



Borough of Highlands
 7777 Resh777e7
 Highlands, NJ 07732
 (732) 872-1224
 www.highlandsnj.gov

LAND USE BOARD APPLICATION

FOR OFFICIAL USE

Date Rec'd: 5/15/2025 Application #: LUB25-08 Fee: ck#46062 - \$500.00
 Escrow: ck#46063 - \$1,000.00 Escrow Acct# T-03-56-875-000-210

1. APPLICANT

Name: Bay Ave Property Management 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)

- | | |
|--|--|
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Appeal – Zoning Denial date _____ |
| <input type="checkbox"/> Major Subdivision – Preliminary | <input type="checkbox"/> Appeal – Land Use Decision date _____ |
| <input type="checkbox"/> Major Subdivision – Final | <input type="checkbox"/> Informal Concept Plan Review |
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Extension of Approval |
| <input type="checkbox"/> Major Site Plan – Preliminary | <input checked="" type="checkbox"/> Revision/Resubmission of Prior Application |
| <input type="checkbox"/> Major Site Plan – Final | <input checked="" type="checkbox"/> Other <u>Use Change</u> |
| <input type="checkbox"/> Variance | _____ |
| <input type="checkbox"/> Use Variance | _____ |

4. PROPERTY INFORMATION

Block 59 Lot(s) 11.01 Address: 181 Bay Avenue
 Lot size 7825 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



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 - Methodist Church
Bay Ave Property Management LLC purchased 2018

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?	1	variable
	How many on-site parking spaces?	-0-	-0-



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.



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
13th day of May 2025 (year)
Alexander J. Muniz (notary)
(Seal)

[Signature] May 13, 2025
Signature Date
Valerie Montecalvo, Manager
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 May 2025 (year)
Alexander J. Muniz (notary)
(Seal)

[Signature] May 13, 2025
Signature Date
Valerie Montecalvo, Manager



12A. DISCLOSURE STATEMENT Circle all that apply.

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

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

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



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

12B. BUSINESS ORGANIZATION OWNERSHIP DISCLOSURE STATEMENT

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


Bay Ave Property Management 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 2025 (year)
Alexander J Muniz (notary)
 (Seal)


 Signature (Officer/Partner) Date
May 13, 2025
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

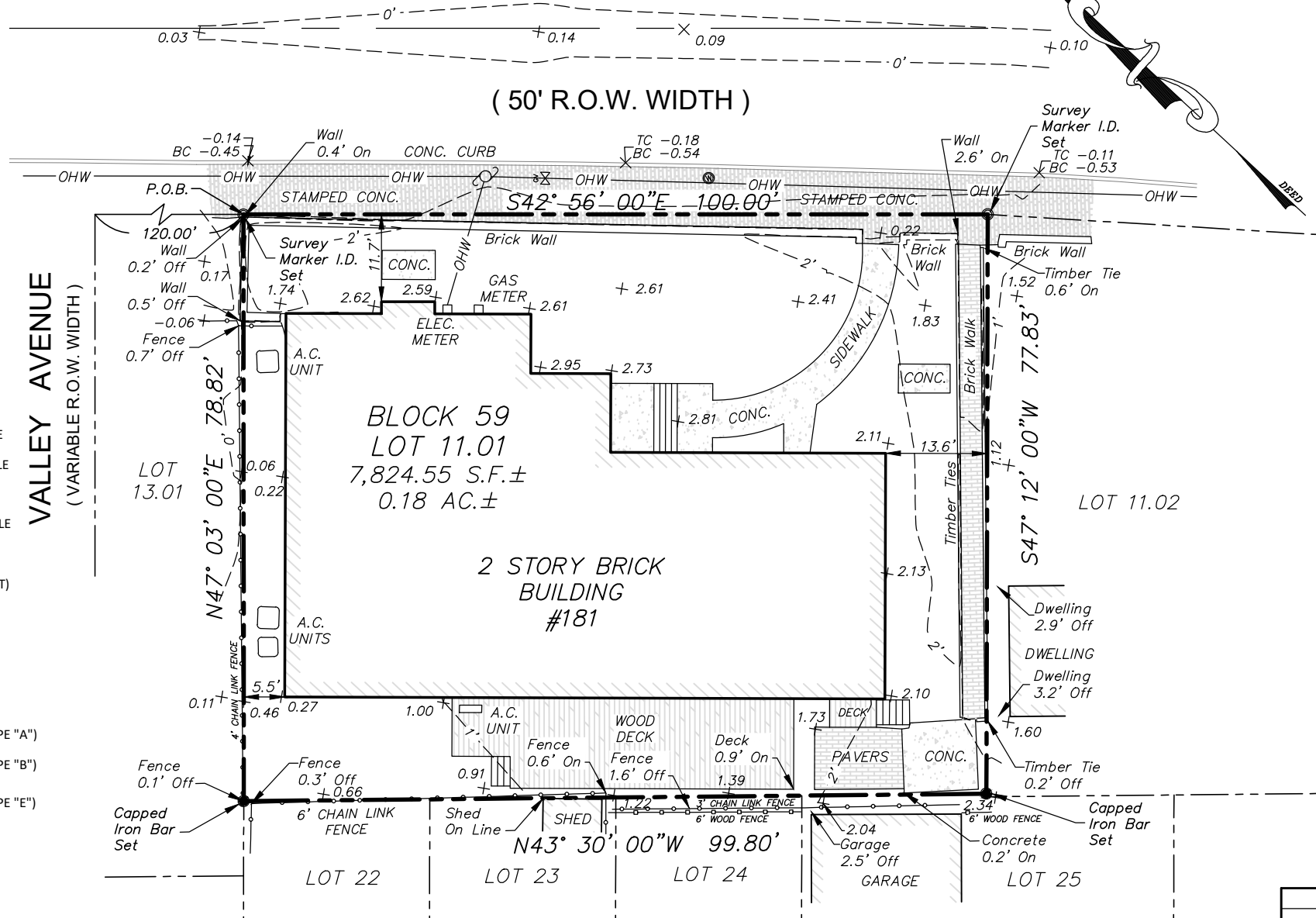
- Parking in rear, side, and front yard or under building
- Signage
- Any other uses and structures customarily subordinate and incidental to permitted principal uses.

