



Borough of Highlands
7777 Resh 7772e7
Highlands, NJ 07732
(732) 872-1224
www.highlandsnj.gov

LAND USE BOARD APPLICATION

FOR OFFICIAL USE

Date Rec'd: 5/15/2025 Application #: LUB25-07 Fee: ck#46064 - \$500
Escrow: ck#46065 - \$1,000.00 Escrow Acct# T-03-56-875-000-209

1. APPLICANT

Name: 125 Bay Ave LLC
Address: Suite 200, 1041 Route 36
City: Atlantic Highlands State: NJ Zip: 07716
Phone: 732-738-6000
Email: vmontecalvo@BayshoreReceycling.com
Relation to property: Manager

2. OWNER

Name: same
Address: _____
City: _____ State: _____ Zip: _____
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 Use Change

4. PROPERTY INFORMATION

Block 46 Lot(s) 4 Address: 125 Bay Avenue
Lot size 12,000 sf # of Existing Lots 1 # of Proposed Lots 1
Zone CBD Redevelopment 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 Current Sewer paid through Current

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

Name: Salvatore Alfieri, Esq
Address: 955 State Route 34, Suite 200, Matawan, NJ 07747
Phone: 732-583-7474 Email: salfieri@cgajlaw.com



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2222 Resch Rd
Highlands, NJ 07732
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6. APPLICANT'S OTHER PROFESSIONAL(S) – Engineer, Planner, Architect, etc.

Name: Walter Hopkin, PE, PP
Address: 257 Monmouth Road Building A, Suite 7
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.

House of Worship - Episcopal Church, then New Life Christian Church

125 Bay Ave LLC purchased 2020

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.

Mixed Use Commercial including all approved Bay Avenue Amended Central Business District
Redevelopment Plan Adopted September 18, 2024 Permitted Principal Uses and Permitted
Accessory Uses, see the attached list from the Redevelopment Plan page 19

C. ADDITIONAL INFORMATION:

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



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			
Other (please add)			

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



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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		May 13, 2025	
13 th day of May 2025 (year)		Date	
<u>Alexander J Muniz</u> (notary)		Signature <u>[Signature]</u>	
(Seal)		Valerie Montecalvo, Manager	
		Print Full Name	

ALEXANDER J MUNIZ
Notary Public, State of New Jersey
Comm. # 50009751
My Commission Expires 2/9/2030

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		May 13, 2025	
13 th day of May 2025 (year)		Date	
<u>Alexander J Muniz</u> (notary)		Signature <u>[Signature]</u>	
(Seal)		Valerie Montecalvo, Manager	
		Print Full Name	

ALEXANDER J MUNIZ
Notary Public, State of New Jersey
Comm. # 50009751
My Commission Expires 2/9/2030

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	<u>No</u>
Is this application to construct a multiple dwelling of 25 or more units?	Yes	<u>No</u>
Is this an application for approval of a site(s) for non-residential purposes?	<u>Yes</u>	No
Is this Applicant a corporation?	Yes	<u>No</u>
Is the Applicant a limited liability corporation?	<u>Yes</u>	No
Is the Applicant a partnership?	Yes	<u>No</u>

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



Borough of Highlands
2000 Resch Rd
Highlands, NJ 07732
(732) 872-1224
www.highlandsnj.gov

12B. BUSINESS ORGANIZATION OWNERSHIP DISCLOSURE STATEMENT

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

125 Bay Ave 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
Frank E Montecalvo 2017 Irrevocable Trust	Suite 200, 1041 Rt 36, Atlantic Highlands, NJ 07716

*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

13th day of May 20 25 (year)

Alexander J Muniz (notary)
(Seal)

Signature (Officer/Partner)

May 13, 2025

Date

Valerie Montecalvo, Manager

Print Full Name

Title

ALEXANDER J MUNIZ
Notary Public, State of New Jersey
Comm. # 50009751
My Commission Expires 2/9/2030

