARY _____ (ATTEST) _____

ENGINEER _____ DATE _____

200' ADJOINING OWNERS

200 Foot List Block 47 Lot 6

1319-53-9 BAY AVENUE PROPERTIES LLC 151 BAY AVENUE HIGHLANDS NJ 07732	1319-47-4-01 128 BAY AVENUE LLC 75 CROWS MILL RD PO BOX 290 KEASBY NJ 08832	1319-48-7 30 JACKSON STREET LLC % WILKES ESQ 711 SOUTH EDMERE DRIVE WEST ALLENHURST NJ 07711
1319-54-1 SOYKA HELEN (ESTATE) 169 BAY AVENUE HIGHLANDS NJ 07732	1319-47-4-02 128 BAY AVENUE LLC % GOLDSTEIN 122 W. 87TH ST NEW YORK NY 10024	1319-47-1 PUGLISI JOHN R 38 JACKSON STREET HIGHLANDS NJ 07732
1319-54-4 CONSIGLIERE LLC P.O. BOX 412 NAVESINK NJ 07752	1319-54-7-01 LDN REAL ESTATE LLC 676 HARDING ROAD LITTLE SILVER NJ 07739	1319-54-3-01 CIRECO STEPHEN 127 OAK STREET WOOD RIDGE NJ 07075
1319-47-10 BOROUGH OF HIGHLANDS 171 BAY AVENUE HIGHLANDS NJ 07732	1319-52-7 CAPLINGER JAMES W (ESTATE) 50 CORNWELL STREET HIGHLANDS NJ 07732	1319-52-5 DORN JOHN & WENDY 50 CORNWELL STREET HIGHLANDS NJ 07732
1319-47-11 MAL DANGELO LLC 812 MAIN STREET BRADLEY BEACH NJ 07720	1319-53-3 SHEA WILLIAM J 67 SOUTH LINDEN AVENUE HIGHLANDS NJ 07732	1319-47-2 WILSON THOMAS & ISRAEL LYSA J 11 JOHN STREET HIGHLANDS NJ 07732
1319-47-12 HINLUCKY MARK 121 OLD WAGON ROAD MIDDLETOWN NJ 07748	1319-52-4 ROEMMEL CHARLES V & ANN 58 CORNWALL ST HIGHLANDS NJ 07732	1319-46-6 BAY AVENUE VENTURES LLC 404 SYCAMORE AVE STE 100 SHREWSBURY NJ 07702
1319-47-7 KOCHANIK ELIZABETH ANNE 47 SECOND STREET HIGHLANDS NJ 07732	1319-52-9 TEZLAF CARL 420 GATES ST SALISBURY NC 28144	1319-46-7 143 BAY LLC % DINAMI PARTNERS 609 GREENWICH ST 4TH FL NEW YORK NY 10014
1319-47-8 128 BAY AVE LLC 75 CROWS MILL ROAD KEASBY NJ 08832	1319-47-5 LYNCH GREGORY JR & JACQUELINE 1 JOHN STREET HIGHLANDS NJ 07732	1319-46-8 SHANNON ENTERPRISES LLC 300 BAY AVENUE HIGHLANDS NJ 07732
1319-47-9 126 BAY AVENUE LLC % GOLDSTEIN 122 W. 87TH STREET NEW YORK NY 10024	1319-52-8 CAPLINGER JAMES W & CATHERINE M 50 CORNWALL ST HIGHLANDS NJ 07732	1319-48-6 KIELY THOMAS & FAITH 10 JOHN STREET HIGHLANDS NJ 07732
1319-47-6 132 BAY AVE LLC 75 CROWS MILL ROAD KEASBY NJ 08832	1319-53-4 HAMMER ROBERT W & ANN 52 MORGAN ROAD MIDDLETOWN NJ 07748	1319-46-5 THE DAVIS FAMILY LLC 200 LINDEN AVE HIGHLANDS NJ 07732
1319-52-1 BOROUGH OF HIGHLANDS 171 BAY AVE HIGHLANDS NJ 07732	1319-52-6 CAPLINGER JAMES W JR 54 CORNWALL STREET HIGHLANDS NJ 07732	
1319-52-2 BRUSIEL KENNETH S & CARLA (ESTD) 62 GRAVELLY POINT ROAD HIGHLANDS NJ 07732	1319-52-3 SARDINIA ALEX 60 CORNWALL STREET HIGHLANDS NJ 07732	
1319-53-8 SPICE PROPERTIES LLC 157 BAY AVENUE HIGHLANDS NJ 07732	1319-54-5 FLANNERY JOHN M & DANIELLE A 38 NORTH STREET HIGHLANDS NJ 07732	
1319-46-3 BAY AVENUE VENTURES LLC 404 SYCAMORE AVE STE 100 SHREWSBURY NJ 07702	1319-48-4 NEUMIRTH JASON 43 CORNWELL ST HIGHLANDS NJ 07732	
1319-46-4 128 BAY AVE LLC 75 CROWS MILL ROAD KEASBY NJ 08832	1319-48-5 SEBASTIEN ROBERT & ORNET FRANCES 45 CORNWALL STREET HIGHLANDS NJ 07732	

* If you are located within 200 feet of a State Highway, you **MUST** notify the NJ Department of Transportation:

NJ Dept. of Transportation
1035 Pkwy Avenue
PO Box 600
Trenton, NJ 08625

* If you are within 200 feet of a County owned road, you **MUST** notify the Monmouth County Planning Board:

Monmouth County Planning Board
Hall of Records Annex 2nd Floor
One East Main St.
PO Box 1255
Freehold, NJ 07728

You must also notify all utilities located within the 200-foot range of the subject property:

JCP&L
300 Madison Avenue
PO Box 1911
Morristown, NJ 07960

NEW JERSEY AMERICAN WATER COMPANY
Attn: Construction Department
661 Shrewsbury Ave
Shrewsbury, NJ 07702

COMCAST COMMUNICATIONS OF MONMOUTH COUNTY
Ron Bertrand, Construction Foreman
403 South St
Eatontown, NJ 07724

VERIZON COMMUNICATIONS
One Verizon Way
Basking Ridge, NJ 07920

TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
Raymond J. Nierstedt, P.E., Executive Director
PO Box 205, 100 Beverly Way
Belford, NJ 07718

NEW JERSEY NATURAL GAS COMPANY
Attn: Joan Purcaro
PO Box 1464
1415 Wyckoff Road
Wall, NJ 07719

MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
Attn: Executive Director
200 Harbor Way
PO Box 184
Belford, NJ 07718

GENERAL NOTES

OWNER— 132 BAY AVENUE, LLC
75 CROWS MILL ROAD
KEASBY, NJ 08832

APPLICANT— BRIDGE CITY COLLECTIVE HIGHLANDS, LLC
P.O. BOX 2189
PITTSFIELD, MA 07732
(201) 744-9380
BREITER@BRIDGECITYCOLLECTIVE.COM

- THE PROPERTY IS KNOWN AS LOT 6 OF BLOCK 47, AS SHOWN ON TAX MAP SHEET 11 OF THE OFFICIAL TAX MAPS OF THE BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY.
- BOUNDARY AND TOPOGRAPHY INFORMATION DEPICTED HEREON TAKEN FROM A PLAN ENTITLED "SURVEY OF PROPERTY FOR 132 BAY AVE LLC" PREPARED BY EASTERN CIVIL ENGINEERING, LLC, DATED 11/07/2020. ADDITIONAL TOPOGRAPHY PERFORMED BY WH ENGINEERING.
- PURSUANT TO FIRM MAP NUMBER 24025C0088H THE SITE IS LOCATED WITHIN SPECIAL FLOOD HAZARD ZONE AE (BASE FLOOD ELEVATION = 11 FT.)
- EXISTING USE: COMMERCIAL RETAIL
- PROPOSED USE: RESIDENTIAL APARTMENTS
- ALL PUBLIC UTILITY SYSTEMS CURRENTLY SERVE THE SITE.
- DO NOT SCALE DRAWINGS AS THEY PERTAIN TO ADJACENT AND SURROUNDING PHYSICAL CONDITIONS, BUILDINGS, STRUCTURES, ETC.. THEY ARE SCHEMATIC ONLY, EXCEPT WHERE DIMENSIONS ARE SHOWN THERE TO.
- THIS SET OF PLANS HAS BEEN PREPARED FOR PURPOSES OF MUNICIPAL AND AGENCY REVIEW AND APPROVAL. THESE PLANS SHALL NOT BE UTILIZED AS CONSTRUCTION DOCUMENTS UNTIL ALL CONDITIONS OF APPROVAL HAVE BEEN SATISFIED ON THE DRAWINGS AND EACH DRAWING HAS BEEN REVISED TO INDICATE "ISSUED FOR CONSTRUCTION."
- THE EXISTING UTILITY INFORMATION SHOWN ON THESE PLANS HAS BEEN OBTAINED FROM A VARIETY OF SOURCES AND IS NOT GUARANTEED AS TO ACCURACY OR COMPLETENESS. THE CONTRACTOR SHALL VERIFY TO HIS OWN SATISFACTION PRIOR TO EXCAVATION OF THE HORIZONTAL AND VERTICAL ALIGNMENT OF ALL EXISTING UTILITIES IN THE AREAS OF THE PROPOSED EXCAVATION AND PROPOSED UTILITY CROSSINGS. THE CONTRACTOR SHALL CALL FOR UTILITY MARK OUT AT 1-800-272-1000 PRIOR TO ANY SOIL DISTURBANCE OR EXCAVATION.
- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION FOR SITE IMPROVEMENTS SHOWN HEREON SHALL BE IN ACCORDANCE WITH:
 - A. N.J. DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", AS CURRENTLY AMENDED.
 - B. CURRENT, PREVAILING MUNICIPAL AND/OR COUNTY SPECIFICATIONS, STANDARDS AND REQUIREMENTS.
 - C. CURRENT, PREVAILING UTILITY COMPANY/AUTHORITY SPECIFICATIONS, STANDARDS AND REQUIREMENTS.
- CONTRACTOR SHALL NOTIFY THE UNDERSIGNED PROFESSIONAL IMMEDIATELY IF ANY FIELD CONDITIONS ENCOUNTERED DIFFER MATERIALLY FROM THOSE REPRESENTED HEREON AND/OR IF SUCH CONDITIONS, IN THE CONTRACTOR'S OPINION WOULD OR COULD RENDER THE DESIGN SHOWN HEREON INAPPROPRIATE OR INEFFECTIVE.
- THIS PLAN IS SUBJECT TO ALL LOCAL AND STATE REGULATORY PERMITS, AGENCY REVIEW AND APPROVAL.
- THE OWNER, OR HIS REPRESENTATIVE, IS TO DESIGNATE AN INDIVIDUAL RESPONSIBLE FOR CONSTRUCTION SITE SAFETY DURING THE COURSE OF SITE IMPROVEMENTS PURSUANT TO N.J.A.C. 5:23-2.21(e) OF THE N.J. UNIFORM CONSTRUCTION CODE AND CFR 1926.32(i) (OSHA COMPETENT PERSON)
- ALL SITE IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE BOROUGH OF HIGHLANDS CONSTRUCTION STANDARDS, WHERE APPLICABLE.
- CONTRACTOR SHALL NOTIFY WH, IF ANY FIELD CONDITIONS ENCOUNTERED DIFFER MATERIALLY FROM THOSE REPRESENTED ON THESE PLANS, AND/OR IF SUCH CONDITIONS, IN THE CONTRACTOR'S OPINION, WOULD RENDER THE DESIGNS SHOWN ON THESE PLANS INAPPROPRIATE OR INEFFECTIVE.
- REFUSE & RECYCLING WILL BE HANDLED BY A PRIVATE HAULER AND WILL COMPLY WITH ALL APPLICABLE REGULATIONS.
- PURSUANT TO 7-7-2.2 (a) 5.i, A CAFRA PERMIT IS NOT REQUIRED, AS THERE ARE LESS THAN 50 PARKING SPACES.
- THIS IS A SITE DEVELOPMENT PLAN AND NOT A SURVEY
- THIS APPLICATION IS FOR A CHANGE OF USE & FOR THE ADDITION OF PARKING LOT STRIPING ALONG WITH A REFUSE & RECYCLING CONTAINER. NO EXTERNAL BUILDING MODIFICATIONS OR NEW IMPERVIOUS AREAS ARE PROPOSED.
- THESE PLANS HAVE BEEN PREPARED FOR THE PURPOSES OF MUNICIPAL AND OTHER AGENCY REVIEW AND APPROVAL.

