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ROBERT C. SHEA
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▪ Certified by the Supreme Court of New Jersey as a
Civil Trial Attorney
Certified By The National Board of Trial Advocacy
As A Civil Trial Advocate
Rule 1.40 Qualified Mediator

March 3, 2026

Via Hand Delivery

Manchester Zoning Board

Attn: Erin Mathioudakis, Planning/Zoning Board Secretary

Manchester Township

1 Colonial Drive,

Manchester, NJ 08759

RE: Application Submission
John R. Fels, Jr.
Block 58, Lot 667, 3229 Wilbur Ave
Minor Subdivision
Manchester Township, County of Ocean, NJ
Our File No.: 16369

RECEIVED
MAR 04 2026

Dear Ms. Mathioudakis:

Please be advised that our office represents John R. Fels, Jr. regarding the above-referenced Application.

In that regard, enclosed please find the following submissions required by your office:

1. 20 copies of application form;
2. 20 copies of Minor Subdivision Plan from DPCSS;
3. Two separate checks for application fees in the amount of \$500.00 Minor Subdivision Application Fee and one check in the amount of \$1500.00 for Subdivision escrow fees;
4. W-9 form;
5. Proof of Tax Payment;
6. Checklist;
7. Request for Certified list of owners within 200 feet was previously requested.

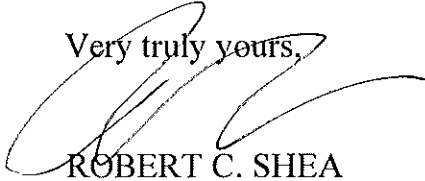
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Naturally, if you have questions with regard to the above, please feel free to contact me at any time. Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'RCS', with a long horizontal flourish extending to the right.

ROBERT C. SHEA

RCS/kjn
Encl.

LAND USE AND DEVELOPMENT

245 Attachment 3

Township of Manchester

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MAR 04 2026

Appendix 3

Application Checklist and Documents Required to be Submitted

[Amended 11-27-2000 by Ord. No. 00-040; 11-28-2005 by Ord. No. 05-053; 2-22-2010 by Ord. No. 10-006; 6-24-2013 by Ord. No. 13-005]

No.	Description	Variance	Informal Sketch Plat	Minor Application			Major Application				Submitted	
				Subdivision	Site Plan	Subdivision Preliminary	Final	Site Plan Preliminary	Final	<input type="checkbox"/> X	<input type="checkbox"/> N/A	
A.	Application Form (20 copies for review)	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.	Project Plat Information (20 copies for review)											
	1. Name, telephone number and address of owner and applicant	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	2. Notarized signature/affidavit of ownership. If applicant is not the owner, state applicant's interest in plan. (Final Plat prior to filing)	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	3. Name, signature, license number, seal, address, telephone number, e-mail and Fax number of professional engineer, land surveyor, architect, planner and certified landscape architect as applicable, involved in preparation of plat	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	4. Title block denoting type of application, Tax Map sheet, county, name of municipality, block and lot, and street location.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

MANCHESTER CODE

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted
				Subdivision	Site Plan	Subdivision		Site Plan		
						Preliminary	Final	Preliminary	Final	<input checked="" type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>
5.	Key map at specified scale showing location to surrounding properties, streets, easements, municipal boundaries, etc., within 500 feet of property.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	North arrow and scale for key map and plat. Scale to include bar graph depicting feet.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.	Schedule of required zoning district requirements including lot area, density, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.	Signature and date blocks for Board Chairman, Secretary and Engineer.			X	X	X	X	X	X	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.	Proof that taxes are current and that the property is free from any outstanding property maintenance and/or code violations.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.	Certification blocks required by Map Filing Law.			X			X			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11.	Monumentation as specified by Map Filing Law and required by Township Engineer.			X			X			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12.	Date of current property survey, name of reference plat and name and license number of New Jersey Professional Land Surveyor.			X	X	X	X	X	X	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