D. Supplemental Use Standards

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

BAY AVENUE

(50' R.O.W. WIDTH)



LEGEND

- GV GAS VALVE
- WV WATER VALVE
- W WATER METER
- M UTILITY MANHOLE
- D DRAINAGE MANHOLE
- E ELECTRICAL MANHOLE
- S SANITARY MANHOLE
- T 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 "E")
- D DRAINAGE LINE
- E ELECTRIC LINE
- G GAS LINE
- S SANITARY SEWER LINE
- T TELEPHONE LINE
- W WATER LINE
- OHW OVERHEAD WIRES
- MW MONITORING WELL
- SM SURVEY MARKER I.D. SET
- CIB CAPPED IRON BAR SET
- CMF CONCRETE MONUMENT FOUND
- (S) SURVEY
- (FM) FILE MAP
- GAS METER
- D.C. DEPRESSED CURB
- F.C. FLUSH CURB

NOTES:

OFFSET DIMENSIONS FROM STRUCTURES TO PROPERTY LINES ARE NOT TO BE USED FOR ESTABLISHING PROPERTY LINES.

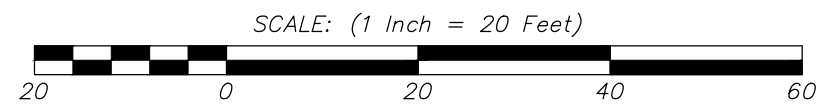
THE CERTIFICATION IS MADE ONLY TO THOSE PARTIES NAMED HEREON FOR THE PURCHASE AND/OR MORTGAGE OF PROPERTY DELINEATED AND NAMED HEREON. THE SURVEYOR ASSUMES NO RESPONSIBILITY OR LIABILITY FOR USE OF THIS SURVEY FOR ANY PURPOSE; INCLUDING, BUT NOT LIMITED TO, SURVEY AFFIDAVIT, RESALE OF PROPERTY OR USE BY ANY PARTIES NOT LISTED DIRECTLY OR INDIRECTLY IN THE CERTIFICATION.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS MAP IS THE RESULT OF A FIELD SURVEY MADE ON THE DATE SHOWN WITH THE RULES AND REGULATIONS PROMULGATED BY THE "STATE BOARD OF PROFESSIONAL ENGINEERS AND SURVEYORS". THE INFORMATION SHOWN HEREON CORRECTLY REPRESENTS THE CONDITIONS FOUND AS OF THE DATE OF THE FIELD SURVEY, EXCEPT SUCH IMPROVEMENTS OR EASEMENTS, IF ANY, BELOW THE SURFACE AND NOT VISIBLE.

SURVEY REFERENCES:

- SR1: BLOCK 59, LOT 11.01 - DEED FROM MARIA SEFTON, DATED 08/03/1889 AND FILED IN THE MONMOUTH COUNTY CLERK'S OFFICE ON 08/27/1889 IN DEED BOOK 450, PAGE 217.
- SR2: BLOCK 59, LOT 11.01 - DEED FROM MARION HILL AND CHARLES HILL, DATED ON 07/22/1905 AND FILED IN THE MONMOUTH COUNTY CLERK'S OFFICE ON 09/21/1905 IN DEED BOOK Y-58, PAGE 190.
- SR3: BLOCK 59, LOT 11.01 - DEED FROM J. FLRTCHER HAGAMAN, ET ALS, DATED 06/26/1909 AND FILED IN THE MONMOUTH COUNTY CLERK'S OFFICE ON 06/30/1909 IN DEED BOOK 853, PAGE 170.
- MR1: BLOCK 59, LOT 11.01 - BEING KNOWN AND DESIGNATED AS LOTS 61,62,63,64,65 AND 66, ON A CERTAIN FILED MAP ENTITLED "MAP OF SEA SIDE AT THE HIGHLANDS OF NAVESINK, N.J.", PREPARED BY J. BERAN, CITY SURVEYOR, NEW YORK, DATED 1872 AND FILED IN THE MONMOUTH COUNTY CLERK'S OFFICE ON 07/31/1874 IN CASE 40 SHEET 14.
- MR2: THE OFFICIAL TAX MAP OF THE BOROUGH OF HIGHLANDS.

THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE REPORT PREPARED BY: PRESTIGE TITLE AGENCY, INC., REFERENCE FILE NUMBER 18-058915-H-SK-DM-WC, DATED 11/26/2018.