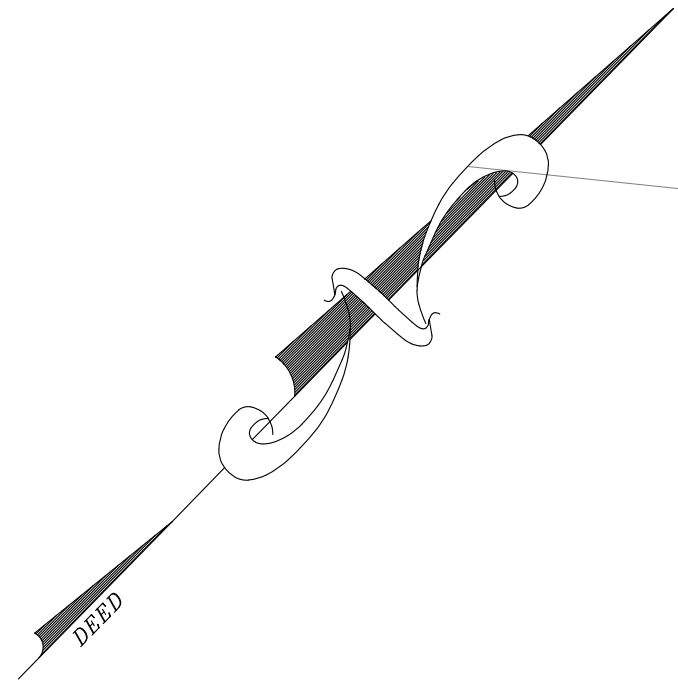
SITE PLAN
LOT 6 OF BLOCK 47
TAX MAP SHEET # 1 1
BOROUGH OF HIGHLANDS
MONMOUTH COUNTY, NJ

JOB NUMBER 22190

WH ENGINEERING
CERT. OF AUTH. NO. 246A28117300
257 MONMOUTH ROAD, BLDG. A, SUITE 7, OAKHURST, NJ 07755
PHONE - 732-223-1313

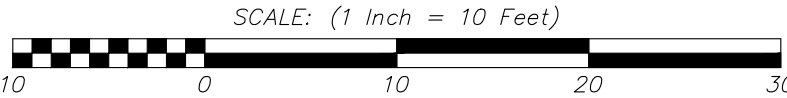
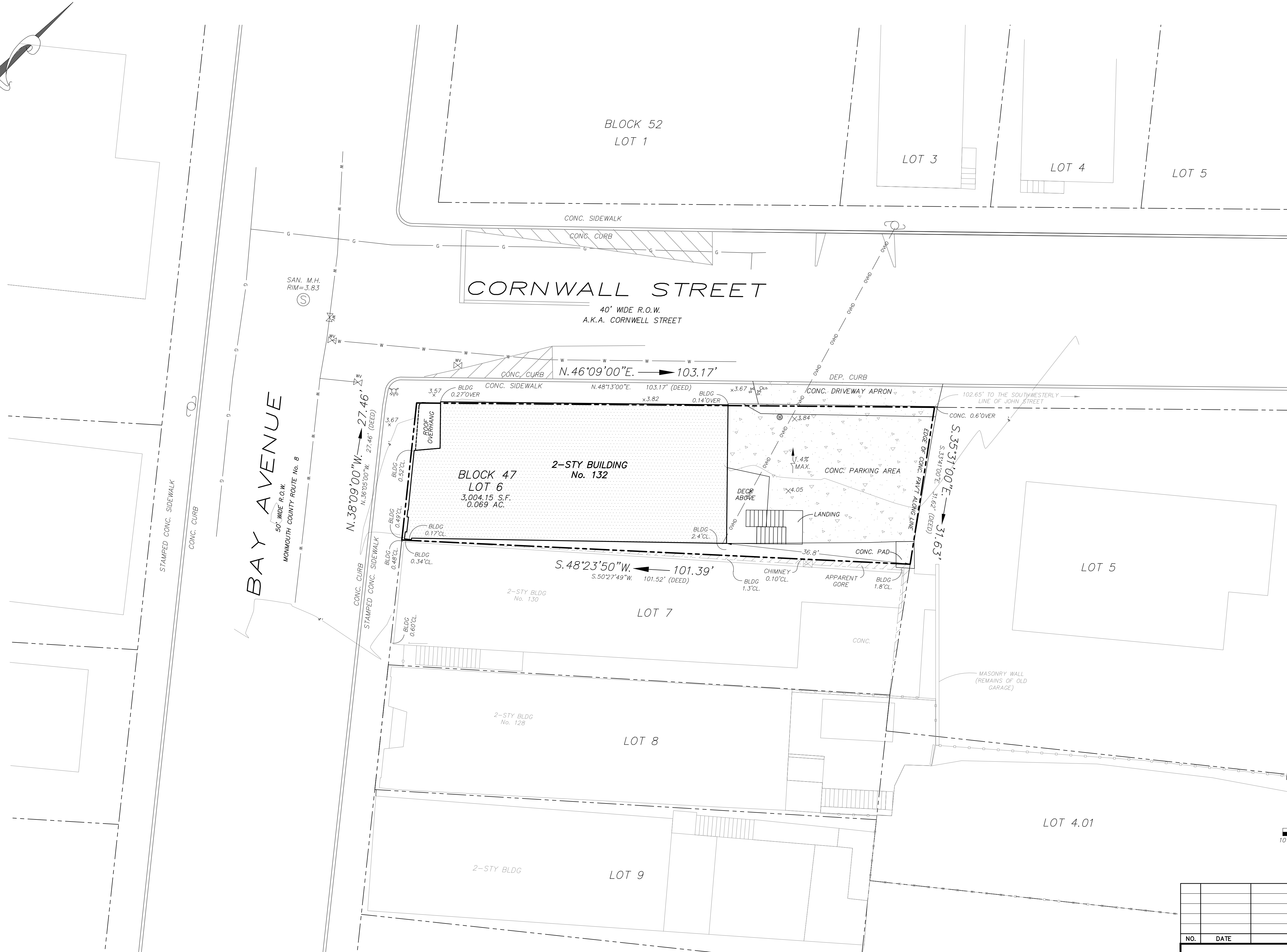
WALTER JOSEPH HOPKIN
N.J. PROFESSIONAL ENGINEER, LIC. NO. 40673