C. Permitted Principal Uses

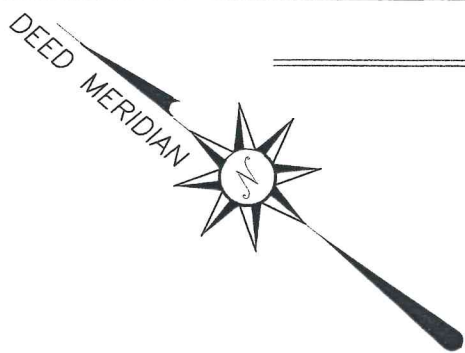
- Retail sales and services
- Offices
- Banks and financial institutions
- Eating and drinking establishments
- Bakeries
- Food preparation services
- Food manufacturing given that a portion of the space is dedicated to the sale of the food products that are manufactured on-site.
- Cottage food preparation services and sales
- Microbreweries and distilleries
- Pool halls
- Houses of worship
- Theaters
- Childcare Centers
- Educational uses
- Art, artisan, woodworking, and jewelry making handicraft studios, workshops and galleries
- Health, fitness, dance, music, and martial arts studios
- Municipal uses
- Open space
- Mixed-use developments
- Existing single-family and two-family homes
- Existing multi-family residential
- Multi-family residential located in a mixed-use building where the first floor serves as a non-residential use.
- Wholesale sales and services
- Hotels
- Bed & Breakfasts
- Body Piercing, tattoo, and skin art studios
- Surface parking lots

Permitted Accessory Uses

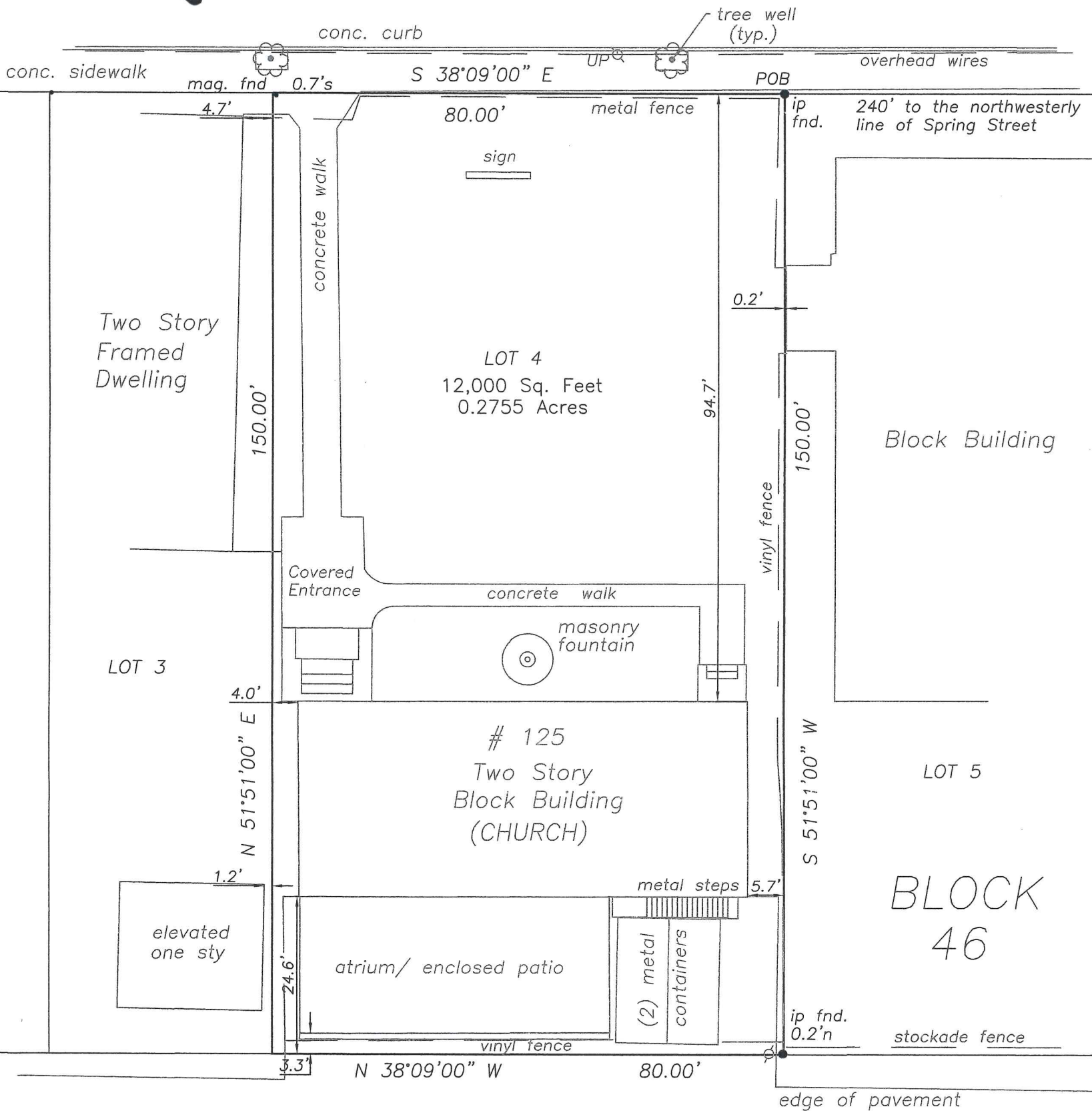
- Parking in rear, side, and front yard or under building
- Signage
- Any other uses and structures customarily subordinate and incidental to permitted principal uses.

