



August 15, 2025

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

Re: Manchester Township Planning Board Application No. **PB-2025-13**
Applicant: Jeffrey R. Jerman
Application: Minor Subdivision
Zone: R-10 (Residential Zone)
Block/Lots: 1.341/ 36, 41
Site Address: Englemere Blvd.
Manchester Township, Ocean County, New Jersey
Completeness & Technical Review Letter #1
Morgan Municipal, LLC - Project No MTPB25-13

Dear Ms. Kisty:

Enclosed please find a completeness review for the above referenced application:

A. COMPLETENESS

The following documents were included in the original submission:

1. Checks Submitted
 - a. Application Fee: \$500.00 (Check #46866)
 - b. Escrow Fee: \$1,500.00 (Check #46867)
2. Land & Use Development application, Signed by Applicant, received by township 07/09/2025;
3. 200ft property list certified by the Tax Assessor, dated 01/19/2024;
4. Proof of Taxes Paid Through 05/01/2025;
5. Ocean Couty planning Board Meeting Transcript, dated 04/16/2025;
6. Survey Entitled, "Survey of Property, Tax Block 1.341, Tax Lots 36 & 41, Township of Manchester, Ocean County, New Jersey." Signed by Steven Metelski, Jr., P.L.S., dated 11/20/2023;
7. Subdivision Plan Entitled "Minor Subdivision Tax Block 1.341, Tax Lots 36 & 41, Township of Manchester, Ocean County, New Jersey." Signed by Steven Metelski, Jr., P.L.S., dated 04/03/2025;

B. SUMMARY

The subject property is located on the north side of Englemere Blvd., 270 feet west of Pemberton Street. The application consists of lots 36 & 41, with lot 36 being 12,500 sf (125' x 100') and Lot 41 being an undersized lot at 5,000 sf (50' x 100'). Both lots are currently undeveloped. The total tract area of lots 36 & 41 is a combined 17,500 sf.

The Applicant is seeking Minor Subdivision approval to adjust the interior lot line thereby enlarging existing lot 41 and reducing the size of existing lot 36. The result will be a conforming 10,000 sf (100' x 100') lot and one non-conforming 7,500 sf (75' x 100') lot. The applicant intends to shift the interior property line 25 ft to the east. No improvements are shown for either lot in the submitted documents.

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C. ZONING

- The subject property is located entirely within the R-10 (Residential) Zone. The subject property is surrounded by the R-10 (Residential) Zone in all directions.



Source: Manchester Township GIS

R-10 Zoning Schedule (Schedule A)	REQUIRED	Proposed Conditions Lot 36.01	Proposed Conditions Lot 40.01
LOT REQUIREMENTS			
Minimum Lot Area	10,000 s.f.	10,000 sf	7,500 sf (V)
Minimum Lot Frontage	100 ft.	100 ft	75 ft (V)
Minimum Lot Width	100 ft.	100 ft	75 ft (V)
Minimum Improvable Lot Area	5,800 s.f.	5,850 sf	4,225 sf (V)
YARD REQUIRMENTS			
Minimum Front Yard	30 ft	Testimony required	Testimony required
Minimum rear Yard	26 ft.	Testimony required	Testimony required
Minimum each Side Yard	10 ft.	Testimony required	Testimony required
LOT COVERAGE REQUIREMENTS			
Maximum Building Coverage	25%	Testimony required	Testimony required
Maximum Lot Coverage	35%	Testimony required	Testimony required
Maximum Building Height (Stories)	2.5	Testimony required	Testimony required
Maximum Building Height	35 ft	Testimony required	Testimony required
(V) = Proposed Variance			

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As Per “Land Use and Development, 245 Attachment 3, Township of Manchester, Appendix 3, Application Checklist and Documents Required to be Submitted”, our office finds the following to be deficient:

1. #B.14 – Metes and bounds description showing dimensions, bearings of original and proposed lots.
Applicant has not requested a waiver. This office takes no exception to this submission item being waived for the purposes of completeness but shall remain as a condition of approval for Resolution Compliance.
2. #B.40 – Percolation and soil logs (where septic system, retention basin, or groundwater recharge is proposed).
Applicant has not requested a waiver. This office takes no exception to this submission item being waived for the purposes of completeness since no improvements to either lot are proposed, however, this will be required to be provided at the time of Plot Plan submission.
3. #D.4 – Disclosure Statement.
Applicant has not requested a waiver; however, this office takes no exception to this submission item being waived for the purposes of completeness but shall remain as a condition of approval for resolution compliance.
4. #D.5 – Statement from utility companies as to serviceability of the site.
Applicant has requested a waiver. This office takes no exception to this waiver seeing as no improvements are being proposed at this time, however, testimony shall be provided at the public hearing regarding the ability to provide adequate utility service.