Walter Joseph Hopkin

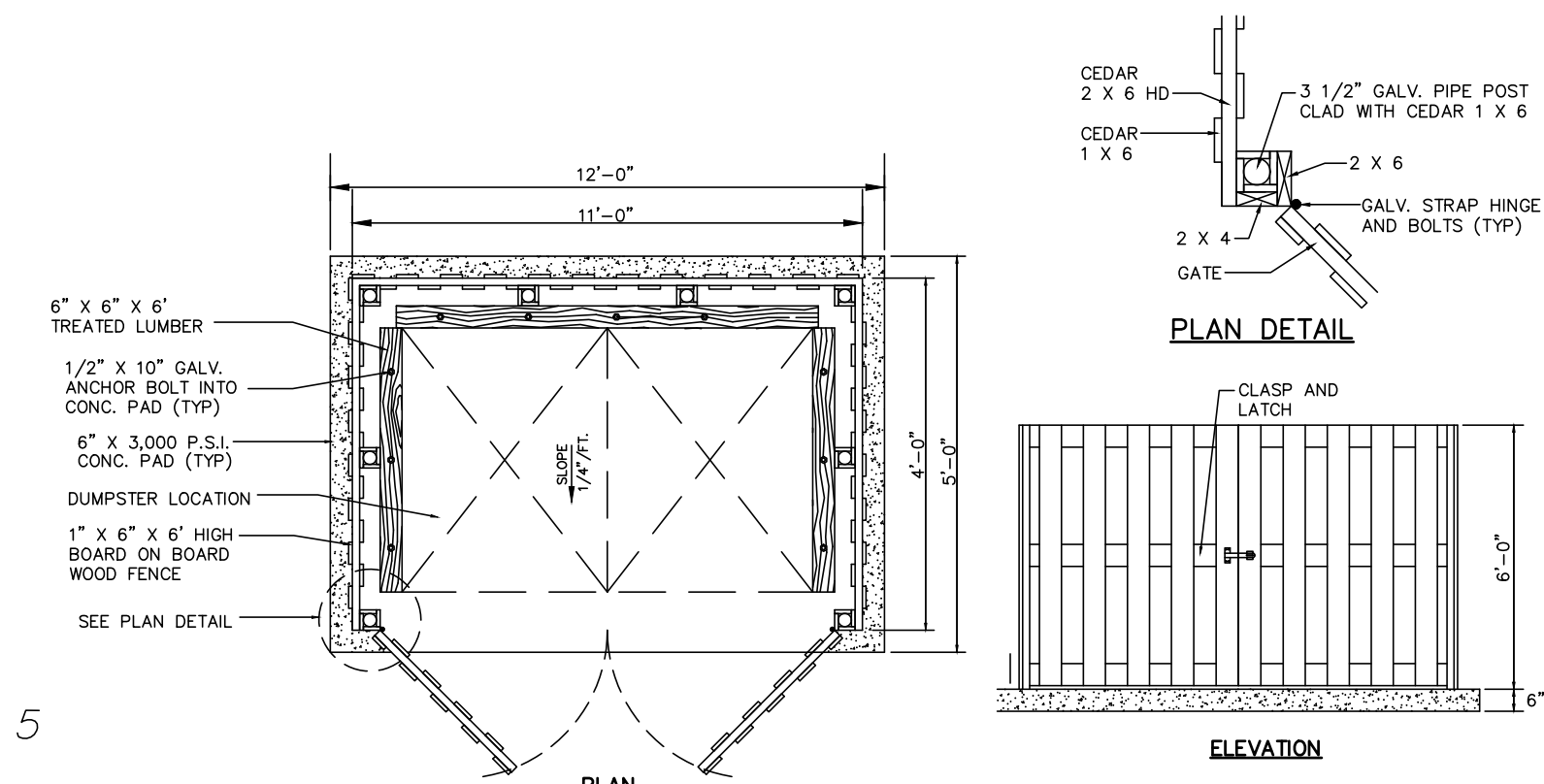
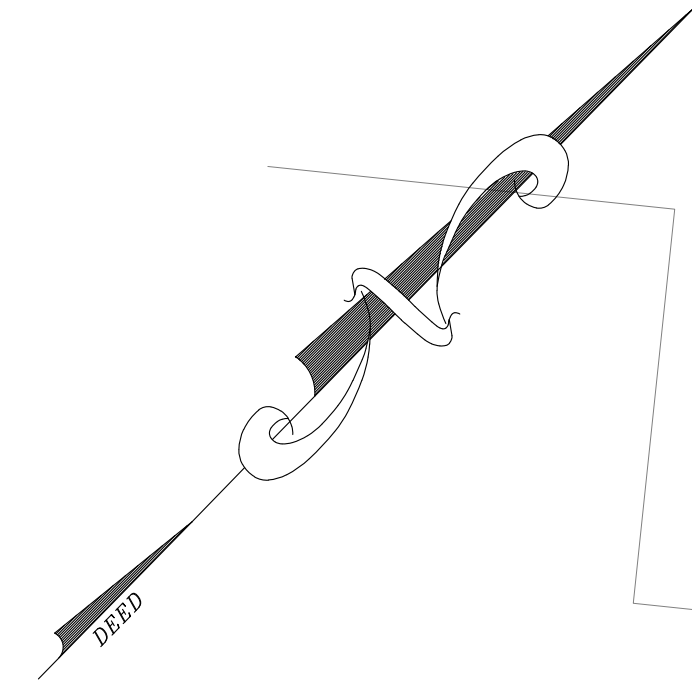


LEGEND

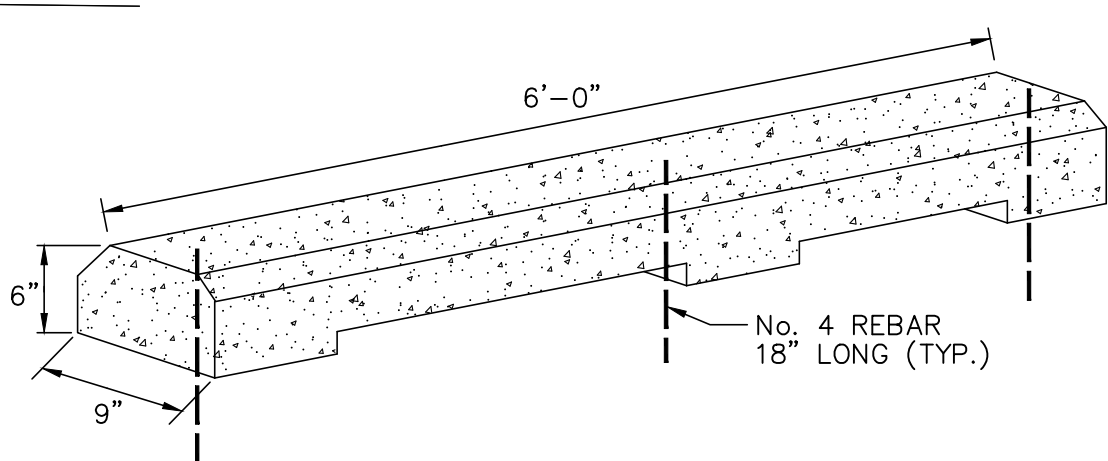
- GAS VALVE
- WATER VALVE
- WATER METER
- UTILITY MANHOLE
- DRAINAGE MANHOLE
- ELECTRICAL MANHOLE
- SANITARY MANHOLE
- TELEPHONE MANHOLE
- TRAFFIC SIGN
- TRAFFIC SIGN (2 POST)
- STREET SIGN
- LIGHT POST
- UTILITY POLE
- FIRE HYDRANT
- DRAINAGE INLET (TYPE "A")
- DRAINAGE INLET (TYPE "B")
- DRAINAGE INLET (TYPE "C")
- DRAINAGE LINE
- ELECTRIC LINE
- GAS LINE
- SANITARY SEWER LINE
- TELEPHONE LINE
- WATER LINE
- OVERHEAD WIRES
- MONITORING WELL
- IRON PIPE FOUND
- CAPPED REBAR FOUND
- CONCRETE MONUMENT FOUND
- SURVEY
- FILE MAP
- GAS METER
- DEPRESSED CURB
- FLUSH CURB
- SOIL BORING LOCATION
- PHOTOGRAPH LOCATION



NO.	DATE	DESCRIPTION			DRAWN BY
SITE PLAN					
OF					
LOT 6, BLOCK 47					
BOROUGH OF HIGHLANDS		MONMOUTH COUNTY		NEW JERSEY	
		CERT. OF AUTH. NO. 246A28117300 257 MONMOUTH ROAD, BLDG. A, STE. 7, CARLISLE, NJ 07755 PHONE: 732.223.1313 WWW.WJHENGINEERING.COM		EXISTING CONDITIONS PLAN	
				WALTER JOSEPH HOPKIN N.J. PROFESSIONAL ENGINEER, LIC. No. 40673 	
SCALE: 1" = 10'	DRAWN BY: DJP	DATE: 10/27/22	JOB No.: 22190	SHEET No.: 2 of 3	

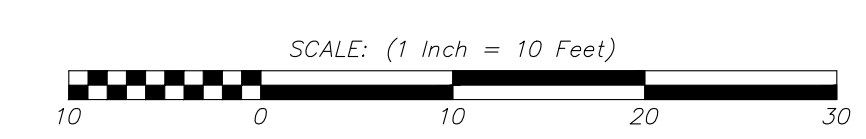
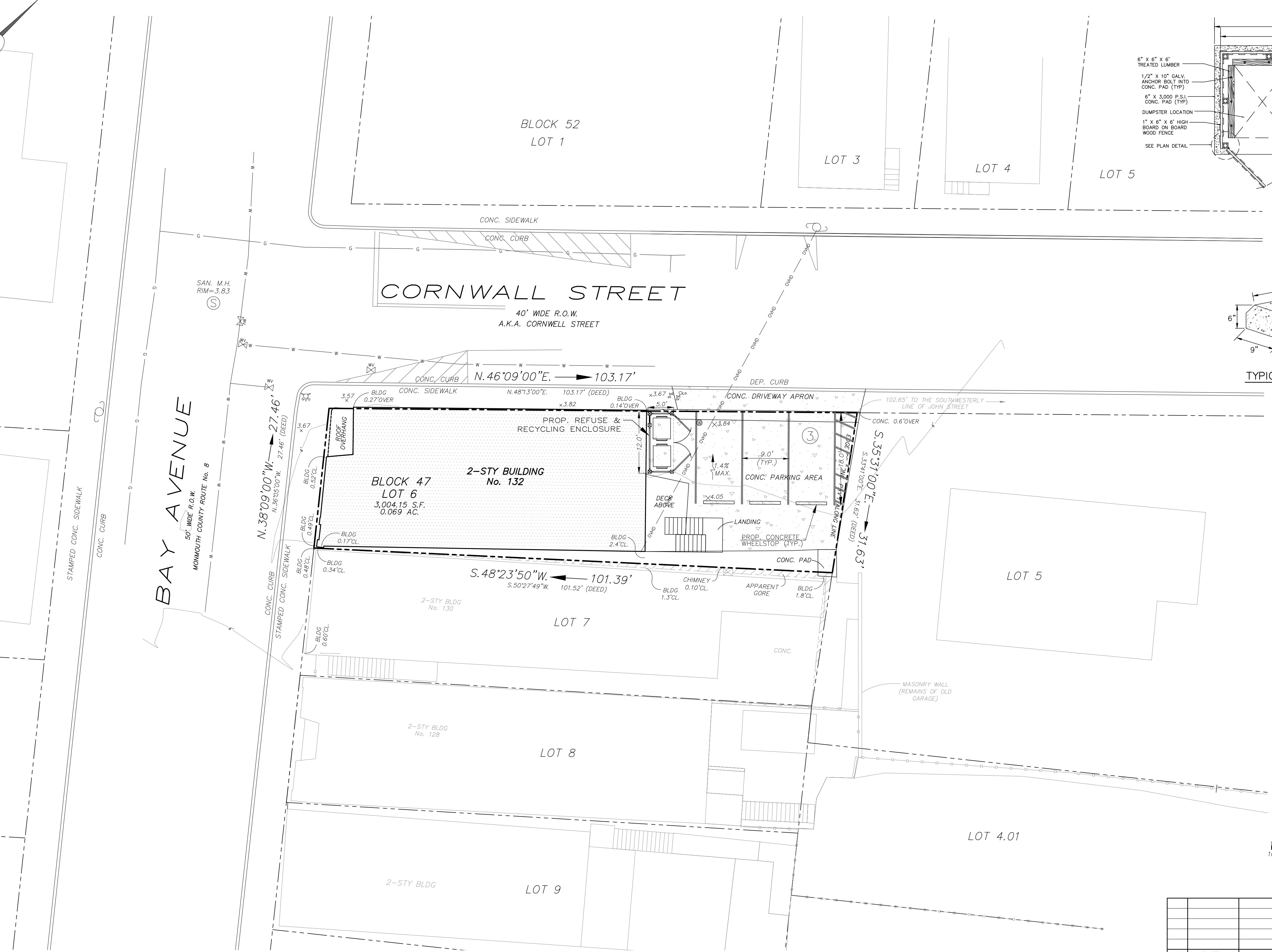