NO.	DATE	DESCRIPTION	DRAWN BY

BOUNDARY & TOPOGRAPHIC SURVEY

OF
LOT 11.01 BLOCK 59

BOROUGH OF HIGHLANDS MONMOUTH COUNTY NEW JERSEY

CERT. OF AUTH. NO. 24GA28117300
 257 MONMOUTH ROAD,
 BLDG. A, STE. 7,
 OAKHURST, NJ 07755
 PHONE-732-223-1313
 WWW.WJHENGINEERING.COM

THIS SURVEY IS CERTIFIED TO:
BAY AVENUE PROPERTY MANAGEMENT LLC
PRESTIGE TITLE AGENCY, INC.
WESTCOR LAND TITLE INSURANCE COMPANY
CHIESA, SHAHINIAN AND GIANTOMASI PC

PETER P. BENNETT III
 N.J. PROFESSIONAL LAND SURVEYOR, LIC. No. 40651

SCALE: 1" = 20'	DRAWN BY: ZEE	DATE: 4/23/24	JOB No.: 18180	SHEET No.: 1 OF 1
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CHANGE OF USE PLAN

LOT 11.01 OF BLOCK 59

TAX MAP SHEET # 12

BOROUGH OF HIGHLANDS

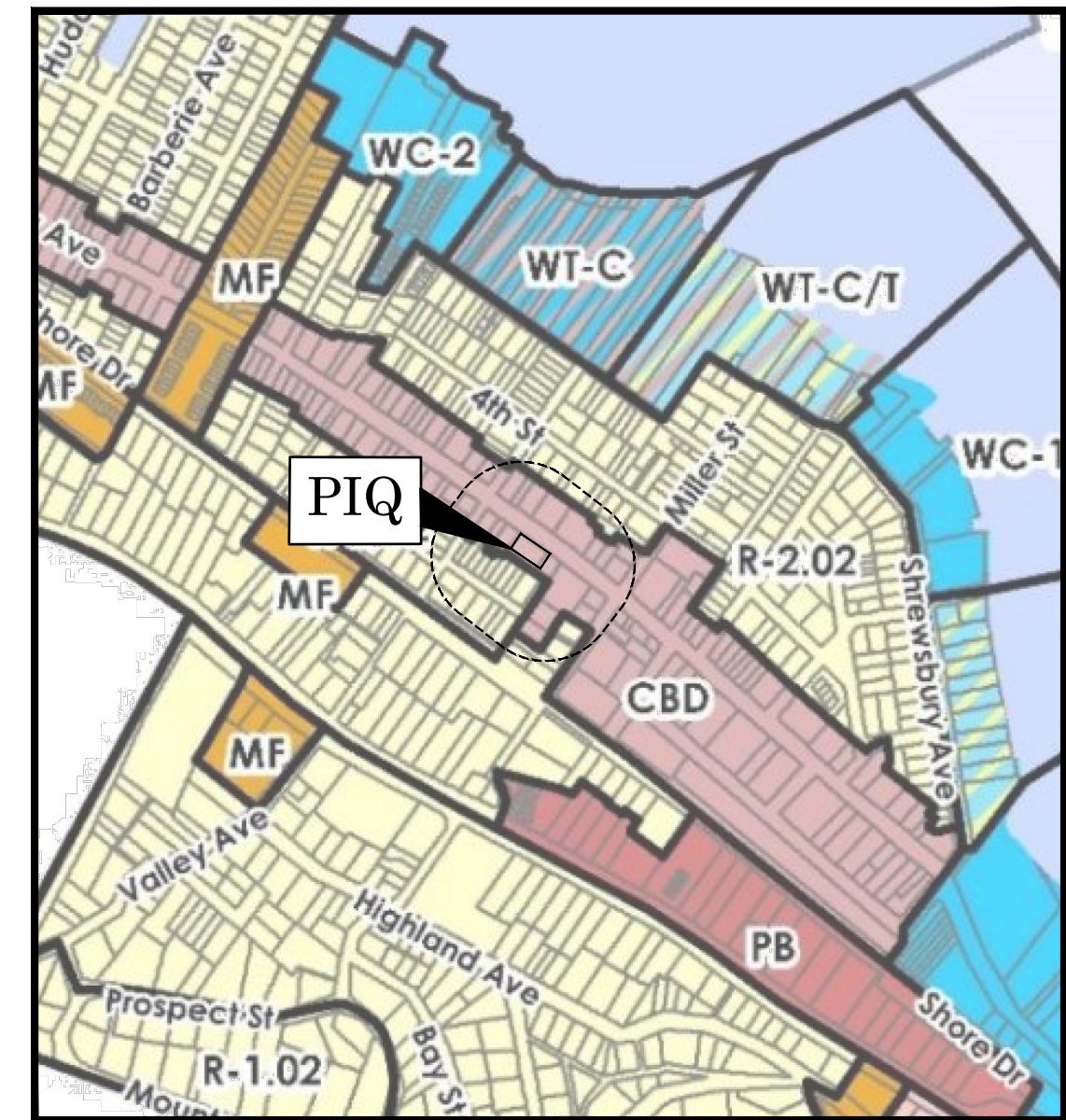
MONMOUTH COUNTY, NJ

200' ADJOINING OWNERS

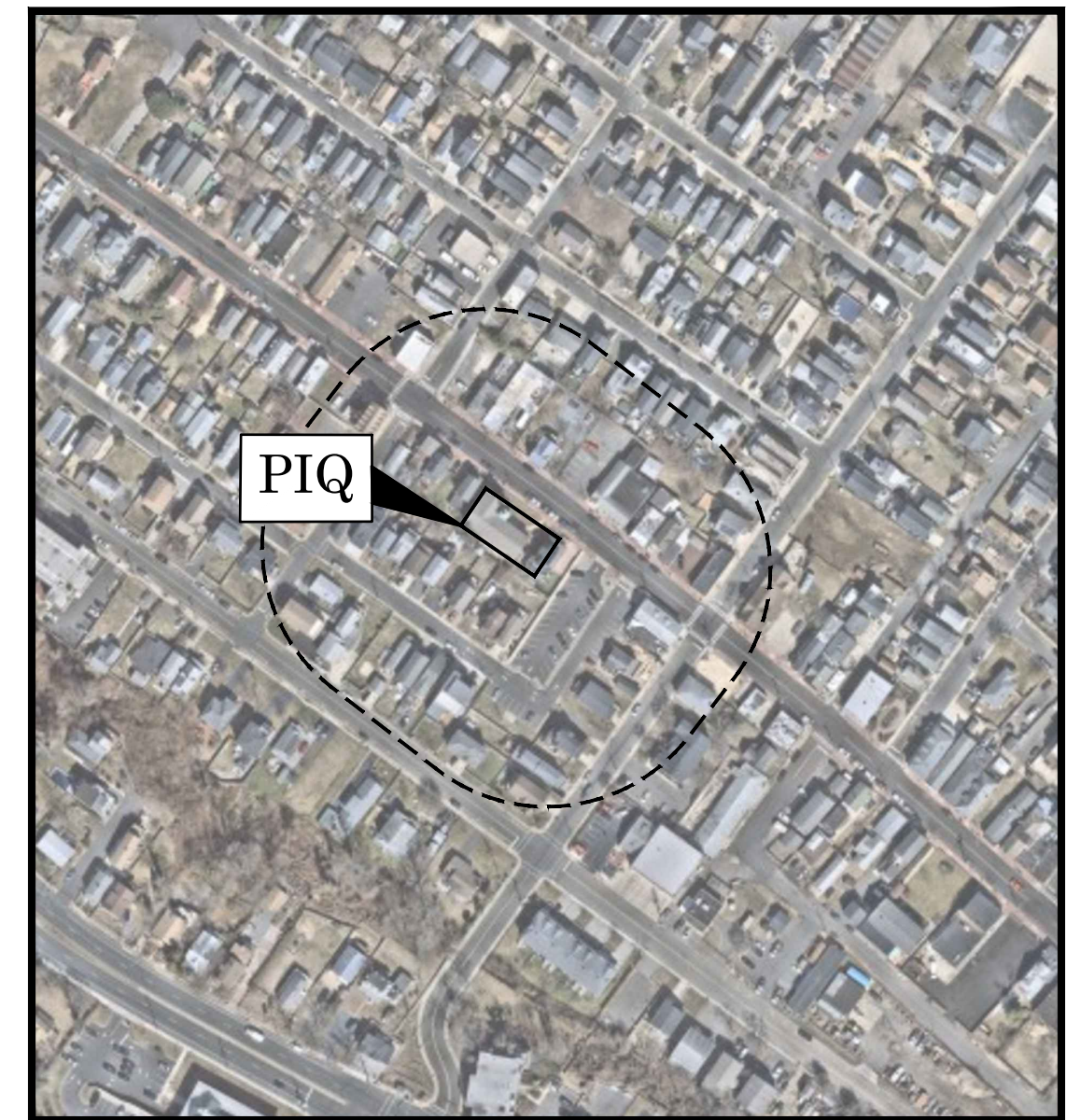
Block Lot	Owner	Mailing address	City, State, Zip
1319-58-17.01	BAY AVENUE VENTURES LLC	494 SYCAMORE AVE STE.100	SHREWSBURY NJ 07702
1319-58-18	BAY AVENUE VENTURES LLC	494 SYCAMORE AVE. ST 100	SHREWSBURY NJ 07702
1319-58-19	TRU-STATE REALTY LLC	494 SYCAMORE AVE STE 100	SHREWSBURY NJ 07702
1319-58-20.01	DOCKSIDE LLC	182 BAY AVENUE	HIGHLANDS NJ 07732
1319-58-24	HIGHLANDS POSTAL MANAGEMENT LLC	130 LEE AVENUE SUITE 356	BROOKLYN NY 11211
1319-58-25	YEUNG SAU WAN	29 WOODLEY AVENUE	LONG BRANCH NJ 07740
1319-58-5	BOROUGH OF HIGHLANDS	151 NAVESINK AVE	HIGHLANDS NJ 07732
1319-58-6	BOROUGH OF HIGHLANDS	151 NAVESINK AVE	HIGHLANDS NJ 07732
1319-58-9	165 BAY HOLDINGS LLC	1041 HWY 36 SUITE 200	ATLANTIC HIGHLANDS NJ 07716
1319-58-10	BOROUGH OF HIGHLANDS	151 NAVESINK AVE	HIGHLANDS NJ 07732