RELIEF REQUIRED

Variance(s) Requested

1. Minimum Lot Area – 10,000 SF required, and 7,500 SF proposed for Lot 40.01
2. Minimum Lot Frontage – 100 Ft required, and 75 Ft proposed for Lot 40.01
3. Minimum Lot Width – 100 Ft required, and 75 Ft proposed for Lot 40.01
4. Minimum Improvable Lot Area – 5,800 SF required, and 4,225 SF proposed for Lot 40.01

Waiver(s) Requested

1. RSIS *De Minimus* exception from providing curb along Englemere Blvd.
2. RSIS *De Minimus* exception from providing sidewalk along Englemere Blvd.

Based upon our review, we recommend that this application be deemed **COMPLETE** subject to the applicant paying all applicable fees and complying with all applicable notification requirements as required by the Township of Manchester and the Municipal Land Use Law. Applicant to contact Board Secretary to be scheduled on the next available meeting.

D. SURVEY COMMENTS

1. We note that all proposed lots will have access to a public right of way.
2. We note no utility services are shown.
3. The plan shall be updated to depict existing utilities within Englemere Boulevard.
4. The plan shall be updated to depict the location of the subsurface septic system on Lot 1 to the west.

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5. Mailboxes for 1208 and 1216 Englemere Boulevard are located in front of the subject properties. Testimony shall be provided as to whether proposed improvements will impact these mailboxes.

6. **Map Filing Law, N.J.S.A 46:26B-2. Requirements for Approval or Filing of a Map.**

- a. *A map shall not be approved by a proper authority unless it meets the requirements of this section specified for the kind of map involved. The following kinds of maps shall meet the following requirements:*

- i. *Major subdivision plats shall meet all of the requirements of this section.*
- ii. *Right of way parcel maps shall meet the requirements of subsections b. (1), (2), (4), (5), (6), (7), (11) of this section.*
- iii. *Minor subdivision maps shall meet all of the requirements of this section except for the outside tract line monuments requirement of subsection b. (8).*

We note that the Applicant has submitted a Minor Subdivision Map, which is applicable under this chapter.

- b. *No map requiring approval by law or that is to be approved for filing with a county, shall be approved by the proper authority unless it conforms to the following requirements:*

- i. *A map shall show the scale, which shall be inches to feet and be large enough to contain legibly written data on the dimensions, bearings and all other details of the boundaries, and it shall also show the graphic scale.*

The Applicant complies.

- ii. *A map shall show the dimensions, square footage of each lot to the nearest square foot or nearest one hundredth of an acre. Bearings and curve data shall include the radius, delta angle, length of arc, chord distance and chord bearing sufficient to enable the definite location of all lines and boundaries shown, including public easements and areas dedicated P.L.2011, CHAPTER 217 9 for public use. Non-tangent curves and non-radial lines shall be labeled. Right of way parcel maps shall show bearings, distances and curve data for the right of way or the center line or base line and ties to right of way lines if from a base line.*

The Applicant complies.

- iii. *Where lots are shown thereon, those in each block shall be numbered consecutively. Block and lot designations shall conform with the municipal tax map if municipal regulations so require. In counties which adopt the local or block system of indices pursuant to sections 46:24-1 to 46:24-22 of the Revised Statutes, the map shall show the block boundaries and designations established by the board of commissioners of land records for the territory shown on the map.*

The Applicant complies.

- iv. *The reference meridian used for bearings on the map shall be shown graphically. The coordinate base, either assumed or based on the New Jersey Plane Coordinate System, shall be shown on the plat.*

The Applicant complies.

- v. *All municipal boundary lines crossing or adjacent to the territory shall be designated.*

The Applicant complies.