REFUSE PAD ENCLOSURE DETAIL
NOT TO SCALE

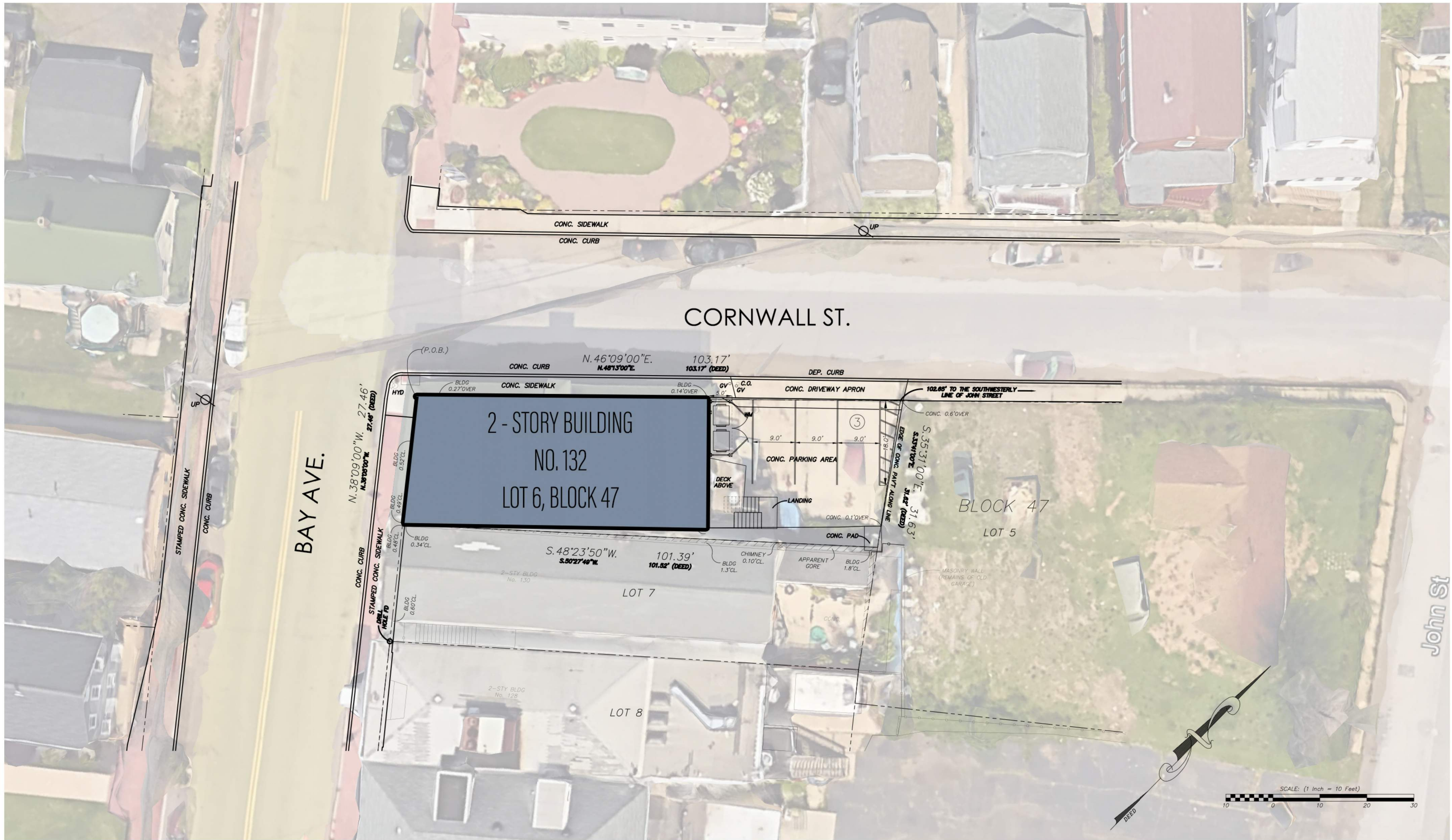


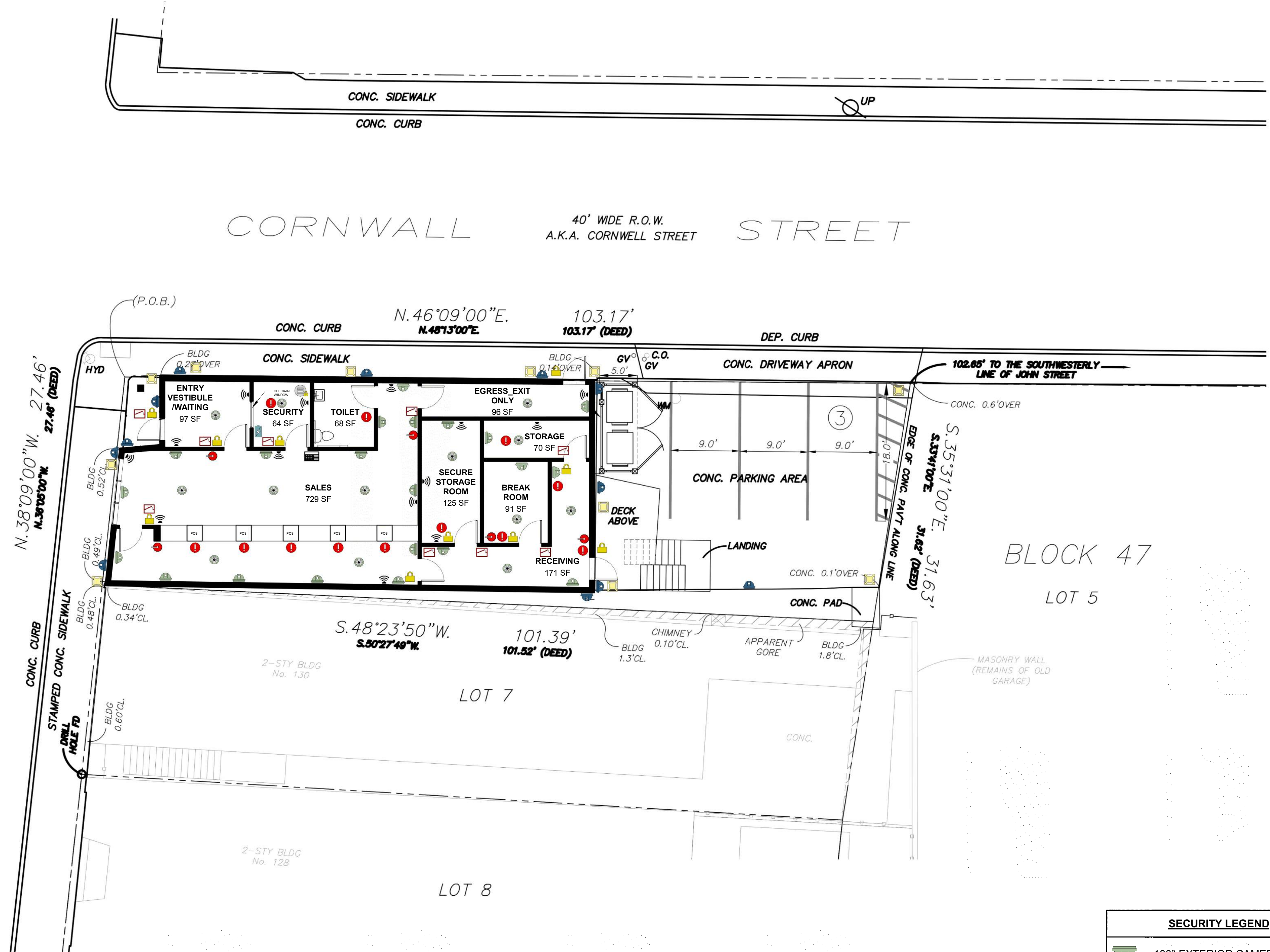
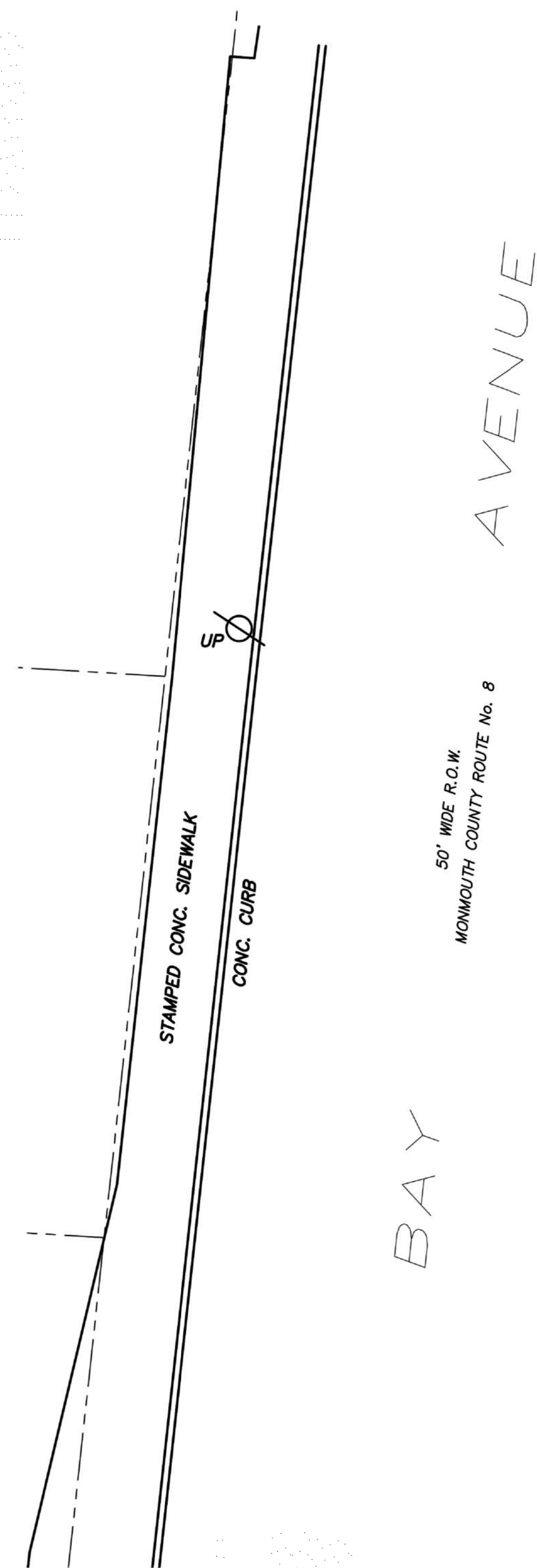
TYPICAL DETAIL PRECAST CONCRETE WHEELSTOP
NOT TO SCALE