1319-58-11.01	BAY AVE PROPERTY MANAGEMENT LLC	1041 HWY 36 SUITE 200	ATLANTIC HIGHLANDS NJ 07716
1319-64-1	HIGHLANDS COWORK LLC	1 ELLIS COURT	MONMOUTH BEACH NJ 07750
1319-63-4	KALKAY TIMUR	17 MAYFAIR ROAD	HOLMDEL NJ 07733
1319-59-23	KURTA KARRIA	20 SECOND STREET	HIGHLANDS NJ 07732
1319-59-17	WILLIAMS TERESA	53 VALLEY STREET	HIGHLANDS NJ 07732
1319-59-34	MOLLES PETER JOSEPH & RITAL	41 2ND ST	HIGHLANDS NJ 07732
1319-59-32	BLUMBERG KARA J	11 TONY COURT	HIGHLANDS NJ 07732
1319-63-1	DIANTONIO RICHARD J & MARILYN TRUST	16735 SE BOTH BELLAVISTA	VILLAGES FL 32162
1319-63-3	FU STEVEN & WU PAY-RU	357 DODDS LANE	PRINCETON NJ 08540
1319-58-14	PIERCE DEBORAH	27 FOURTH STREET	HIGHLANDS NJ 07732
1319-59-14	DANTECOLD PROPERTIES LLC	85 POWERSHOP ROAD	NUTLEY NJ 07110
1319-58-1	TKR PROPERTIES LLC	12 MILLER STREET	HIGHLANDS NJ 07732
1319-58-8	MCKELLER BARRY & LINDA	9 FOURTH STREET	HIGHLANDS NJ 07732
1319-59-16.01	ALBARRAN CHRISTOPHER	193-195 BAY AVENUE UNTH#1	HIGHLANDS NJ 07732
1319-59-19	MCCAULEY KATHERINE	26 SECOND STREET	HIGHLANDS NJ 07732
1319-59-20	WHELOCK LINDA M	24 SECOND STREET	HIGHLANDS NJ 07732
1319-59-21	JASANDSKY ALEXANDER	22 SECOND STREET	HIGHLANDS NJ 07732
1319-59-22	KURTA GEORGE & MARY	20 SECOND STREET	HIGHLANDS NJ 07732
1319-59-11.02	179 BAY AVE LLC	1041 STATE RT 36	ATLANTIC HIGHLANDS NJ 07716
1319-59-13.01	BARBER CARY & CRAIG & STEVEN	11 DANHILL ROAD	LEONARDO NJ 07737
1319-59-7	RUGG MAE	72 MILLER STREET	HIGHLANDS NJ 07732
1319-59-8	TOWIE LLC	54 BINGHAM AVENUE	RUMSON NJ 07060
1319-59-3	MALAPISO CAROLIN GIOIA & TROUP STEVE	78 MILLER STREET	HIGHLANDS NJ 07732