LAND USE AND DEVELOPMENT

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input type="checkbox"/>	<input type="checkbox"/>
						Preliminary	Final	Preliminary	Final	<input type="checkbox"/>	<input type="checkbox"/>
13.	Plans to a scale of not less than 1 inch = 50 feet (except that 40 acres or larger may be 1 inch = 10 feet) and not larger than 1 inch = 10 feet on one of four of the following standard sheet sizes: 8 1/2" x 13" 15" x 21" 24" x 36" 30" x 42"			X	X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.	Meters and bounds description showing dimensions, bearings of original and proposed lots.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
15.	Meters and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
16.	Acreage of tract to the nearest tenth of an acre (for GDP to nearest acre).	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
17.	Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision.	X		X	X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18.	Size and location of any existing and proposed structures with all setbacks and length measurement of perimeter building walls dimensioned.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

MANCHESTER CODE

No.	Description	Variance	Informal Sketch Part	Minor Application		Major Application			Submitted				
				Subdivision	Site Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary	Site Plan Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Size and location of all existing structures within 200 feet of the site boundaries. (General use for sketch plat.)		X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Tax lot and block numbers of existing lots. The final plat shall show block and lot numbers, street names and addresses (numbers) approved by the Tax Assessor.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Proposed lot lines and area of proposed lots in square feet.		X	X		X	X						
22.	Any existing or proposed easement or land reserved for or dedicated to public use.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Property owners within 200 feet of subject property. (Most recent municipal tax records.)	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Location of natural slopes of 15% or greater, streams, floodplains, wetlands and other environmentally sensitive area on or within 200 feet of the project site. "Natural slopes," for checklist purposes, shall not include areas previously cleared and/or graded in gravel and mineral mining areas. (Note: Applications for bulk variances need only show these features on-site.)	X		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	List of variances required or requested.	X		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	List of requested design exceptions.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LAND USE AND DEVELOPMENT

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application			Submitted				
				Subdivision	Site Plan	Subdivision Preliminary	Final	Site Plan Preliminary	Final	<input type="checkbox"/> X <input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>		
	27. Phasing plan as applicable to include: a. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site. b. Phasing sequence.												
	28. Preliminary architectural plans and elevations.	X	X		X				X	X		<input type="checkbox"/>	<input type="checkbox"/>
	29. Site identification signs, traffic control signs, and identification signs.				X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
	30. Sight triangles.			X	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
	31. Proposed street names when new street is proposed.					X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
	32. Parking plan showing spaces, size and type, side width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.				X				X	X		<input type="checkbox"/>	<input type="checkbox"/>
	32.1. Number of employees, total and maximum per shift.				X				X	X		<input type="checkbox"/>	<input type="checkbox"/>
	33. Solid waste management and recycling plan showing dumpster and holding location and provisions for waste and recyclables.				X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
	34. Size and location of any existing or proposed streets (general location for sketch plat).	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

MANCHESTER CODE

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application			Submitted		
				Subdivision	Site Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary	Site Plan Final	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A
35.	Topographical features of subject property from USC and GS map.		X	X	X					<input type="checkbox"/>	<input type="checkbox"/>
36.	Boundary, limit, nature and extent of wooded areas, specimen trees, and other significant physical features (details may vary).	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
37.	Existing system of drainage of subject site and of any larger tract or basin of which it is a part.					X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
38.	Drainage area map.					X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
39.	Drainage calculations.					X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
40.	Percolation and soil lots (where septic system, retention basin, or groundwater recharge is proposed).			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
41.	Existing rights-of-way and easements within 200 feet of the tract.		X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
42.	Number of lots following subdivision and acreage if over one acre, square feet if one acre or less.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
43.	Identification and calculation of critical areas.		X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
44.	Overall concept plan for all phased development parks and planned office industrial parks.		X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

LAND USE AND DEVELOPMENT

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted				
				Subdivision	Site Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary	Site Plan Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45.	Lot yield map showing the number of lots possible under conventional zoning and the number of lots proposed, notation of any variances or design exceptions or waivers necessary to achieve the yield under conventional zoning and all environmental constraints affecting the tract proposed for development.					X					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Indication of existing utilities.		X								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Copy of plat and plans on a CD in a .dxf file format if the plat or plans are drawn with the aid of a computer in AutoCAD or GIS format.						X				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Two copies of the final map as filed with the Ocean County Clerk shall be filed with the Township Tax Assessor and Engineer.						X				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Construction Plans														
1.	Site layout showing all roadways, circulation patterns, curbs, sidewalks, buffers, structures, open space, recreation, etc., as applicable.				X		X			X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANCHESTER CODE