- LEGEND**
- GAS VALVE
 - WATER VALVE
 - WATER METER
 - UTILITY MANHOLE
 - DRAINAGE MANHOLE
 - ELECTRICAL MANHOLE
 - SANITARY MANHOLE
 - TELEPHONE MANHOLE
 - TRAFFIC SIGN
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 - CONCRETE MONUMENT FOUND
 - SURVEY
 - FILE MAP
 - GAS METER
 - DEPRESSED CURB
 - FLUSH CURB
 - SOIL BORING LOCATION
 - PHOTOGRAPH LOCATION



NO.	DATE	DESCRIPTION	DRAWN BY
SITE PLAN OF LOT 6, BLOCK 47 BOROUGH OF HIGHLANDS MONMOUTH COUNTY NEW JERSEY			
WH ENGINEERING CERT. OF AUTH. NO. 246A28117300 257 MONMOUTH ROAD, BLDG. A, STE. 7, ORANJURST, NJ 07755 PHONE-732.223-1313 WWW.WJHENGINEERING.COM		PROPOSED IMPROVEMENT PLAN WALTER JOSEPH HOPKIN N.J. PROFESSIONAL ENGINEER LIC. No. 40673 	
SCALE: 1" = 10'	DRAWN BY: DJP	DATE: 10/27/22	JOB No.: 22190 SHEET No.: 2 of 3



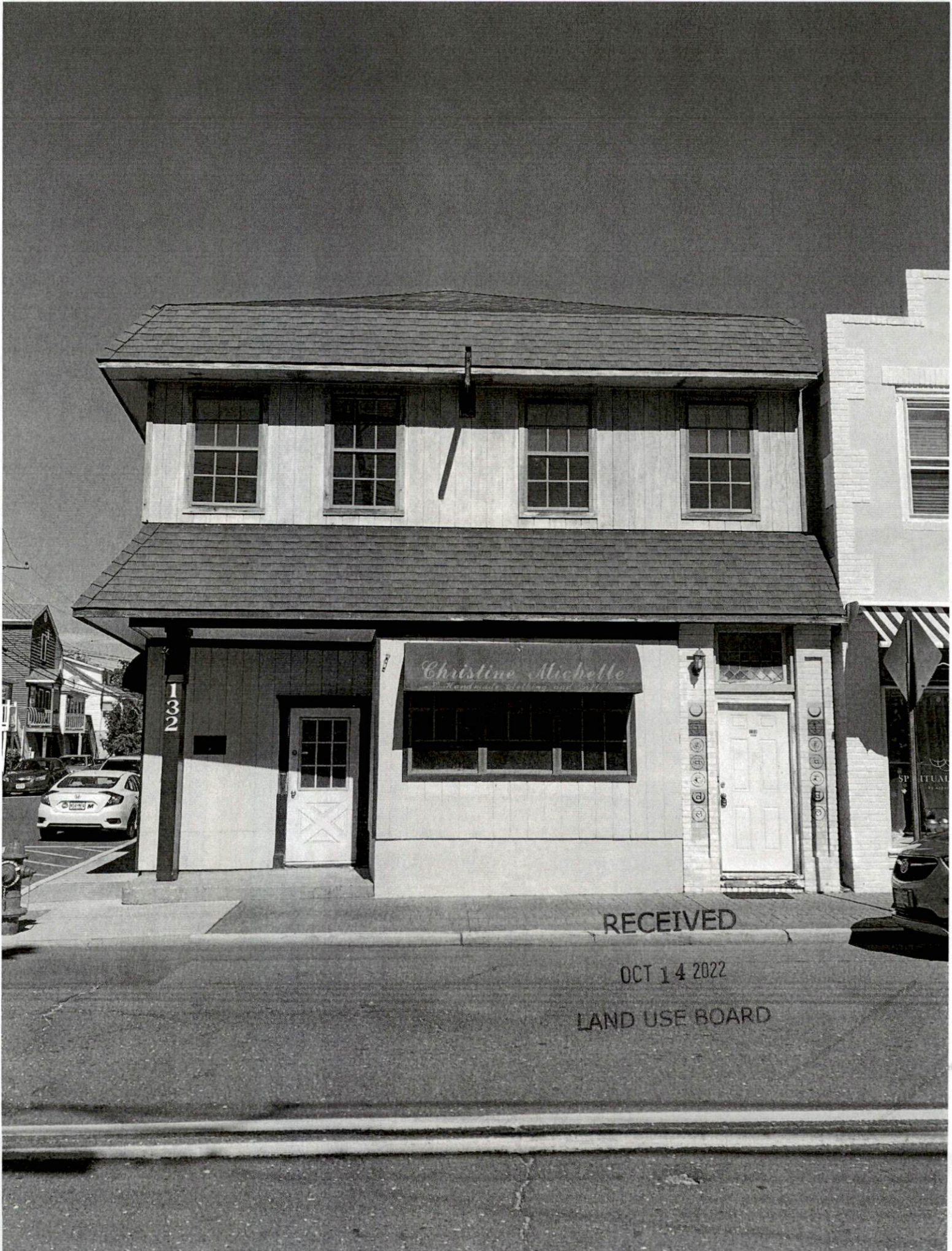


SECURITY LEGEND			
	180° EXTERIOR CAMERA		MOTION SENSOR
	180° INTERIOR CAMERA		DOOR CONTACT
	360° CAMERA		ALARM PANEL
	ACCESS CONTROL		UPS
	SECURE SERVER		PANIC BUTTON
	EXTERIOR SECURITY LIGHTING		HEIGHT STRIP CAM



HIGHLANDS DISPENSARY
132 BAY AVE. HIGHLANDS, NJ 07732
10.25.22

PROPOSED LAYOUT + SECURITY PLAN



132

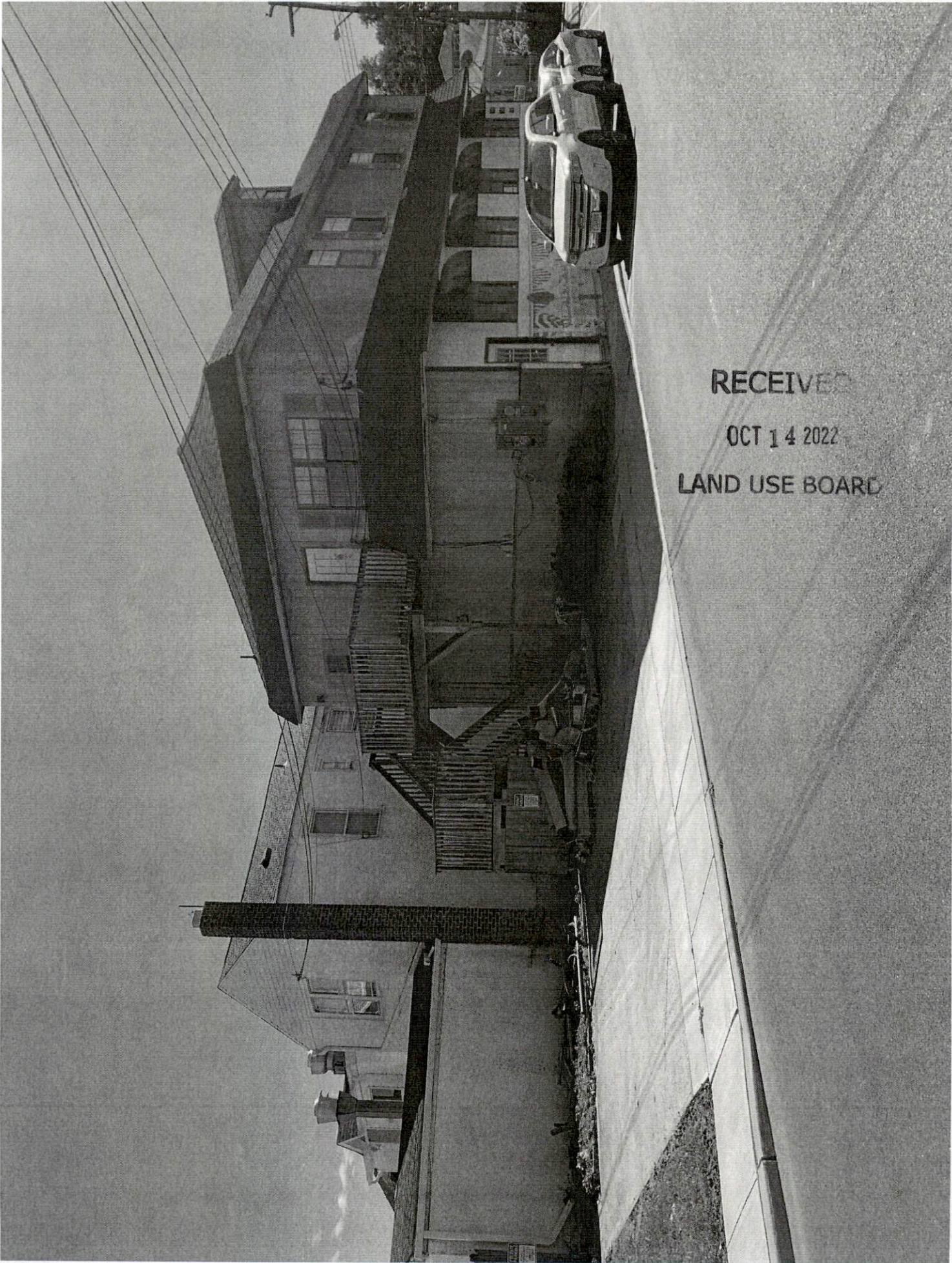
Christine Michelle

Handmade clothing and gifts

RECEIVED

OCT 14 2022

LAND USE BOARD



RECEIVED

OCT 14 2022

LAND USE BOARD



Update

Borough of Highlands
42 Shore Drive, Highlands, NJ 07732
Phone: (202) 872-1224
www.highlandsborough.org

Zoning Permit Application

Already Paid

Note: All applications must be submitted with a property survey showing the sizes of the structure(s) and their location. Applications involving businesses must show the scope of the business and include all activities that will be a part of the business.

The following NON-REFUNDABLE fees shall apply: Residential Single & Two-Family \$25 ☐ Check # ☒ Cash ☐
Commercial/Other residential \$50 ☒ Check # 283 ☐ Cash ☐

APPLICANT Name: Bridge City Collective Highlands LLC Date: 6/22/2022
Address: PO Box 2189 Pittsfield MA 01202
Phone# 201-744-9380 Email: breiter@bridgecitycollective.com

LOCATION OF THE WORK

Block: 47 Lot(s): 6 Zone: CBD
Street Address: 132 Bay Ave

DESCRIPTION OF THE WORK TO BE PERFORMED (OR USE PROPOSED)

Description of Work: Tenant displays and fixtures, and decorating
Use Proposed: New Jersey Cannabis Regulatory Commission
Class 5 Licensee - Cannabis retail and delivery services.
No onsite use or consumption of marijuana products.