1319-63-5	197 BAY LLC	79 WINDSOR PLACE	GLEN RIDGE NJ 07030
1319-64-3	BAY AVENUE VENTURES LLC	494 SYCAMORE AVE STE.100	SHREWSBURY NJ 07702
1319-59-24	KURTA KARRIA	16 SECOND STREET	HIGHLANDS NJ 07732
1319-59-25	LARIE CHARLES	17 SECOND STREET	HIGHLANDS NJ 07732
1319-59-26	TEN 2ND STREET LLC	188 BAY AVENUE	HIGHLANDS NJ 07732
1319-59-33	SUTTON DANIEL R & AUDREY F	23 SECOND STREET	HIGHLANDS NJ 07732
1319-59-30	JOKE NICOLE GARRO & RYAN W. NASH	13 SECOND STREET	HIGHLANDS NJ 07732
1319-59-31	SERKIN KEVIN & HALLANDER ALYSON	15 SECOND STREET	HIGHLANDS NJ 07732
1319-63-2	TROLO JOSEPH JR	54 VALLEY STREET	HIGHLANDS NJ 07732
1319-58-15	PEERS MANDOLIN AAROMAN DEBORAH L	31 FOURTH STREET	HIGHLANDS NJ 07732
1319-58-3.01	ELBERT PETER & BERNADETTE	50 MILLER STREET	HIGHLANDS NJ 07732
1319-58-26	ANDREW APARTMENTS LLC C/O A FRANK	48 SUMMERS AVENUE	WEST LONG BRANCH NJ 07764
1319-59-4	PLUM PROPERTIES LLC	155 PORTLAND ROAD	HIGHLANDS NJ 07732
1319-58-9	PANK DAVID & GOODMAN VICTORIA	11 FOURTH STREET	HIGHLANDS NJ 07732
1319-58-10	MICOLLA ERICA	15 FOURTH STREET	HIGHLANDS NJ 07732
1319-58-11	MINEVA VICTOR & BETH	17 FOURTH STREET	HIGHLANDS NJ 07732
1319-58-13	MILVANEY TRACY	25 4TH STREET	HIGHLANDS NJ 07732
1319-59-29.01	HART DANIEL & EMILY	11 SECOND STREET	HIGHLANDS NJ 07732
1319-59-18	STRONG JOSHUA & WITTLER KIMBERLY	28 SECOND STREET	HIGHLANDS NJ 07732
1319-59-35	LUZZI PETER	114 SHORE DRIVE	HIGHLANDS NJ 07732
1319-58-12	FISHER GARY & ELLEN	90 CLIFFEDGE WAY	RED BANK NJ 07701
1319-58-5.01	TOMMILLER LLC	48 MILLER ST	HIGHLANDS NJ 07732
1319-58-16	FISHER ELLEN	90 CLIFFEDGE WAY	RED BANK NJ 07701