D. Supplemental Use Standards

- Permitted uses below the BFE:
 - Commercial or mixed-used buildings, and non-residential uses, such as office or retail.



BAY 50' ROW AVE.



SOUTH SECOND 40' ROW AVE.

THIS SURVEY HAS BEEN PREPARED WITHOUT A FULL TITLE SEARCH AND IS SUBJECT TO SUCH FACTS THAT MIGHT BE REVEALED BY SAID TITLE SEARCH.

Any Object beneath the surface of the Ground has not been located, and no Guarantee as to existence or location is expressed or implied.

LOCATION SURVEY FOR:
125 BAY AVENUE, LLC

Being Lot 4 Block 46, as shown on the tax assessment map for the Borough of Highlands, Monmouth County, New Jersey. More commonly known as 125 Bay Ave., Highlands, New Jersey.

I hereby certify to the above mentioned owners, 125 BAY AVENUE, LLC.

This survey has been accurately prepared with the best of my information, knowledge and belief. No apparent encroachments exist either way across property lines except as shown hereon.

SCALE: 1" = 20'

R and T Land Surveying
Surveying & Mapping > Construction Surveying
PO Box 124, Atlantic Highlands, NJ 07716

DATE: 11/06/23

JOB: 8416

CAD: O-8416.dwg

RONALD L. TRINIDAD
Licensed Professional Land Surveyor
New Jersey License No. 24GS04337000

DWG: B-2829



Borough of Highlands
151 Navesink Ave., Highlands, NJ 07732
(732) 872-1224 x255 • www.highlandsnj.gov

**APPLICATION FOR CONSTRUCTION/DEVELOPMENT IN REDEVELOPMENT AREA
EXISTING STRUCTURE**

Submit to Department of Building/Housing or email to floodplainmgmt@highlandsnj.gov

REDEVELOPMENT AREA: Please check appropriate box.

- ☒ **Bay Avenue Central Business District (CBD)***
☐ **Shadowlawn Mobile Home Park**
☐ **Captain Cove Marina***

** Located in the Special Floodplain Hazard Area (SFHA)*

Project Address: 125 Bay Avenue

Block 46 **Lot** 4

Property Owner Name: 125 Bay Avenue LLC - Valerie Montecalvo, Manager

Address: Suite 200, 1041 Route 36, Atlantic Highlands, NJ 07716

Email: vmontecalvo@bayshorerecycling.com jdavies@BayshoreRecycling.com

Cell: 732-239-7852 848-565-1912

EXISTING STRUCTURE:

- ☐ Existing residential
☒ Existing non-residential

For Exterior Façade Improvements, submit

☐ **PRELIMINARY FRONT ELEVATION SKETCH**

For Interior Improvements, submit

☐ **LIST OF IMPROVEMENT(S)** None - N/A

DESCRIBE PROPOSED IMPROVEMENTS TO EXISTING STRUCTURE:

Existing New Life Church use change to Mixed Use Commercial including all approved Bay Avenue

Amended Central Business District Redevelopment Plan Adopted September 18, 2024 Permitted Principal Uses

and Permitted Accessory Uses, see attached list from the Redevelopment Plan page 19