Check one: ☐ New* ☐ Addition* ☐ Alteration ☐ Repair ☒ Other

I certify the attached survey is accurate relating to existing and proposed improvements. In addition, I grant permission to the Borough of Highlands and their Agents to come onto the subject property, for the purposes of conducting inspections, relating to the application.

YES ☒ NO ☐

Signature: _____

Date: 6/22/2022

FLOOD HAZARD AREA DETERMINATION

Check applicable Flood Zone: ☒ AE ☐ VE ☐ X

All applications within the AE and VE Flood Zones, as indicated upon the most recent FEMA Flood Maps, require submission of a determination from the NJDEP.

BOROUGH HALL USE ONLY

Determination: Approved ☐ Denied ☒

Zoning Officer: _____

If your application has been DENIED, it is due to the following:

Date: 9-14-22

Ordinance Section

Allowed/Required

Proposed

Remarks: AS A CONDITIONAL USE, NEEDS LAND USE BOARD APPROVAL

Note: A Zoning Permit indicates that the proposed project conforms to the planning/zoning regulations of the Borough of Highlands. A building permit is required (per the requirements of the Uniform Construction Code of NJ) BEFORE beginning work. The Zoning Permit is valid for one year. If your application has been denied, you may appeal this denial to the Land Use Board as provided by the New Jersey Municipal Land Use Law. You must submit letter of appeal to the Land Use Board Secretary within 20 days.

* Note: Applications for New and Addition require a Flood Plain Review Application to the Borough Flood Administrator upon submission of this application.

BRANT REITER
40 E. 43RD ST. APT. 2
BAYONNE, NJ 07002

289
55-2/212 8836

10/13/22
Date

Pay to the
Order of

Borough of Highlands
Two Hundred Fifty

\$ 250 -

Dollars



Photo
Safe
Deposit
Details on back

N.A. All rights reserved.



Wells Fargo Bank, N.A.
New Jersey
wellsfargo.com

Bee Highlands
132 Bay Ave

[Signature]

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.



Valley National Bank

DATE 10/14/2022

CURRENCY	COIN	LIST EACH CHECK	DOLLARS	CENTS
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		17		
			250	00

PATRICK J DEBLASIO
BOROUGH OF HIGHLANDS
CURRENT FUND
42 SHORE DRIVE
HIGHLANDS, NJ 07732-1756

⑆021201383⑆ ⑈000041935845⑈

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.
BRANT REITER
40 E. 43RD ST. APT. 2
BAYONNE, NJ 07002

10/13/22
Date

55-2/212 8836

Pay to the
Order of

Borough of Highlands
One Thousand

\$ 1,000 -

Dollars



Photo
Safe
Deposit
Details on back

© 2012 WFB N.A. All rights reserved.



Wells Fargo Bank, N.A.
New Jersey
wellsfargo.com

Bee Highlands
132 Bay Ave

For Escrow Payment / Land Use Application

RECEIVED

⑆021200025⑆ 2587972999⑈ 00290

OCT 14 2022

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.



Valley National Bank

DATE 10/14/2022

CURRENCY	COIN	LIST EACH CHECK	DOLLARS	CENTS
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			1,000	00

BOROUGH OF HIGHLANDS
GENERAL TRUST ACCOUNT
42 SHORE DRIVE
HIGHLANDS NJ 07732

Bridge City Coll.

T-03-56-875-000-175

⑆021201383⑆ ⑈000041936019⑈

LAND USE BOARD

55-138/212

TOTAL
ITEMS

PLEASE BE SURE ALL ITEMS
ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE
FOR IMMEDIATE WITHDRAWAL.

1000.00

UB0022-07



HGPB- R1960

November 1, 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: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Minor Site Plan & Conditional Use Variance
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 21-58.D – Minor Site Plan.

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

1. Site Plan prepared by Walter J. Hopkin, P.E., dated October 27, 2022, consisting of three (3) sheets.
2. Architectural Floor Plan (Layout and Security Plan) and Site Location Map prepared by USA Architects, dated October 20, 2022, consisting of two (2) sheets.
3. Land Use Board Application and supporting documents, dated October 14, 2022.
4. Cannabis Retailer License Application and supporting documents, dated October 19, 2022.

The following information was reviewed for completeness purposes pursuant to Ordinance Section 21-58.D:

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 applicable. No new buildings or paved areas are**



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

Re: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Minor Site Plan and Conditional Use Variance
First Completeness Review

proposed. The applicant intends to utilize the first floor of the existing building and the existing concrete parking area.

6. The location and widths of existing and proposed streets servicing the site plan. **Provided.**
7. Specifications for and location of proposed surface paving and curbing. **Not applicable. The applicant intends to utilize the existing concrete parking area.**
8. Location of all structures within seventy-five (75) feet of the property. **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. **Provided.**
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. No storm water management features are proposed.**
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. **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. **Provided.**
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, but site is existing and almost fully built out.**
15. The location of sidewalks, walkways, traffic islands and all other areas proposed to be devoted to pedestrian use. **Provided.**
16. The nature and location of public and private utilities, including maintenance and solid waste disposal, recycling and/or storage facilities. **Partially provided. A trash enclosure area is shown. The applicant intends to utilize the existing building and retain all utility connections.**
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,



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

Re: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Minor Site Plan and Conditional Use Variance
First Completeness Review

signs and lighting fixtures. **The applicant did not provide information on site lighting or proposed signage.**

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 existing building's first floor elevation is not specified, but is estimated to be approximately elevation 4.0. The existing building is located within flood zone AE-11. Therefore, the building renovation plans should be designed in accordance with FEMA standards and the Borough 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. **Provided.**
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: **Provided.**
 - 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. **Project fronts on a County Road, therefore approval or letter of no interest will ultimately be required from the County Planning Board.**
24. The Board may require any additional information which is reasonably necessary to ascertain compliance with the provisions of this chapter. **Informational.**

Per Section 21-97.M of the Ordinance, a cannabis retailer may be permitted in the Central Business District (CBD) Zone provided that applicable Article XI Design Standards are met together with any other requirements deemed necessary by the Land Use Board and applicable requirements of this chapter. **Prior to the public hearing the applicant shall provide a narrative outlining compliance with all Article XI Design Standards, and any applicable relief required/requested.**



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

Re: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Minor Site Plan and Conditional Use Variance
First Completeness Review

It should be noted that this project is located within the Central Business District (CBD) Zone. The property is also located within the CBD Redevelopment Overlay 2 (C-RO-2) Zone. The applicant may elect to prepare the application in accordance with either the CBD Zone or C-RO-2 Zone criteria, but one or the other shall be identified.

Several items noted above have not been submitted to the Board, however adequate information has been provided in order to perform a technical review of the application. **The application shall therefore be deemed COMPLETE, pending confirmation from the Board Secretary that the balance of fees and escrows have been posted.**

We will also commence technical review upon same notification.

The application fee and escrow fee calculation letter will be provided under separate cover.

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)
Ron Cucchiaro, Esq., Land Use Board Attorney (RCucchiaro@Weiner.law)
Dustin Glass, Esq., Land Use Board Attorney (DGlass@Weiner.law)
Brian O'Callahan, Zoning Officer (bcallahan@middletownnj.org)
Bridge City Collective Highlands, LLC, Applicant (breiter@bridgecitycollective.com)
Brian R. Tipton, Esq., Applicant's Attorney (btipton@floriolaw.com)
Walter J. Hopkin, P.E., Applicant's Engineer, (whopkin@wjhengineering.com)



HGPB- R1960

November 1, 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: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Minor Site Plan & Conditional Use Variance
Fee Determination**

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. Site Plan prepared by Walter J. Hopkin, P.E., dated October 27, 2022, consisting of three (3) sheets.
2. Architectural Floor Plan (Layout and Security Plan) and Site Location Map prepared by USA Architects, dated October 20, 2022, consisting of two (2) sheets.
3. Land Use Board Application and supporting documents, dated October 14, 2022.
4. Cannabis Retailer License Application and supporting documents, dated October 19, 2022.

Please note the following fee calculations:

- | | |
|----------------------------|-------------------|
| 1. Application fee: | \$2,350.00 |
| 2. Escrow fee: | \$4,700.00 |

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

EWH:KJO:DV



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

Re: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Minor Site Plan & Conditional Use Variance
Fee Determination

cc: Michael Muscillo, Borough Administrator (mmuscillo@highlandsborough.org)
Ron Cucchiaro, Esq., Land Use Board Attorney (RCucchiaro@Weiner.law)
Dustin Glass, Esq., Land Use Board Attorney (DGlass@Weiner.law)
Brian O'Callahan, Zoning Officer (bcallahan@middletownnj.org)
Bridge City Collective Highlands, LLC, Applicant (breiter@bridgecitycollective.com)
Brian R. Tipton, Esq., Applicant's Attorney (btipton@floriolaw.com)
Walter J. Hopkin, P.E., Applicant's Engineer, (whopkin@wjhengineering.com)



HGPB-R1960

DETERMINATION OF FEES*
Bridge City Collective Highlands LLC - 132 Bay Avenue
Block 47 Lot 6

A. APPLICATION FEES (Ord. 21-107)

A. Variances

3. Nonresidential "c" (maximum building coverage)	1	EA	\$	250.00	\$	250.00
Nonresidential "c" (maximum lot coverage)	1	EA	\$	250.00	\$	250.00
Nonresidential "c" (side yard setback per 21-91.A.4.a)	1	EA	\$	250.00	\$	250.00
Nonresidential "c" (Outdoor living space per 21-91.A.4.b)	1	EA	\$	250.00	\$	250.00
4. Nonresidential "d3" (Section 21-97.M)	1	EA	\$	500.00	\$	500.00
Nonresidential "d4" (maximum floor area ratio)	1	EA	\$	500.00	\$	500.00

C. Site Plans

2. Minor	1	EA	\$	100.00	\$	100.00
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E. Conditional Use Applications	1	EA	\$	250.00	\$	250.00
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B. ESCROW FEES (Ord. 21-108)

B. Escrow Deposits (twice Application Fee; Minimum \$750)	1	LS	\$	4,700.00	\$	4,700.00
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Application fees subtotal \$ 2,350.00

Escrow fee subtotal \$ 4,700.00

Total \$ 7,050.00

*It should be noted that this application is being reviewed under the Central Business District (CBD) Zone criteria. The property is also located within the CBD Redevelopment Overlay 2 (C-RO-2) Zone. The applicant may elect to prepare the application in accordance with either the CBD Zone or C-RO-2 Zone criteria.