GENERAL NOTES

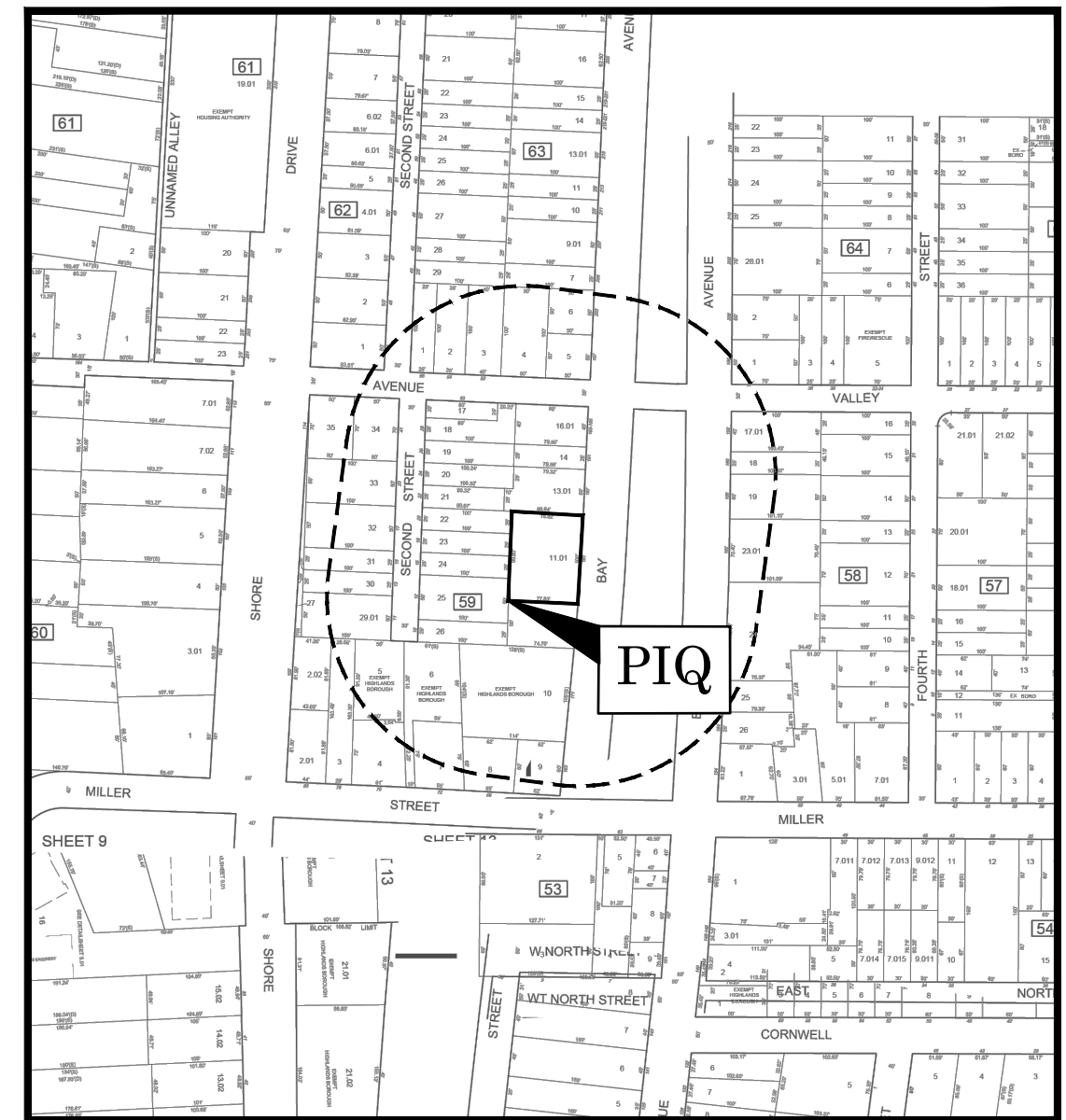
- OWNER/APPLICANT - 181 BAY AVENUE, PROPERTY MANAGEMENT, LLC
75 CROWS MILL ROAD
KEASBY, NJ 08832
732-738-6000
VMONTECALVO@BAYSHORERECYCLING.COM
1. THE PROPERTY IS KNOWN AS LOT 11.01 OF BLOCK 59, AS SHOWN ON TAX MAP SHEET 12 OF THE OFFICIAL TAX MAPS OF THE BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY.
 2. BOUNDARY AND TOPOGRAPHY INFORMATION DEPICTED HEREON TAKEN FROM A PLAN ENTITLED "BOUNDARY AND TOPOGRAPHIC SURVEY OF LOT 11.01 BLOCK 59" DONE BY WH ENGINEERING, LLC, DATED 04/23/2024.
 3. PURSUANT TO FIRM MAP NUMBER 34025C0088H THE SITE IS LOCATED WITHIN SPECIAL FLOOD HAZARD ZONE AE (BASE FLOOD ELEVATION = 11 FT.)
 4. EXISTING USE: HOUSE OF WORSHIP
 5. PROPOSED USE: THOSE PERMITTED BY RIGHT
 6. ALL PUBLIC UTILITY SYSTEMS CURRENTLY SERVE THE SITE.
 7. 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.
 8. 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.
 9. THIS APPLICATION IS FOR A CHANGE OF USE ONLY. NO IMPROVEMENTS ARE PROPOSED.



ZONE MAP
SCALE: 1" = 500'



KEY MAP
SCALE: 1" = 200'



TAX MAP
SCALE: 1" = 200'

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 Wycokoff Road
Wall, NJ 07719

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

ZONING TABLE		
CBD: CENTRAL BUSINESS DISTRICT		
MIN. & MAX. REQUIRED	REQUIRED	PROPOSED
MIN. LOT AREA	2,500 S.F.	7,824 S.F.
MIN. LOT WIDTH	25 F.T.	100.00'
FRONT SETBACK	2'	4.83 FT.
SIDE SETBACK	0' or 5'	5.5 FT.
REAR SETBACK	5'	12.87 FT.
BUILDING HEIGHT	4 STORIES/45'	2 STORIES/EX.
LOT COVERAGE	90%	62.75%
BUILDING COVERAGE	90%	43.42%
F.A.R.	-	N/A

OWNER/APPLICANT
181 BAY AVENUE, LLC
PROPERTY MANAGEMENT
75 CROWS MILL ROAD
KEASBY, NJ 08832
732-738-6000
VMONTECALVO@BAYSHORERECYCLING.COM

SHEET INDEX			
SHEET NO.	SHEET TITLE	ORIG. ISSUE DATE	LATEST REV. DATE
1	COVER SHEET	5/29/2025	-
2	CHANGE OF USE PLAN	5/29/2025	-