John Davies, Vice President

Zoning Official Review Date Received: 5/8/2025

☐ APPROVED Date _____

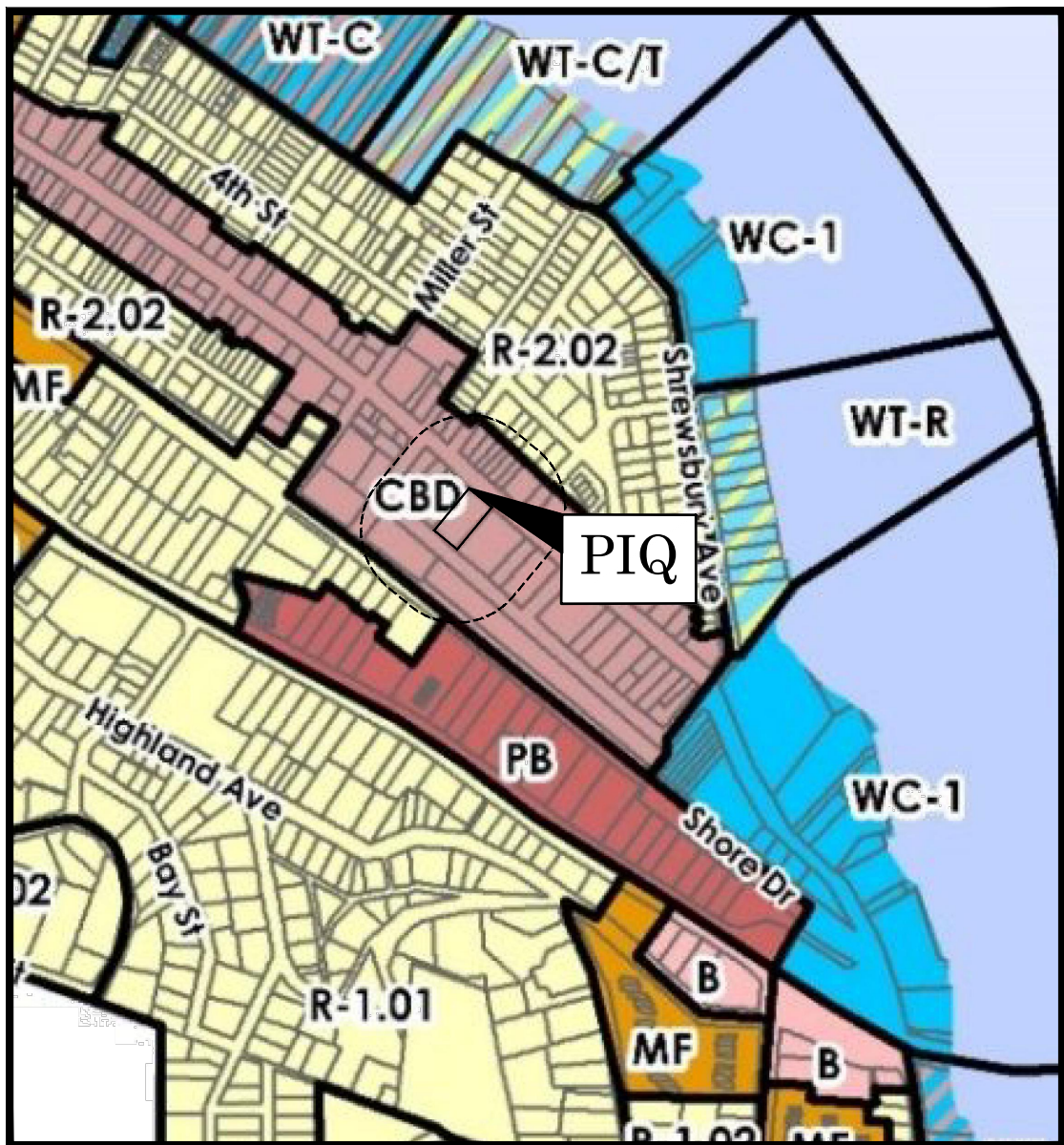
☒ DENIED Date 5/19/2025

☐ Additional info requested _____ Date _____

REFERRED TO ☐ **Economic Development** Date: _____

☒ **Land Use Board** Date: _____

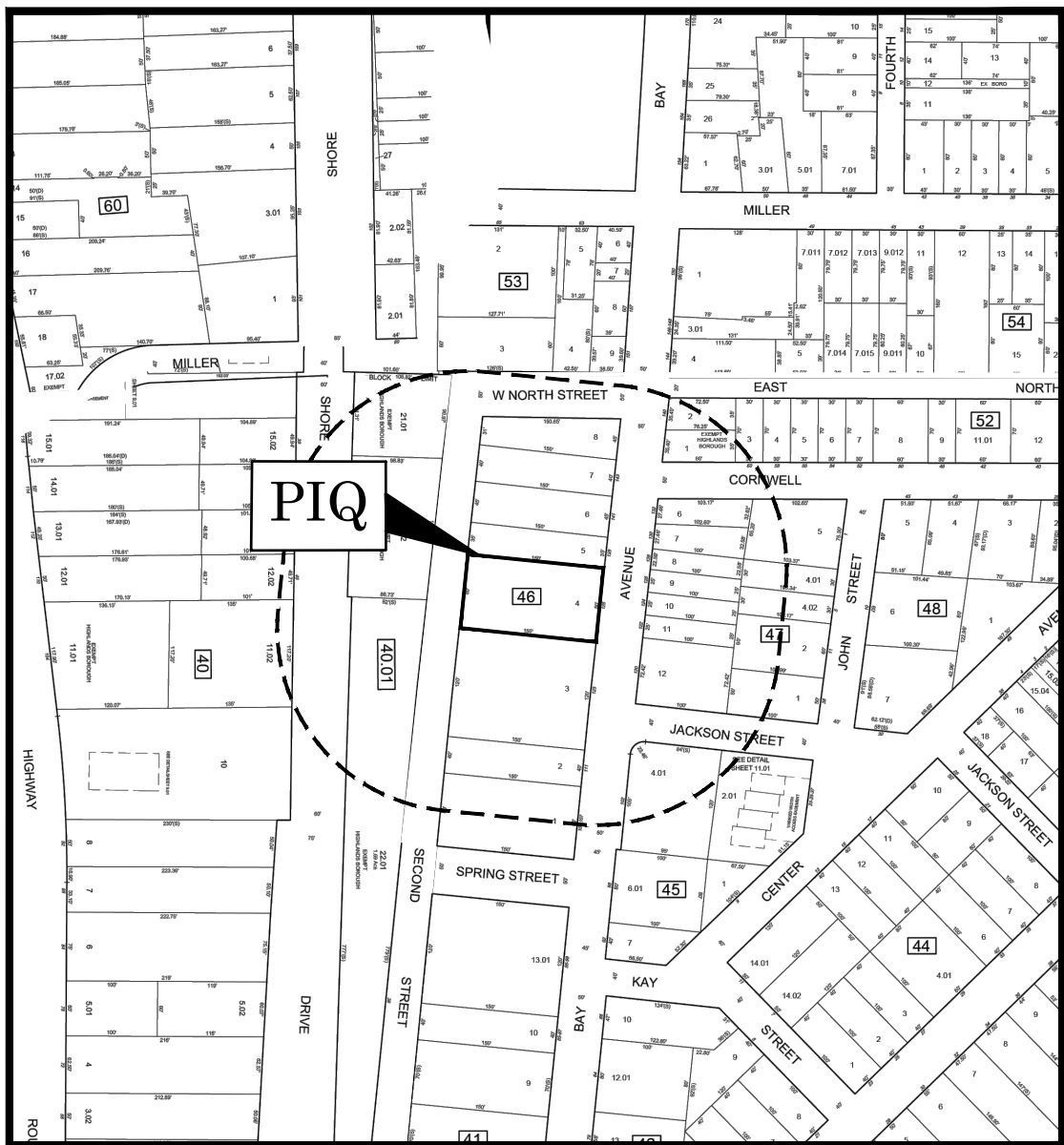
CHANGE OF USE PLAN
LOT 4 OF BLOCK 46
TAX MAP SHEET # 1 1
BOROUGH OF HIGHLANDS
MONMOUTH COUNTY, NJ



ZONE MAP
SCALE: 1" = 500'



KEY MAP
SCALE: 1" = 200'



TAX MAP
SCALE: 1" = 200'

ZONING TABLE
CBD: CENTRAL BUSINESS DISTRICT
Table with 3 columns: MIN. & MAX. REQUIRED, REQUIRED, PROPOSED. Rows include MIN. LOT AREA, MIN. LOT WIDTH, FRONT SETBACK, SIDE SETBACK, REAR SETBACK, BUILDING HEIGHT, LOT COVERAGE, BUILDING COVERAGE, and F.A.R.

