

February 22, 2022

Ms. Candace Mitchell, Secretary
Borough of Sea Bright Unified Planning Board
1099 Ocean Avenue
Sea Bright, NJ 07760

Re: **PB 22- Brooks Real Estate Development Site Plan and Subdivision
Completeness Review Memo # 01**
Block 13, Lots 13-18, 20-22; Block 14, Lots 12, 14; Block 15, Lots 5-12
HACE # SEP-127

Dear Ms. Mitchell:

Our office is in receipt of a Preliminary and Final Site Plan and Preliminary and Final Subdivision Plan application for a completeness review for the subject property. The submission information is as follows:

Documentation submitted:

- Cover letter and application package from John A. Guinco, Esq, Dated February 7, 2022.
- Zoning Permit application submitted Jan 27, 2022.
- Borough of Sea Bright Planning/Zoning Board Application;
- Site Plan Preliminary Checklist;
- Site Plan Final Checklist;
- Major Subdivision Checklist;
- Plans entitled "Preliminary Major Subdivision & Site Plan, Haven at Sea Bright" prepared by Walter Joseph Hopkin, P.E. of WJH Engineering, dated January 17, 2022, consisting of fifteen sheets;
- Boundary & Topographic Survey dated September 22, 2021 prepared by David J. Von Steenburg, P.L.S. of Morgan Engineering consisting of one sheet;
- Architectural plans entitled "Brooks Real Estate Development, LLC New Townhome Development, Model A" prepared by Daniel Condatore, RA, dated January 21, 2022 consisting of six sheets;
- Architectural plans entitled "Brooks Real Estate Development, LLC New Townhome Development, Model B" prepared by Daniel Condatore, RA, dated January 21, 2022 consisting of eleven sheets;
- Architectural plans entitled "Brooks Real Estate Development, LLC New Townhome Development, Model C (Group 1)" prepared by Daniel Condatore, RA, dated January 21, 2022 consisting of nine sheets;
- Architectural plans entitled "Brooks Real Estate Development, LLC New Townhome Development, Model C (Group 2)" prepared by Daniel Condatore, RA, dated January 21, 2022 consisting of ten sheets;
- Architectural plans entitled "Brooks Real Estate Development, LLC Condominiums" prepared by Daniel Condatore, RA, dated January 21, 2022 consisting of nine sheets;

- Stormwater Management Narrative including the Drainage Inlet Map;
- Original W-9;
- Ownership disclosure statement; (not included)
- Signed Owner Consents; (not included)
- Signed Certificate of Title; (not included)
- Copy of the 200' certified property list dated December 6, 2021;
- Copy of the letter to the Sea Bright Tax collector requesting the tax certification.

Project Description

Applicant proposes to construct four (4) single family homes, sixteen (16) condominiums and twenty-five (25) multi-family townhouses along with other site improvements on the above referenced Property.

The site is located at 16 Church Street; 21 Church Street; 29 New Street; 31 New Street; 50 Church Street and 4 Front Street, Sea Bright, New Jersey and designated as Block 13, Lots 13-18; 20-22; Block 14, Lots 12 & 14 and Block 15, Lots 5-12 on the Borough's Tax Map ("Property"). The Property is located in the Downtown Residence and Oceanfront Business ("R3 and "B-R Zones").

Fees

The fees for this application are calculated below:

Item	Application fees:		Escrow fees:	
Preliminary Site Plan (45 units)	\$300 plus \$50/unit	\$2,550.00	\$1,500 plus \$200/unit	\$10,500.00
Final Site Plan (45 units)	\$300 plus \$50/unit	\$2,550.00	\$1,500 plus \$200/unit	\$10,500.00
Preliminary Subdivision (35 lots)	\$300 plus \$50/lot	\$2,050.00	\$1,500	\$ 1,500.00
Final Subdivision (35 lots)	\$300 plus \$50/lot	\$2,050.00	\$1,500	\$ 1,500.00
Parking Variance		\$300.00		\$500.00
Totals:		\$9,600.00		\$24,900.00

Parking Analysis (for variance count)

Unit type	Number	RSIS Parking Required	Total Parking required	Parking Provided	Variance
3 /Bedroom SF Home	4	2	8	8	No
3 Bedroom Townhomes	25	2.4	60	43	Yes ²
4 Bedroom Condo ¹	1	2.5	2.5	41	No
3 Bedroom Condo	6	2.1	12.6		23.1
2 Bedroom Condo	4	2.0	8		provided
Totals	40		90	92	No

¹No requirement in RSIS; used SF Dwelling requirement

²Spaces have to be on the lot they serve.

Completeness

We have partially reviewed the application for completeness in accordance with the Sea Bright Borough Preliminary Site Plan, Final Site Plan and Major Subdivision Checklists. We have the following comments:

Site Plan Preliminary

- 8 Certification of taxes and sewer utility
- 9 Photograph of property need (multiple photographs – add to plan set)
- 11 Description of off tract improvements – provide a narrative
- 12 Letter from utility companies - ask for a temporary waiver
- 13 Environmental Impact Statement - This should be provided.
- 14 Certificate of Owner permission - add to application or plans
- 15 Proof of application to Monmouth County - ask for a temporary waiver
- 18 Required escrow fees - See above fees
- 19 Request for any variances
- 20 Application for CAFRA - ask for a temporary waiver
- 21 Application for Floodplain Encroachment - ask for a temporary waiver

Final Site Plan

- 2 All federal, state and county approvals - ask for a temporary waiver
- 3 Proof of provision of utility services - ask for a temporary waiver
- 4 Required application and escrow fees - See above fees
- 5 Description of off tract improvements – provide a narrative
- 6 Consent of Owner permission - add to application or plans

Major Subdivision Application

- 3 Application for Floodplain Encroachment - ask for a temporary waiver
- 5 County Planning Board - ask for a temporary waiver
- 6 Description of off tract improvements – provide a narrative
- 7 Request for any variances - (Possible parking variance)
- 8 Right of Entry (owner permission)
- 9 Certification of Owner authorizing application
- 11 Environmental Impact Statement - This should be provided.
- 12 Certification of title - provide a title report
- 13 Certification of payment of taxes and sewer utility
- 15 Copy of Proposed covenants or deed restrictions (if any)
- 17 Letter from utility companies - ask for a temporary waiver
- 20 Request that appropriate provisions of Title 39 revised statues be made applicable to the site

Other comments:

- a) All temporary waivers can be requested in one letter
- b) Any applications filed as of this date should be provided (a list of outside approval should be provided).
- c) A full parking table as provided in this letter, including types of units, should be shown on the plan.

We would recommend that the Site Plan be considered not complete until the above items are furnished. If you have any questions regarding this matter, please do not hesitate to contact our office.

Very truly yours,

HODER ASSOCIATES

A handwritten signature in black ink, appearing to read 'David J. Hoder', with a long horizontal line extending to the right.

David J. Hoder, P.E., P.P., C.M.E.
Unified Planning Board Engineer

cc: Monica Kowakski, Esq. Board Attorney
Jennifer Beahm, P.P., Board Planner
John Guinco, Esq., Applicants Attorney
Walter Hopkin, PE, Applicants Engineer
Trip Brooks, Applicant