HGPB- R1960

November 15, 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: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Redevelopment Zone C-RO-2
Minor Site Plan & Conditional Use Variance
First Engineering Review**

DRAFT

Dear Ms. Tran:

As requested, our office has reviewed the above referenced application for Minor Site Plan and Conditional Use (Variance) approval. The applicant submitted the following documents in support of this application:

1. Site Plan prepared by Walter J. Hopkin, P.E., dated October 27, 2022, consisting of three (3) sheets.
2. Architectural Floor Plan (Layout and Security Plan) and Site Location Map prepared by USA Architects, dated October 20, 2022, consisting of two (2) sheets.
3. Land Use Board Application and supporting documents, dated October 14, 2022.
4. Cannabis Retailer License Application and supporting documents, dated October 19, 2022.

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

A. Project Description

The 3,004 square foot property is currently a developed corner lot with a two-story, 1,676 square foot footprint, vacant mixed-use building containing retail space on the first floor and residential apartments on the second floor. The site is located in the Central Business District (CBD) Zone and the CBD Redevelopment Overlay 2 (C-RO-2) Zone of the Borough with frontage along Bay Avenue (County Route 8) and Cornwall Street. With this application, the applicant is seeking minor site plan and conditional use (variance) approval and is proposing to convert the first floor of the mixed-use building into a cannabis retail store while maintaining the existing second floor residential apartment space. The proposed cannabis retail use is a permitted conditional use in the CBD Zone and C-RO-2 Zone.

B. Planning and Zoning

1. The subject property is located within the CBD Zone and C-RO-2 Zone. The applicant may elect to prepare the application in accordance with either the CBD Zone or C-RO-2 Zone



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

**Re: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Redevelopment Zone C-RO-2
Minor Site Plan & Conditional Use Variance
First Engineering Review**

criteria and shall provide testimony confirming one or the other. The plans shall be revised to specify which Zone criteria is applicable and be designed in accordance with same.

2. In accordance with Section 21-91 of the Ordinance regarding CBD Zone criteria, existing/proposed bulk deficiencies are noted as follows:

CBD Zone	Required	Existing	Proposed
Minimum Lot Size	NA	3,004 SF	3,004 SF
Minimum Lot Frontage – <i>Bay Avenue (County Route 8)</i>	NA	27.46'	27.46'
Minimum Lot Frontage – <i>Cornwall Street</i>	NA	103.17'	103.17'
Minimum Lot Depth – <i>Bay Avenue (County Route 8)</i>	NA	102.28'	102.28'
Minimum Lot Depth – <i>Cornwall Street</i>	NA	29.55'	29.55'
Minimum Front Yard Setback – <i>Bay Avenue (County Route 8)</i>	0'	0.49'	0.49'
Minimum Front Yard Setback – <i>Cornwall Street</i>	0'	0'	0'
Minimum Rear Yard Setback	12'	36.82'	36.82'
Minimum Side Yard Setback*	5'	0.17' ^(E)	0.17' ^(V)
Maximum Building Height	36'	>36' ^(E)	>36' ^(NS)
Maximum Building Coverage**	35%	57.19% ^(E)	57.19% ^(V)
Maximum Lot Coverage	80%	93.03% ^(E)	93.03% ^(V)
Floor Area Ratio	0.65	1.10 ^(E)	1.10 ^(V)
Open Space Area per Section 21-91.A.4.b of the Ordinance	300 SF	0 SF ^(E)	0 SF ^(V)

(E) – Existing Non-conformity
(C) – Calculated
(W) – Waiver
(V) – Variance
NA – Not Applicable



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

**Re: Bridge City Collective Highlands, LLC
132 Bay Avenue
Block 47, Lot 6
Central Business District (CBD) Zone
Redevelopment Zone C-RO-2
Minor Site Plan & Conditional Use Variance
First Engineering Review**

NS – Not Specified, the applicant shall confirm this dimension

*Section 21-91.A.4.a of the Ordinance indicates that no side yard is required, however, if any is to be provided it shall be at least 5 feet.

**The applicant shall provide testimony on the proposed building height to confirm whether a variance is required. The building height shall be provided based on the Ordinance definition from the “grade plane” (BFE + 1’) to the midline of the roof.

3. In accordance with Section VII of the Central Business District Redevelopment Plan regarding C-RO-2 Zone criteria, existing/proposed bulk deficiencies are noted as follows:

C-RO-2 Zone	Required	Existing	Proposed
Minimum Lot Size	NA	3,004 SF	3,004 SF
Minimum Lot Frontage – <i>Bay Avenue (County Route 8)</i>	NA	27.46’	27.46’
Minimum Lot Frontage – <i>Cornwall Street</i>	NA	103.17’	103.17’
Minimum Lot Depth – <i>Bay Avenue (County Route 8)</i>	NA	102.28’	102.28’
Minimum Lot Depth – <i>Cornwall Street</i>	NA	29.55’	29.55’
Minimum Front Yard Setback – <i>Bay Avenue (County Route 8)</i>	2’	0.49’ (E)	0.49’ (V)
Minimum Front Yard Setback – <i>Cornwall Street</i>	2’	0’ (E)	0’ (V)
Minimum Rear Yard Setback	12’	36.82’	36.82’
Minimum Side Yard Setback*	5’	0.17’ (E)	0.17’ (V)
Maximum Building Height**	40’	>36’	>36’ (NS)
Maximum Building Coverage	80%	57.19%	57.19%
Maximum Lot Coverage	80%	93.03% (E)	93.03% (V)
Floor Area Ratio	NA	1.10	1.10



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C-RO-2 Zone	Required	Existing	Proposed
Open Space Area per Section VII of the CBD Redevelopment Plan	200 SF	0 SF ^(E)	0 SF ^(V)

(E) – Existing Non-conformity

(C) – Calculated

(W) – Waiver

(V) – Variance

NA – Not Applicable

NS – Not Specified, the applicant shall confirm this dimension

*Section VII.A of the Central Business District Redevelopment Plan indicates that no side yard is required, however, if any is to be provided it shall be at least 5 feet.

**The applicant shall provide testimony on the proposed building height to confirm whether a variance is required. The building height shall be provided based on the Ordinance definition from the “grade plane” (BFE + 1’) to the midline of the roof.

4. Building height calculations in accordance with the Borough’s definition of “Building Height” and “Grade Plane” as noted in Section 21-8 of the Ordinance shall be provided.
5. Although cannabis retail is a conditionally permitted use in the CBD Zone, the development does not meet the following requirements of Section 21-97.M of the Ordinance:
 - a. Section 21-97.M of the Ordinance permits one (1) cannabis retailer in the CBD Zone provided that applicable Article XI Design Standards are met, whereas the applicant does not meet numerous applicable design standards.

Since all of the conditional use requirements are not met, a “d(3)” use variance is therefore required.

6. The following design waivers are required:
 - a. Section 21-65.3 of the Ordinance requires buffers be provided on the perimeter of all non-residential uses abutting residential zones or uses, whereas no buffer is provided adjacent to the residential use of Lot 5. The Board should determine if a landscaping buffer plan is required.
 - b. 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.



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- c. Section 21-65.10.C.1 of the Ordinance indicates that in non-residential zones landscape plans shall specify the location of the planting material, their minimum size at time of planting and size at full growth, quantity, variety, species (common name) and method of planting. The Board should determine if a landscaping plan is required, given that the balance of the site is pre-existing building and concrete parking area.
 - d. Section 21-65.11 of the Ordinance speaks to lighting requirements for drives, aisles, and parking areas. The applicant did not provide any explicit lighting evaluation nor documentation of compliance with the Ordinance standards.
 - e. Section 21-65.13 of the Ordinance speaks to off-street loading requirements. The applicant did not provide an off-street loading zone nor documentation of compliance with the Ordinance standards.
 - f. Section 21-65.14.D.7a.2 of the Ordinance and Table 4.4 of N.J.A.C. Section 5:21-4.14 of R.S.I.S. require a total of 6 off-street parking spaces, whereas 3 are proposed.
 - g. Section 21-65.14.D.3 of the Ordinance indicates no change in use within a building shall be allowed unless it can be shown how sufficient parking will be provided for the new use. The applicant does not demonstrate adequate parking per the Ordinance.
7. 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:
- 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.



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8. In order for the Board to approve a "d(3)" variance, the applicant must satisfy the following:

With respect to the “positive criteria”, our courts have held that applicants seeking a conditional use variance must show that the site will accommodate the problems associated with the use even though the proposal does not comply with the conditions the Ordinance established to address those problems. This leaves the Board to focus on the *particular suitability* of the site in accommodating the use despite its failure to meet the conditions. The Board shall consider whether there are particular features of the site that lessen or entirely offset the failure to meet the Ordinance conditions and then whether there are conditions that the Board could require that would offset the failure.

With respect to the “negative criteria”, the applicant shall demonstrate that the variance can be granted without substantial detriment to the public good. The focus here should be on the impact of the proposed use variance on adjacent properties and a determination of whether or not it will cause such damage to the character of the neighborhood as to constitute substantial detriment to the public good.

Additionally, the applicant shall demonstrate that the grant of the variance for this specific project at the designated site is reconcilable with the Borough’s legislative determination that the condition should be imposed on all conditional uses in that zoning district, such that it will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

9. If the applicant is pursuing consideration under the standard CBD Zone, **a d(4) use variance for floor area may also be implicated.** We note that this is a pre-existing building and condition, and it is unclear whether any prior approvals were granted.

C. Site Requirements & Layout

1. The applicant does not propose any off-site improvements as part of this application.
2. The property in question is 3,004 square feet in size and is currently a developed corner lot with a two-story, 1,676 square feet footprint, vacant mixed-use building containing retail space on the first floor and two (2) one-bedroom apartments on the second floor. The applicant proposes to convert the first floor of the mixed-use building into a 1,676 square feet cannabis retail store while maintaining the existing second floor residential apartment space.
3. The site circulation includes one (1) driveway entrance on Cornwall Street. The driveway allows ingress and egress directly into the proposed parking facilities with no circulation around the site.
4. Under the CBD Zone, for the cannabis retail use, Section 21-65.14.D.7.a.2 of the Ordinance requires one (1) off-street parking space per 300 square feet of retail store gross floor area exceeding 1,000 square feet. For the residential use, Table 4.4 of N.J.A.C. Section 5:21-4.14



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of R.S.I.S. requires 1.8 off-street parking spaces per one-bedroom garden apartment. The following is a summary of the required off-street parking spaces:

Cannabis Retail:	1 space/300 SF (over 1,000)	@ 1,676 SF	2.25 spaces
One-Bedroom Apartment:	1.8 spaces per unit	@ 2 units	<u>3.60 spaces</u>

Total Required Spaces: 6 spaces

A total of 6 parking spaces are required per CBD Zone criteria, whereas 3 parking spaces are proposed. A design waiver is therefore required. The applicant shall provide testimony on the anticipated parking demand and adequacy of the proposed number of parking spaces.