* EXISTING NON-CONFORMITY

OWNER/APPLICANT
125 BAY AVE, LLC
1041 ROUTE 36
SUITE 200
ATLANTIC HIGHLANDS, NJ 07716
732-738-6000
VMONTECALVO@BAYSHORERECYCLING.COM

SHEET INDEX
Table with 4 columns: SHEET NO., SHEET TITLE, ORIG. ISSUE DATE, LATEST REV. DATE. Rows include COVER SHEET and CHANGE OF USE PLAN.

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

Table with 4 columns: Block Lot Qual, Owner, Mailing address, City, State, Zip. Lists adjacent property owners and their contact information.

UTILITIES

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/APPLICANT- 125 BAY AVE, LLC
1041 ROUTE 36
SUITE 200
ATLANTIC HIGHLANDS, NJ 07716
VMONTECALVO@BAYSHORERECYCLING.COM
- THE PROPERTY IS KNOWN AS LOT 4 OF BLOCK 46, 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 125 BAY AVE LLC" PREPARED BY RONALD L. TRINIDAD LICENSED PROFESSIONAL LAND SURVEYOR NEW JERSEY LICENSE NO. 24GSO4337000 DATED 11/06/2023.
 - PURSUANT TO FIRM MAP NUMBER 34025C0088H THE SITE IS LOCATED WITHIN SPECIAL FLOOD HAZARD ZONE AE (BASE FLOOD ELEVATION = 11 FT.)
 - EXISTING USE: HOUSE OF WORSHIP
 - PROPOSED USE: THOSE PERMITTED BY RIGHT
 - 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 THEREON.
 - 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.
 - THIS APPLICATION IS FOR A CHANGE OF USE ONLY. NO IMPROVEMENTS ARE PROPOSED.

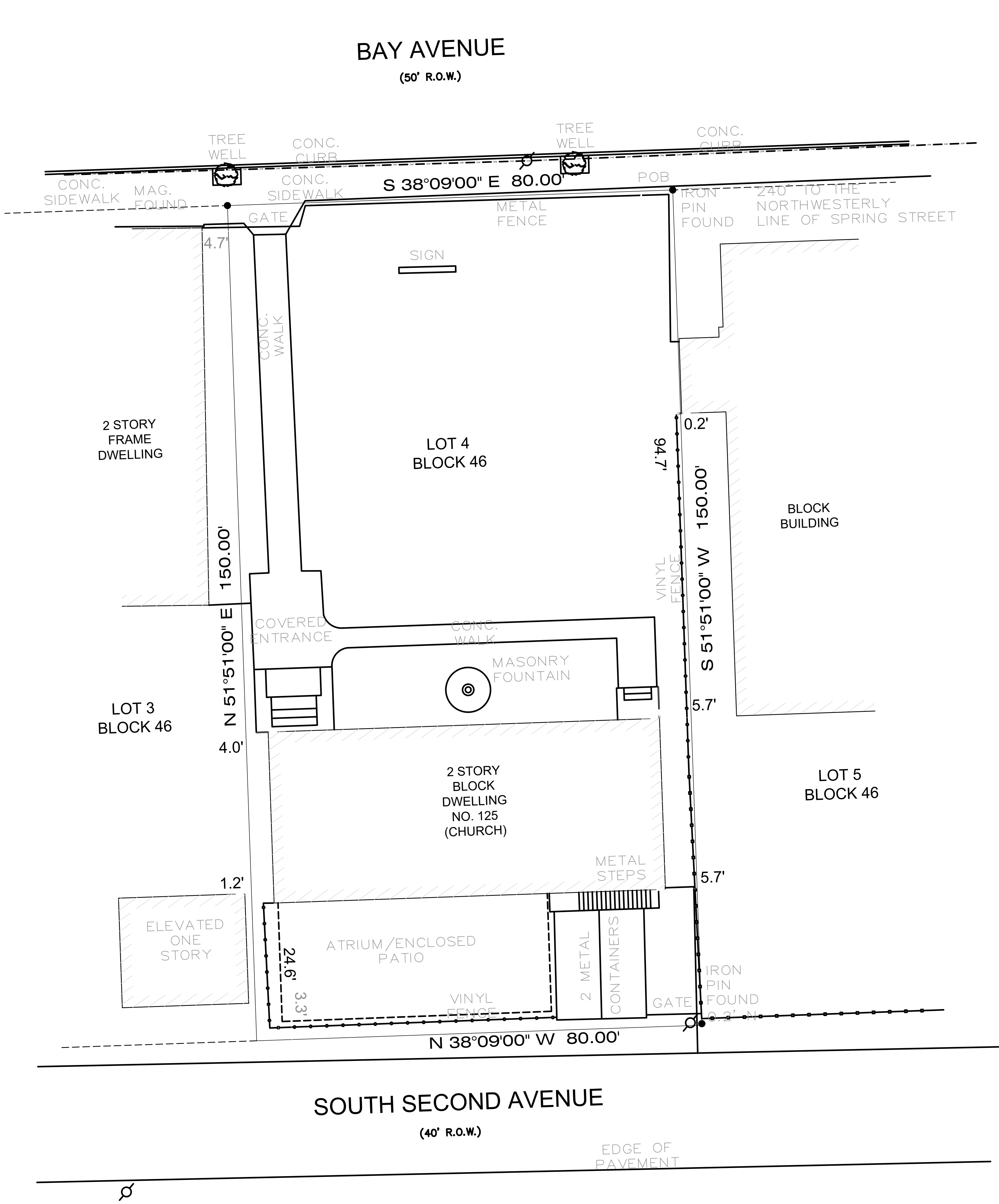
CHANGE OF USE PLAN
LOT 4 OF BLOCK 46
TAX MAP SHEET # 1 1
BOROUGH OF HIGHLANDS
MONMOUTH COUNTY, NJ