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 _____

CHANGE OF USE PLAN

LOT 11.01 OF BLOCK 59

TAX MAP SHEET # 12

BOROUGH OF HIGHLANDS

MONMOUTH COUNTY, NJ

JOB NUMBER 18180



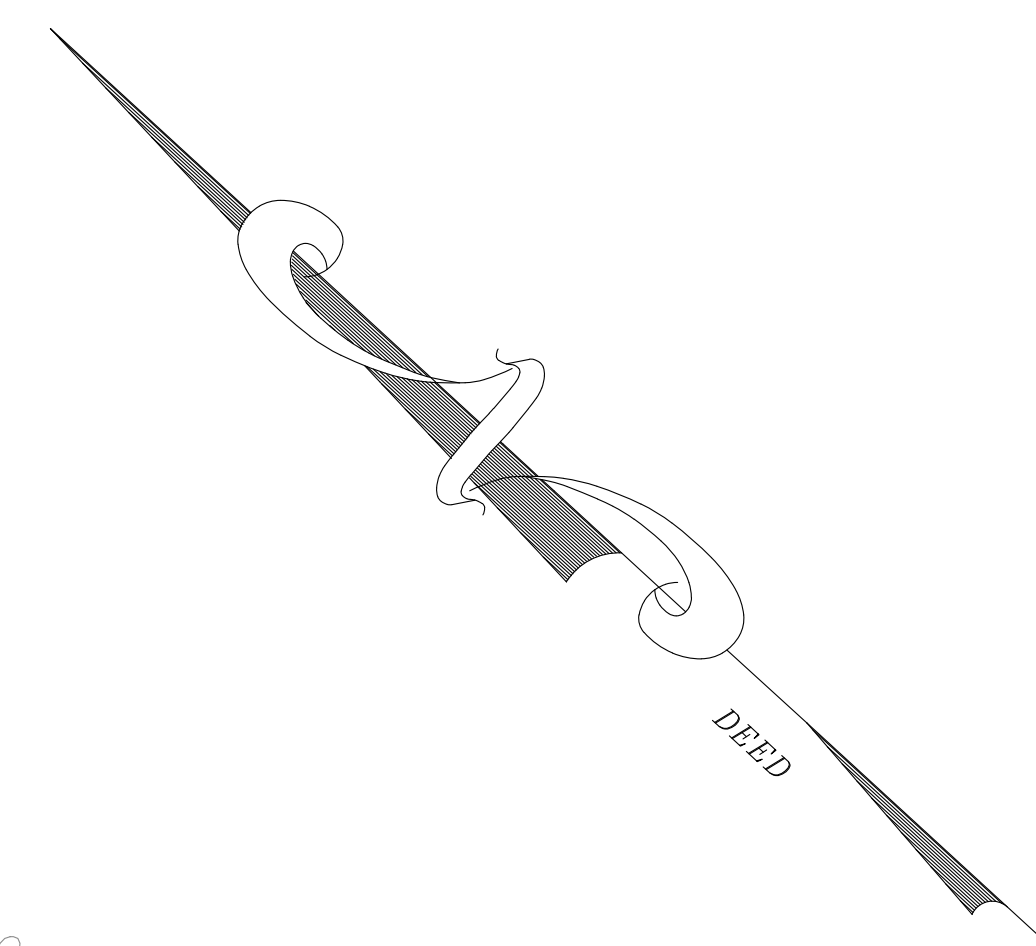
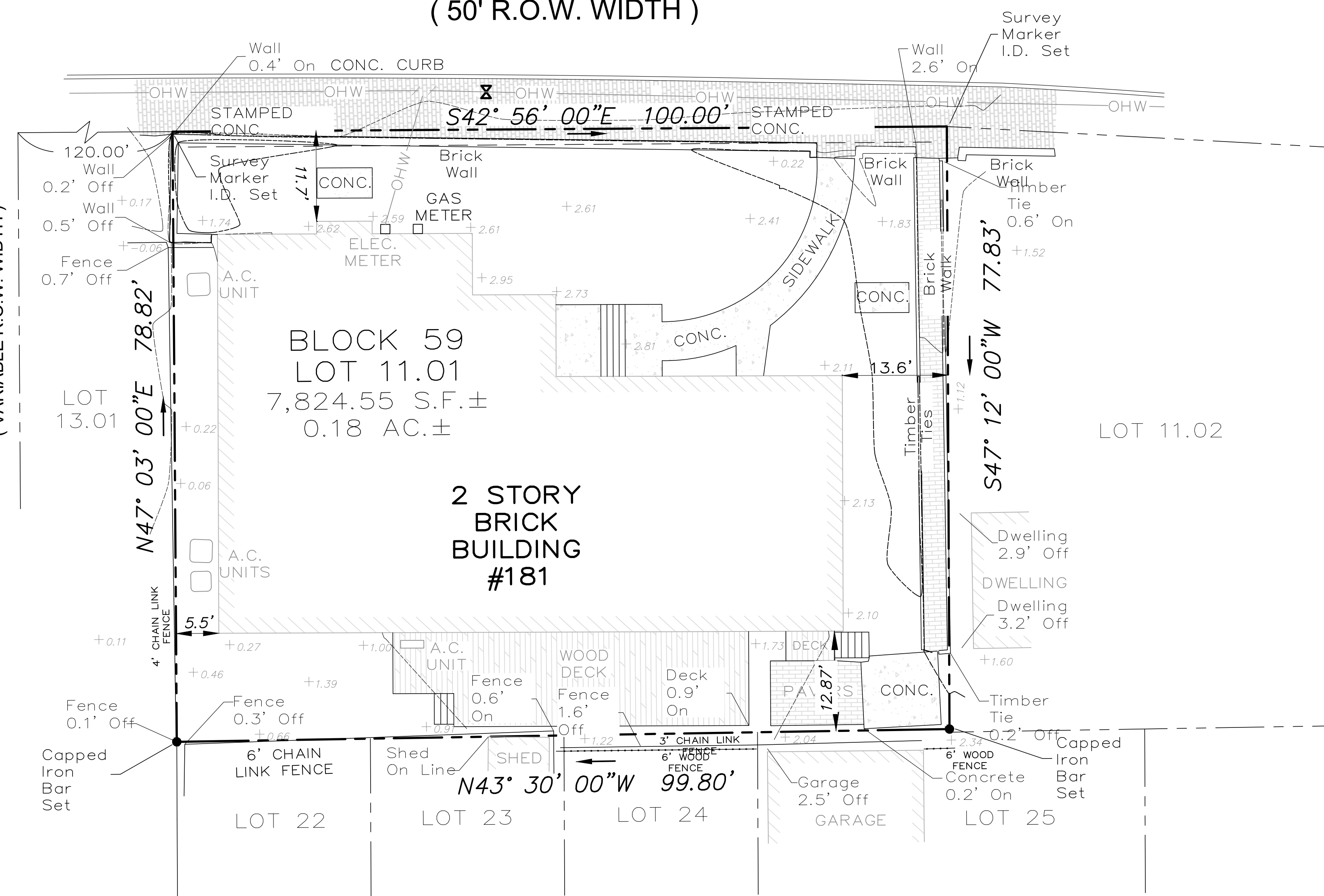
CERT. OF AUTH. NO. 24GA28117300
257 MONMOUTH ROAD, BLDG. A, SUITE 7, OAKHURST, NJ 07755
PHONE - 732-223-1313