5. Table 208.2 of the 2010 ADA standards indicates that 1 ADA accessible parking space is to be provided when there are between 0 and 25 parking spaces, whereas no ADA accessible parking spaces are provided. The plans shall be revised to provide the appropriate number of ADA accessible parking spaces, or documentation shall be provided regarding any applicable exemption criteria.
6. An ADA accessible route shall be clearly delineated on the plans from the parking lot to the building entrance. It appears that the most likely route would include at least a portion of the existing site driveway apron which does not appear to be an ADA compliant walkway. Grading information (spot shots) shall be provided for the ADA accessible route to confirm compliance with current ADA standards. Reconstruction of the driveway apron and adjoining sidewalks may be required.
7. The applicant shall provide testimony on whether employee and/or apartment-specific parking spaces will be specified on-site.
8. We recommend that the applicant consider installing bike racks for the potential use of employees and/or customers.
9. The applicant shall provide testimony on truck loading areas required as part of the proposed improvements. All loading areas shall be clearly indicated on the plans.
10. It should be noted that should the applicant elect to prepare the application in accordance with the C-RO-2 Zone criteria the application will be subject to all applicable vehicle parking, bicycle parking, buffering, and other redevelopment zone requirements and design standards.

D. Traffic Impact

1. The applicant has not provided a traffic impact report. Though this is an existing site, the property has been vacant for an extended period of time and does not currently see any daily traffic. Additionally, the applicant proposes a change in use to the property and does not currently see daily traffic reflective of this use. The applicant's engineer shall provide



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testimony on the proposed traffic to be generated, circulation around the site, and whether any additional signage or pavement markings are necessary.

2. In our experience with cannabis retail facilities there is a significant demand for on-site parking and pedestrian queuing along the facility's building and adjacent sidewalks. The applicant shall provide testimony on vehicular and pedestrian queueing expectations, logistics, and layout.
3. The applicant shall provide testimony as to the frequency and type of trucks that will access the site including those providing deliveries and garbage collection.
4. The applicant shall provide testimony on the trash and recyclables to be generated with the proposed use, along with the process, times, and frequency of refuse pickup.
5. We defer to the Borough Fire Official for review of the application with respect to emergency vehicle access and maneuvering, as well as traffic lane markings.

E. Technical Engineering

1. 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.
2. The applicant shall provide testimony on existing drainage patterns along with roof leader locations and/or downspout discharge locations and condition.
3. The applicant shall provide testimony regarding the suitability of existing utility connections and/or additional utility connections or improvements necessitated by the subject application. All proposed utility improvements shall be shown on the plans including proper trench restoration.
4. The applicant shall confirm no sanitary sewer or water utilities will be impacted as a result of the subject application.
5. The applicant shall provide testimony on the existing fire service water line size and location. We defer to the Borough Fire Official for review.
6. The applicant shall confirm whether a change in use warrants any upgrades in sanitary sewer service or applicable connection fees.



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7. The plans shall be revised to include grading information (spot shots) within the proposed refuse and recycling enclosure to confirm that stormwater runoff will not be trapped in the trash enclosure area.
8. The applicant shall provide testimony on the existing lighting levels throughout the entire site and compliance with Section 21-65.11 of the Ordinance. A lighting plan showing photometric lighting levels of the existing features may be required, and design waivers may be required for any pre-existing non-conformities.
9. All outdoor lighting during non-operating hours of the business on site, not necessary for safety and security purposes, shall be reduced, activated by motion-sensor devices or turned off. The applicant shall provide testimony on the proposed lights and hours of operation. It is recommended they be placed on a timer.
10. The project site is located in the Coastal Area Facilities Review Act (CAPRA) Zone. The applicant shall comply with any applicable NJDEP requirements. The applicant has indicated that a permit is not required for this application. We defer further review to NJDEP.
11. The subject property is located within the "AE" Flood Zone with a Base Flood Elevation (BFE) of 11 feet. The applicant shall specify on the plans the 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.

12. The applicant shall provide testimony on proposed flood mitigation measures.
13. The Building Department should review the architectural plans for ADA compliance.

F. General

1. The applicant shall consider all performance standards for the operations of the proposed facility including but not limited to noise, glare, pollutants, and refuse management, and provide testimony on said standards. Specifically, the applicant shall provide testimony on odor control considering the second-floor residential apartment space.
2. The applicant shall provide testimony on any proposed signage. All signage shall be indicated on the plans and comply with Section 21-65.19 of the Ordinance.
3. The applicant shall provide testimony regarding any mechanical equipment proposed, such as A/C units and backup power generators, as well as any requirements for electric and other meters including any required platforms.



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4. The applicant has indicated that no exterior renovations are proposed for the building. The applicant shall discuss interior renovations they have proposed.
5. A note shall be added to the plans indicating that all improvements are to be ADA compliant, where applicable.
6. A note shall be added to the plans stating that any/all existing curb, sidewalk, roadway, and other objects either in poor condition or damaged by construction should be repaired and/or replaced to the satisfaction of the Borough Engineer.
7. Testimony shall be provided regarding the proposed uses. The applicant shall be prepared to discuss the following:
 - a. Security and access.
 - b. Hours of operation.
 - c. Number of employees (total and maximum per shift).
 - d. Frequency and type of trucks that will access the site.
 - e. Type of goods to be sold.
8. Approvals or waivers should be obtained from any outside agencies having jurisdiction. These may include, but shall not be limited to, the following:
 - a. New Jersey Department of Environmental Protection
 - i. CAFRA
 - b. Floodplain Official
 - c. Township of Middletown Sewerage Authority
 - d. New Jersey American Water
 - e. Borough Fire Official
 - f. Monmouth County Board of Health
 - g. Monmouth County Planning Board

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

DRAFT

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



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

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EWB:KJO

cc: Michael Muscillo, Borough Administrator (mmuscillo@highlandsborough.org)
Ron Cucchiaro, Esq., Land Use Board Attorney (RCucchiaro@Weiner.law)
Dustin Glass, Esq., Land Use Board Attorney (DGlass@Weiner.law)
Brian O'Callahan, Zoning Officer (bcallahan@middletownnj.org)
Bridge City Collective Highlands, LLC, Applicant (breiter@bridgecitycollective.com)
Brian R. Tipton, Esq., Applicant's Attorney (btipton@floriolaw.com)
Walter J. Hopkin, P.E., Applicant's Engineer, (whopkin@wjhengineering.com)

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AFFIDAVIT OF PUBLICATION

Publisher's Fee \$55.44 Affidavit \$35.00

STATE OF WISCONSIN
Brown County

Personally appeared D. Roberts at County of Brown, State of Wisconsin.

Of the **Asbury Park Press**, newspaper printed in Freehold, New Jersey and published in Neptune,
in State of New Jersey and Monmouth/Ocean Counties, and of general circulation in Monmouth/Ocean Counties,
who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been
published in the said newspaper 1 times, once in each issue dated as follows:

11/25/2022 A.D 2022

Nicole Jacobs
Notary Public State of Wisconsin County of Brown

8-21-26
My commission expires

NICOLE JACOBS
Notary Public
State of Wisconsin

Notice of Hearing

Highlands Borough Land Use Board

TAKE NOTICE that on Thursday evening at 7:00 p.m. on the 8th day of December, 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 Bridge City Collective Highlands, LLC 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 owned by 132 Bay Avenue LLC, located at 132 Bay Avenue, Highlands, NJ, also known as Block 47, Lot 6, on the Highlands Tax Map. The property is located in the C-RO-2 Redevelopment zone.

The applicant is seeking minor site plan and conditional use approval for the operation of a Class 5 Retail Cannabis Dispensary pursuant to Ordinance O-21-21 in an existing building on the property. Because the application does not meet the design standards of the C-RO-2 Zone, the applicant seeks a (d)(3) use variance. The applicant is also seeking variances from the C-RO-2 zoning criteria for minimum front yard setback on Cornwall Street where 2 feet is required and the property has zero feet, for minimum front yard setback on Bay Avenue where 2 feet is required and the property has .49 feet, for minimum side yard setback where 5 feet is required and the property has 0.17 feet, for maximum lot coverage where 80% is permitted, and the property has 93.03 % coverage, and for the open space requirement where 200 SF is required, and the property has zero SF.

With respect to parking requirements for the cannabis retail use and the existing two residential one-bedroom apartments, 6 spaces are required pursuant to the cannabis retail use ordinance Section 21-65.14.D.7a.2 and the RSIS NJAC Section 5:21-4.14, but the property only has 3 parking spaces on site. As such, the applicant is seeking a design waiver for the parking relief and will provide testimony in support for such waiver request.

The applicant is also seeking design waivers from Article XI Design Standards. Section 21-65.3 requires buffers to the adjacent residential properties, where the applicant does not have a buffer other than a fence. Section 21-65.10A and 10C require landscaping on the property, where the applicant does not have a landscaping plan. Section 21-65.11 requires lighting for drives, aisles, and parking areas, where the applicant does not have same. Section 21-65.14.D.3 requires sufficient parking, where the applicant does not have same. Section 21-65.13 requires an off-street loading plan, where the applicant intends to utilize its on-site parking for such plan and will provide testimony accordingly. To the extent such plan is not sufficient, the applicant seeks a design waiver for same.

To the extent the Board determines any other variances or waivers are deemed necessary, the applicant will request such relief from the Board.

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

Applicant's Attorney is Brian R. Tipton - 610-691-7900.
(\$55.44)

Agency:

BRANT REITER
40 E 43RD STREET UNIT 2
BAYONNE, NJ 07002

ATTN: Brant Reiter

Acct: 2017449380

Client:

BRANT REITER
40 E 43RD STREET UNIT 2,
BAYONNE, NJ 07002

Acct No: 2017449380

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0005498529	Notice of Hearing - Bridge City - Dec 8 - Rev. 4 NOTICE OF HEARING HIGHLANDS BOROUGH LAND USE BOARD ENOTICE THAT ON THURSDAY EVENING AT 7:00 PM ON THE 8TH DAY OF DECEMBER 2022 A HEARING WILL BE HELD	2 col x 63 lines	\$0.44	\$55.44
		Affidavit of Publication Charge	1	\$35.00
		Tearsheet Charge	0	\$0.00
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CERTIFICATION BY RECEIVING AGENCY

I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: _____

TITLE: _____ DATE: _____

CERTIFICATION BY APPROVAL OFFICIAL

I CERTIFY AND DECLARE THAT THIS BILL OR INVOICE IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O. # _____

SIGNATURE: _____

TITLE: _____ DATE: _____

CLAIMANT'S CERTIFICATION AND DECLARATION:

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS BILL OR INVOICE IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 11/25/2022

Federal ID #: 061032273

Signature: _____

D. Roberts

Official Position: Clerk

Kindly return a copy of this bill with your payment so that we can assure you proper credit.

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