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted		
				Subdivision	Site Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary	Site Plan Final	<input type="checkbox"/> X <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	
	2. Grading and utility plan to include, as applicable:				X	X	X	X	X		<input type="checkbox"/> X <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>
	a. Existing and proposed contours at one-foot intervals for grades 3% or less and at two-foot intervals for grades more than 3% (at a distance of 50 feet beyond limits of major subdivision).											
	b. Elevations of existing and proposed structures.											
	c. Location and invert elevation of existing and proposed drainage structures.											
	d. Location of all streams, ponds, lakes, wetland areas.											
	e. Locations of existing and proposed utilities, including depth of structures, locations of manholes, valves, services, etc.											
	3. a. Typical cross-sections and center-line profiles of all proposed streets, including utilities and stormwater facilities.					X		X			<input type="checkbox"/>	<input type="checkbox"/>

LAND USE AND DEVELOPMENT

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted							
				Subdivision	Site Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary	Site Plan Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3.	Final center-line profiles for all new streets. Show existing grade, proposed grade, stationing and proposed elevations of all proposed vertical curves, stationing and proposed elevations and intersection of all utility and stormwater lines.											<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Landscaping plan to include: <ul style="list-style-type: none"> a. Location of existing vegetation, including all shade trees 10 inches in caliper or greater at 5 feet above ground level and all ornamental trees 4 inches in caliper or greater at one foot above ground limits and clearing limits. b. Proposed buffer areas and method of protection during construction. c. Proposed landscaped areas. d. Number, size, species and location of proposed plantings including street trees. e. Details for method of planting, including optimum planting season. 														<input type="checkbox"/>	<input type="checkbox"/>	
5.	Soil Erosion and Sediment Control Plan prepared in accordance with the standards for soil erosion and sediment control in New Jersey and the requirements of Chapter 188, Soil and Land Conservation.															<input checked="" type="checkbox"/>	<input type="checkbox"/>

MANCHESTER CODE

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted					
				Subdivision	Site Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary	Site Plan Final	<input type="checkbox"/> X	<input type="checkbox"/> N/A				
	6. Lighting plan to include: 1. Location and height of proposed fixtures. 2. Detail for construction of fixture.				X										
	7. All required standard Township construction details for all improvements, including: 1. Roadways 2. Curb 3. Sidewalk 4. Driveway aprons 5. Drainage inlets 6. Pipe backing 7. Outfalls 8. Manholes 9. Gutters 10. Plantings 11. Soil erosion and sediment control structures 12. Parking lots 13. Water services, fire hydrants, and valves					X				X					
D. Supplementary Documents															
	1. List of all federal, state, county regional and/or municipal approvals or permits required.	X			X					X				<input type="checkbox"/>	<input type="checkbox"/>
	2. Copies of any existing or proposed deed restrictions or covenants.	X			X					X				<input type="checkbox"/>	<input type="checkbox"/>
	3. Freshwater wetlands letter of interpretation for the project area.				X					X				<input type="checkbox"/>	<input type="checkbox"/>
	4. Disclosure statement (See N.J.S.A. 40:55D-48.1 et seq.)	X	X	X						X				<input type="checkbox"/>	<input type="checkbox"/>

LAND USE AND DEVELOPMENT

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application						Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		Final	Final	<input type="checkbox"/>	<input type="checkbox"/>
5.	Statement from utility companies as to serviceability of the site.			X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
6.	Stormwater management calculations.					X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
7.	Payment of all applicable fees.	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
8.	Statement of Environmental Impact and Assessment (SEIA).					X			X			<input type="checkbox"/>	<input type="checkbox"/>
9.	Number of witnesses and their expertise, if any.	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

LAND USE AND DEVELOPMENT

245 Attachment 7

Township of Manchester

Appendix 7

Application for Development Before Zoning Board of Adjustment and Planning Board
(§ 245-12B)