JOB NUMBER 25180

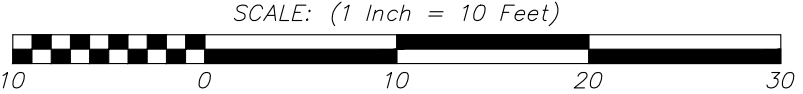
WH ENGINEERING
CERT. OF AUTH. NO. 24GA28117300
257 MONMOUTH ROAD, BLDG. A, SUITE 7, OAKHURST, NJ 07755
PHONE - 732-223-1313

WALTER JOSEPH HOPKIN
N.J. PROFESSIONAL ENGINEER, L.C. No. 40673

Handwritten signature of 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 4, BLOCK 46 BOROUGH OF HIGHLANDS MONMOUTH COUNTY NEW JERSEY			
		CHANGE OF USE PLAN	
SCALE: 1" = 10'		DRAWN BY: EMK	
DATE: 05/29/25		JOB No.: 25180	
SHEET No.: 2 of 2		WALTER JOSEPH HOPKIN N.J. PROFESSIONAL ENGINEER, LIC# No. 40673	



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

June 4, 2025

Nancy Tran
Land Use Board Secretary
Borough of Highlands Land Use Board
151 Navesink Avenue
Highlands, New Jersey 07732

Re: Change of Use Completeness
Applicant: 125 Bay Ave, LLC
125 Bay Avenue
Block 46, Lot 4
Borough of Highlands, Monmouth County, New Jersey
Our File No.: HLPB2025-07

Dear Ms. Tran:

As requested, we have reviewed the above referenced application in accordance with the Borough of Highlands' *Amended CBD Redevelopment Plan*. The Applicant is seeking a Change of Use from a former church to Mixed Use Commercial use.

The subject property is a two-story block building with site improvements. The existing site improvements consist of sidewalks, a fountain, fencing, enclosed patio, storage features, lawn and landscaped areas on a 12,000-sf lot located in the Borough of Highlands' Amended CBD Redevelopment Area.

The lot is located between the southwest side of Bay Ave (County Route 8) and South Second Avenue and between Spring Street and W. North Street. The lot has no driveway access and is in the Special Flood Hazard Zone AE.

Plans were submitted after the submission of the Land Use Application.

We have reviewed the following documents submitted in support of the above referenced application for completeness purposes:

1. Copy of Land Use Board Application for Use Change, dated May 13, 2025.
2. Copy of a plan set entitled, "Change of Use Plan, Lot 4 of Block 46, Tax Map Sheet #11, Borough of Highlands, Monmouth County, NJ", prepared by WJH Engineering, signed and dated May 29, 2025, and consisting of 2 sheets (Cover and Site Plan-Change of Use).
3. Copy of a plan set entitled, "Location Survey For: 125 Bay Avenue, LLC", prepared by R and T Land Surveying, signed and dated November 06, 2023.