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- vi. *All natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines shall be shown. On right of way parcel maps all easements that affect the right of way, including slope easements and drainage, shall be shown and dimensioned.*

The Applicant complies.

- vii. *All permanent easements, including sight right easements and utility easements, shall be shown and dimensioned.*

The Applicant complies.

- viii. *The map shall clearly show all monumentation required by this chapter, including monuments found, monuments set, and monuments to be set. An indication shall be made where monumentation found has been reset. For purposes of this subsection "found corners" shall be considered monuments. A minimum of three corners distributed around the tract shall indicate the coordinate values. The outbound corner markers shall be set pursuant to regulations promulgated by the State Board of Professional Engineers and Land Surveyors.*

The Applicant complies. The plan currently depicts that the necessary monument is "to be set". This office recommends the monument be set prior to the filing of the subdivision map. The surveyor's certification on the plan denotes that the monument will be set prior to the filing of the map.

- ix. *The map shall show as a chart on the plat any other technical design controls required by local ordinances, including minimum street widths, minimum lot areas and minimum yard dimensions.*

The Applicant complies.

- x. *The map shall show the name of the subdivision, the name of the last property owners, the municipality and county.*

The Applicant complies.

- xi. *The map shall show the date of the survey and shall agree with the minimum survey detail requirements of the State Board of Professional Engineers & Land Surveyors.*

The Applicant complies.

- xii. *A certificate of a land surveyor or surveyors, shall be endorsed on the map as follows: I certify that to the best of my knowledge and belief this map and land survey dated meet the minimum survey detail requirements of the State Board of Professional Engineers and Land Surveyors and the map has been made under my supervision, and complies with the "map filing law" and that the outbound corner markers as shown have been found, or set. (Include the following, if applicable) I further certify that the monuments as designated and shown have been set.*

Licensed Professional Land Surveyor and No. (Affix Seal)

The Applicant complies.

- xiii. *If the land surveyor who prepares the map is different from the land surveyor who prepared the outbound survey, the following two certificates shall be added in lieu of the P.L.2011, CHAPTER 217 10 certificate above.*

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1. *I certify to the best of my knowledge, information and belief that this land survey dated has been made under my supervision and meets the minimum detailed survey requirements of the State Board of Professional Engineers and Land Surveyors and that the outbound corner markers as shown have been found or set.*
.....

Licensed Professional Land Surveyor and No. (Affix seal)

2. *I certify that this map has been made under my supervision and complies with the "map filing law." (Including the following if applicable) I further certify that the monuments as designated and shown have been set.*
.....

Licensed Professional Land Surveyor and No. (Affix seal)

3. *If monuments are to be set at a later date, the following requirements and endorsement shall be shown on the map. The monuments shown on this map shall be set within the time limit provided in the "Municipal Land Use Law," P.L.1975, c.291 (C.40:55D-1 et seq.) or local ordinance. I certify that a bond has been given to the municipality, guaranteeing the future setting of the monuments as designated and shown on this map.*

Municipal Clerk

4. *If the map is a right of way parcel map the project surveyor need only to certify that the monuments have been set or will be set.*

Not Applicable.

- xiv. *A certificate of the municipal engineer shall be endorsed on the map as follows: I have carefully examined this map and to the best of my knowledge and belief find it conforms with the provisions of "the map filing law," resolution of approval and applicable municipal ordinances and requirements.*
.....

Municipal Engineer (Affix Seal)

The Applicant complies.

- xv. *An affidavit setting forth the names and addresses of all the record title owners of the lands subdivided by the map and written consent to the approval of the map of all those owners shall be submitted to the proper authority with the map.*

The Applicant complies.

- xvi. *If the map shows highways, streets, lanes or alleys, a certificate shall be endorsed on it by the municipal clerk that the municipal body has approved the highways, streets, lanes or alleys, except where such map is prepared and presented for filing by the State of New Jersey or any of its agencies. The map shall show all of the street names as approved by the municipality.*

Not Applicable.

7. Map Filing timeline

- a. Minor Subdivision shall be filed by map in accordance with the time limits specified in the NJ M.L.U.L. 40:55D-47d specifically (190) days from the date on which the resolution of Municipal Approval was adopted by the Township of Manchester Planning Board.