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MAR 04 2026

1. Check Appropriate Request:
 - Variance Approval
 - Conditional Use Permit
 - Informal Review -- Major Subdivision
 - Minor Subdivision Approval
 - Preliminary Major Subdivision Approval
 - Informal Review -- Site Plan
 - Preliminary Site Plan Approval
 - Final Site Plan Approval
 - Permit Pursuant to N.J.S.A. 40:55D-34 and/or N.J.S.A. 40:55D-36
 - Other: Describe _____
2. Applicant's Name: (If a corporation -- State of incorporation and registered agent)
JOHN R. FELLS, JR.
3. Address: 3219 WILBUR AVENUE, MANCHESTER, NJ 08759
4. Phone: 732-547-3069 Fax: _____
5. Represented By: R.C. SHEA & ASSOCIATES
6. Address: 244 MAIN STREET, TOMS RIVER, NJ 08753
7. Phone: 732-505-1212 Fax: _____
8. Purpose of this Application: Minor subdivision of one lot creating two separate individual lots
9. Use of any Existing Building or Premises:
 - ~~Single~~ Family
 - Multifamily
 - Commercial
 - Conditional Use Project
 - Other vacant land
10. Use of Proposed Construction or Premises:
 - Single Family
 - Multifamily
 - Commercial
 - Conditional Use Project
 - Other _____
11. Number of Existing Lots: 1
12. Number of Proposed Lots: 2



[Home](#)

[Register](#)

Block/Lot/Qual	58. 667.	Tax Account Id	9919
Property Location	3219 WILBUR AVE	Property Class	2 - Residential
Owner Name/Address	FELS, JOHN R JR & HEBA	Land Value	275,000
	3219 WILBUR AVE	Improvement Value	514,300
	MANCHESTER NJ 08759	Exempt Value	0
		Total Assessed Value	789,300
		Additional Lots	
Special Taxing Districts		Deductions	0

Property Tax

Balance Includes any Adjustments to Your Account

- [Make a Payment](#)
 [View Current Bill](#)
 [Projected Interest](#)
 [Tax Rates](#)
 [PAS-1 Form Info](#)

Last Payment: 12/30/2025

Year	Due Date	Type	Orig Billed	Adj Billed	Balance	Interest	Total Due	Status
2026	02/01/2026	Tax	1,840.58	1,030.51	2,871.09	0.00	2,871.09	Due
2026	05/01/2026	Tax	1,840.57	1,030.50	2,871.07	0.00	2,871.07	Open
Total 2026			3,681.15	2,061.01	5,742.16	0.00	5,742.16	
2025	02/01/2025	Tax	1,550.95	0.00	0.00	0.00	0.00	Paid
2025	05/01/2025	Tax	1,550.95	0.00	0.00	0.00	0.00	Paid
2025	08/01/2025	Tax	2,130.20	0.00	0.00	0.00	0.00	Paid
2025	11/01/2025	Tax	2,130.20	2,061.01	0.00	0.00	0.00	Paid
Total 2025			7,362.30	2,061.01	0.00	0.00	0.00	
2024	02/01/2024	Tax	1,471.98	0.00	0.00	0.00	0.00	Paid
2024	05/01/2024	Tax	1,471.98	0.00	0.00	0.00	0.00	Paid
2024	08/01/2024	Tax	1,629.92	0.00	0.00	0.00	0.00	Paid
2024	11/01/2024	Tax	1,629.91	0.00	0.00	0.00	0.00	Paid
Total 2024			6,203.79	0.00	0.00	0.00	0.00	
2023	02/01/2023	Tax	1,399.33	0.00	0.00	0.00	0.00	Paid
2023	05/01/2023	Tax	1,399.33	0.00	0.00	0.00	0.00	Paid
2023	08/01/2023	Tax	1,544.63	0.00	0.00	0.00	0.00	Paid
2023	11/01/2023	Tax	1,544.62	0.00	0.00	0.00	0.00	Paid
Total 2023			5,887.91	0.00	0.00	0.00	0.00	

Township of Manchester, NJ
 Need help? Contact
 DIV OF REVENUE COLLECTION (732)-657-8121 Ext 3700



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