We offer the following comments and recommendations for the Planning Board's consideration:

I. ZONING

1. The lot is located within the CBD zone per the Borough of Highlands' *Amended CBD Redevelopment Plan*, August 21, 2024.
2. The Applicant proposes "Mixed Use Commercial" uses.
3. The site has one (1) bulk variance for an existing non-conforming rear yard setback. However, the Applicant has indicated the side and rear setbacks as existing non-conforming variances.
4. The following bulk requirement summary is provided for the Board's reference:

Schedule I – Bulk and Area Requirements			
CBD Central Business District Amended CBD Redevelopment 8/21/2024	Required	Existing	Proposed
Min. Lot Area (sf)	2,500	12,000	12,000
Lot Frontage/Width (ft)	25	80	80
Min. Front Yard Setback (ft) Bay Avenue	2	94.7	94.7 ^(F)
Min. Side Yard Setback (ft)	0 ^(S) or 5 ^(S)	4.0	4.0 ^{** (S)}
Min. Rear Yard Setback (ft) South Second Street	5'	3.3	3.3 [*]
Max. Building Height (stories/ft)	4 Stories/45	2 stories	2 stories
Max Lot Coverage	90%	45%	45%
Max Building Coverage	90%	28%	28%
FAR	n/a	-	-

* Existing non-conformity

** Existing non-conformity per Applicant

(F) Where a property is a through lot that adjoins Bay Avenue on one side and another public street on the opposite frontage, Bay Avenue shall be defined as the front street.

(S) Dependent upon if adjacent to CBD or Residential zone, respectively.

II. CHECKLIST ITEMS SECTION 21-58(D) and (E)

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. **No proposed improvements.**
5. Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed. **No proposed improvements.**
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.
No proposed improvements.
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.
No proposed improvements.

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. **No proposed improvements.**
Lot is within Special Flood Hazard Zone AE.
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, deceleration lanes, additional widths, and any other devices necessary to traffic safety and/or convenience. **No proposed improvements.**
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 applicable.**
15. The location of sidewalks, walkways, traffic islands and all other areas proposed to be devoted to pedestrian use. **No proposed improvements.**
16. The nature and location of public and private utilities, including maintenance and solid waste disposal, recycling and/or storage facilities. **A general note is 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. **No proposed improvements.**
19. The present and past status 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. **No proposed improvements.**
20. A soil erosion and sediment control plan are 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. **No proposed improvements.**
21. Soil Borings, when required by the Board Engineer. **No proposed improvements.**
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.
Provided.
24. The Board may require any additional information which is reasonably necessary to ascertain compliance with the provisions of this chapter.

III. COMPLETENESS

We recommend this application be deemed complete.

IV. GENERAL COMMENTS

1. Per Sec. 21-55 and 21-58(D) and (E), the Applicant must come before the Board for a Change of Use approval. The Applicant had purchased the former church and there are no proposed conditions for this application. The Applicant seeks approval that any of the permitted uses in the CBD Redevelopment Area can be installed in the future. Any improvements related to the new permitted use will be addressed in the future through a Land Use Application or through the Building Department, as deemed necessary for the proposed conditions.
2. According to Section VII.B. of the *Amended CBD Redevelopment Plan*, *Where a property is a through lot that adjoins Bay Avenue on one side and another public street on the opposite frontage, Bay Avenue shall be defined as the front street.*

South Second Street is thus subjected to a rear setback having a required minimum rear setback of five (5) feet. The rear setback is 3.3 feet for the atrium/enclosed patio and is an existing non-conformity.

3. According to Section VII.B., *No side yard setback is required where a property borders another property that is also located in the CBD Zone, however, if any side yard is to be provided, it shall be at least five (5) feet wide. Where the side lot line of a property in the CBD Zone directly adjoins a property in a residence zone (that is, not where an intervening public street creates a separation), a minimum side yard of five (5) feet is required, and shall include a buffer as described in existing zoning, Section 21-65.3 Buffers.*

The lot does not have an existing side yard non-conformity because the adjoining lots are also in the CBD zone.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,



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Land Use Board Engineer

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