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- b. Extension - Should the Applicant be unable to file the map before the deadline, pursuant to N.J.S.A. 40:55D-47(f) and 40:55D-47(g) the Board may grant either an extension to the 190-day filing period or a one-year extension to the minor subdivision approval.

E. ENGINEERING COMMENTS

1. We note the Ocean County Planning Board had approved this application on April 16, 2025.
2. Due to the fact that one of the proposed lots will be undersized, testimony shall be provided confirming that a reasonably sized home can be built on the property while still complying the parking requirements per the RSIS standards and the separation requirements for a subsurface septic system pursuant to NJAC 7:9A.
3. The applicant shall confirm that no additional variance relief will be necessary, beyond that which is requested this evening, for construction of single-family homes on the proposed lots post subdivision.

F. PLANNING COMMENTS

1. The proposed use (Single Family Dwelling) is a permitted use within the R-10 Residence Zone District.
2. The following planning testimony must be provided by the Applicant.

Bulk Variance Testimony

- a. New Jersey Municipal Land Use Law requires the Applicant to provide evidence (aka proofs) of entitlement to variance relief.

The Applicant shall demonstrate the type of proof being sought.

- b. We note the following from NJ MLUL for “C” Variance aka “Bulk Variance”:

N.J.S.A. 40:55d-70(c)

c(1) Where:

(a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or

(b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or

(c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation pursuant to article 8 of this act would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship;

c(2) *where in an application or appeal relating to a specific piece of property the purposes of this act would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from regulations pursuant to article 8 of this act; provided, however, that the fact that a proposed use is an inherently beneficial use shall not be dispositive of a decision on a variance under this subsection and provided that no variance from those departures enumerated in subsection d. of this section shall be granted under this subsection; and provided further that the proposed development does not require approval*

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by the planning board of a subdivision, site plan or conditional use, in conjunction with which the planning board

c. Negative Criteria:

*No variance or other relief may be granted under the terms of this section, including a variance or other relief involving an inherently beneficial use, without a showing that such variance or other relief can be granted **without substantial detriment to the public good and will not substantially impair the intent and the purpose of the zone plan and zoning ordinance.***

1. Applicant must provide testimony acceptable to the Board.
2. Applicant to provide testimony on the reason/need for the variances being requested.
3. Applicant to provide testimony on the effects of the proposed application on neighboring properties.
4. Applicant to provide testimony on how the proposed improvements fit in with the character of the neighborhood.

G. CONDITIONS OF APPROVAL

In the event the Board approves the subject application, any approval should be conditioned upon the following:

1. Compliance with any all items noted within this report unless specifically noted in the resolution of approval.
2. Compliance with any/all representations made by the Applicant during the course of the Board hearing.
3. Any/All conditions specifically desired by the Board.
4. Payment of any/all escrow fees.
5. Prior to a building permit being issued, proof of the following outside agency approvals shall be provided, as applicable:
 - i. Manchester Township Department of Utilities
 - ii. Manchester Township Fire Official
 - iii. Manchester Township Zoning & Engineering
 - iv. Ocean County Board of Health
 - v. Ocean County Soil Conservation
 - vi. NJDEP (i.e. CAFRA, Flood Hazard, Freshwater Wetlands, etc.), if applicable
6. Posting of performance guarantees, restoration guarantees, and inspection escrow as required by Municipal Ordinance.

We reserve the right to request additional information, and/or plans should additional variances or concerns be raised during the public hearing. Should you have any questions or require anything additional, please do not hesitate to contact my office.

Respectfully submitted,



By: **MATHEW R. WILDER, P.E., P.P., C.M.E., C.F.M.**
MORGAN MUNICIPAL, LLC
PLANNING BOARD ENGINEER

MRW/MJR/CJA

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CC: Pasquale Popolizio, Township Zoning Official (ppolozio@manchestertwp.com)
Joseph D. Coronato, Jr., Esq., Planning Board Attorney (joejr@coronatolaw.net)
Gary T. Sylvester, CPWM, Twp. Director of Inspections & Land Use (gsylvester@manchestertwp.com)
Jeffery R. Jerman, Applicant (jeffjerman@msn.com)
(P.O. Box 922, Point Pleasant Borough, NJ 08742)
Steven Metelski, Jr., P.L.S., Applicant's Surveyor (stevenm@pds-nj.com)
(1245 Airport Road, Lakewood, NJ 08701)