WALTER JOSEPH HOPKIN
N.J. PROFESSIONAL ENGINEER, LIC. No. 40673
Walter Joseph Hopkin

BAY AVENUE

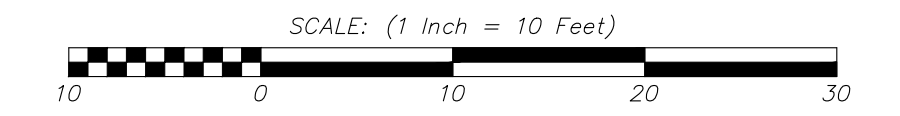
(50' R.O.W. WIDTH)

VALLEY AVENUE
(VARIABLE R.O.W. WIDTH)



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
CHANGE OF USE PLAN OF LOT 11.01, BLOCK 59 BOROUGH OF HIGHLANDS MONMOUTH COUNTY NEW JERSEY			
		CHANGE OF USE PLAN	
CERT. OF AUTH. NO. 24GA28117300 257 MONMOUTH ROAD, BLDG. A, STE. 7, OAKBURST, NJ 07755 PHONE: 732.223.1313 WWW.WJHENGINEERING.COM		WALTER JOSEPH HOPKIN N.J. PROFESSIONAL ENGINEER, LIC No. 40673	
SCALE: 1" = 10'	DRAWN BY: EMK	DATE: 05/29/25	JOB No.: 18180 SHEET No.: 2 of 2



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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Hamilton, New Jersey 08690
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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: Bay Avenue Property Management, LLC
181 Bay Avenue
Block 59, Lot 11.01
Borough of Highlands, Monmouth County, New Jersey
Our File No.: HLPB2025-08

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.

The subject property is a two-story brick building with site improvements on a 7,824-sf lot located in the Borough of Highlands' Amended CBD Redevelopment Area. The lot is located along the southwest side of Bay Ave (County Route 8) between Miller Street and Valley Avenue. The site improvements consist of concrete and brick sidewalks, brick walls, wood deck, patio, concrete pads, and a lawn area. The lot has no driveway access and is in the Special Flood Hazard Zone AE. There are residential lots to the rear.

Plans were provided 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, of Lot 11.01 of Block 59, Tax Map Sheet #12, Borough of Highlands, Monmouth County, NJ", prepared by WJH Engineering, signed and dated May 29, 2025, consisting of 2 sheets (Change of Use Plan).
3. Copy of a plan entitled, "Boundary & Topographic Survey, Lot 11.01 of Block 59, Borough of Highlands, Monmouth County, NJ", prepared by WJH Engineering, signed and dated April 23, 2024.

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 Applicant requires zero (0) bulk variances for this application.

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	7,824	7,824
Lot Frontage/Width (ft)	25	100	100
Min. Front Yard Setback (ft)	2	11.17	11.17
Min. Side Yard Setback (ft)	0 ^(S) or 5 ^(S)	5.5	5.5 ^(S)
Min. Rear Yard Setback (ft)	5'	12.87	12.87
Max. Building Height (stories/ft)	4 Stories/45	2 stories	2 stories
Max Lot Coverage	90%	62.75%	62.75%
Max Building Coverage	90%	43.42%	43.42%
FAR	n/a	-	-

* Existing non-conformity (none)

(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 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 provided.**
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.

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

Very truly yours,



Carmela Roberts, P.E., C.M.E., C.P.W.M.
Land Use Board Engineer

cc: Michael Muscillo, Borough Administrator, (mmuscillo@highlandsborough.org)
Dustin F. Glass, Esq., Land Use Board Attorney (dglass@semerarolaw.com)
Steve Winters, Construction Official, Floodplain Administrator (swinters@highlandsborough.org)
Courtney Lopez, Zoning Officer (clopez@highlandsborough.org)
Salvatore Alfieri, Esq., Applicant's Attorney (salfieri@cgajlaw.com)
Walter Hopkin, P.E. P.P., Applicant's Engineer (whopkin@wjhengineering.com)
Cameron Corini, P.E., C.M.E., C.P.W.M., Roberts Engineering Group, LLC
GS Bachman, E.I.T., Roberts Engineering Group, LLC