

331 Newman Springs Road
Suite 203
Red Bank New Jersey 07701
Main: 877 627 3772



January 5, 2023

VIA EMAIL

Amanda Kisty, Secretary
Manchester Township Planning Board
1 Colonial Drive
Manchester, NJ 08759

Application No. PB-2022-16

Minor Subdivision – Block 1.32, Lots 1.01 & 7
Manchester Township, Ocean County, New Jersey
Colliers Engineering & Design Project No. MCP-0103

Dear Amanda,

We have received a copy of the above-referenced Application for minor subdivision approval. The subject of the Application is the relocation of an existing lot line between an oversized lot and an undersized lot to create two (2) conforming lots. The tract has frontage on First Avenue, Champlain Street and Second Avenue and is within the R-10 Residential Zone.

We've received the following documents:

1. "Lot Consolidation and Minor Subdivision – Block 1.32, Lots 1.01 & 7", prepared by East Coast Engineering, Inc. and dated November 4, 2022.
2. "Survey Map w/Topography", prepared by East Coast Engineering, Inc. and dated March 16, 2022.
3. Certified List of Property Owners within 200 Feet dated November 7, 2022.
4. Proof that property taxes are paid for Lot 1 through the 4th quarter of 2022.
5. Signed W-9 Form.
6. Copies of checks for \$150.00 (application fee) and \$1,000.00 (escrow fee).
7. Standard Planning Board Application with Completeness Checklist.

The Applicant should also formally request the following completeness waivers:

1. Metes and bounds descriptions showing bearing and dimensions of all existing right-of-way centerlines.
2. Soil logs and permeability test results.
3. Serviceability statements from utility companies.

The Board should act on the requested waivers prior to proceeding with the Application.

We have reviewed the submittals and offer the following comments for the Board's consideration:

1. Planning and Zoning

- 1.1. The subject of the Application is relocation of an existing lot line between an oversized lot and an undersized lot to create two (2) conforming lots. The tract has frontage on First Avenue, Champlain Street and Second Avenue, and is within the R-10 Residential Zone.
- 1.2. The existing lots are as follows:
 - 1.2.1. Lot 1.01 – 150 feet by 100 feet, fronting on First Avenue and Champlain Street, with a recently constructed single family home.
 - 1.2.2. Lot 7 – 50 feet by 100 feet, with frontage on both Champlain Street and Second Avenue and is currently wooded and vacant.
- 1.3. According to available tax records, Lot 7 is owned by Manchester Township. The Applicant should provide confirmation of current ownership.
- 1.4. Tax records also list the Applicant as the owner of "**Lot 1**". The Survey Map also refers to that parcel as "**Lot 1**". The Application and subdivision plan, however, refer to the parcel as "**Lot 1.01**". This should be clarified.
- 1.5. The Applicant has requested waivers from the requirements to install curb and sidewalks. Given that there is presently limited curb and no sidewalks in the area, we have no objection to the granting of the waiver.

2. Miscellaneous

- 2.1. Subject to Board approval, the Applicant should confirm the subdivision will be filed by map. We recommend monuments be set prior to submitting for map filing.
- 2.2. It should be noted that, subject to the Board granting approval for the proposed subdivision, the Applicant will be required to follow the Township's standard procedure (plot plan, top-of-block submittal, etc.) and acquire all applicable permits for house construction.
- 2.3. The Applicant should confirm compliance with the Township's tree ordinance, Chapter 403.
- 2.4. Proof of the following approvals will be required:
 - 2.4.1. Ocean County Planning Board.
 - 2.4.2. Ocean County Board of Health.
 - 2.4.3. Manchester Township Tax Assessor for block and lot numbering.
 - 2.4.4. Manchester Township Department of Utilities.



Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design
(DBA Maser Consulting)



Robert A. Mullin, PE, PP, CME, CPWM
Planning Board Engineer

RAM/dmm

cc: Pasquale Popolizio, Township Zoning Officer (via email)
Greg Hock, Esq., Planning Board Attorney (via email)
Peter Loffredo, Esq., Applicant's Attorney (via email)
Robert J. Harrington, PE, Applicant's Engineer (via email)
K. Sarama, LLC, Applicant (via email)

r:\projects\m-p\mcp\mcp0103\correspondence\out\230105_akisty_b 1.32 | 1.01 & 7_technical review.docx