

John and Remy Burke

104 Willow Street

Block 55 Lot 7

*Response to Completeness & Planning Review v1*

**Completeness review:**

- **Item #4-** Completed Checklist with written explanations for all requested completeness waivers- The applicant has not requested any waivers. The applicant shall submit a written explanation for all requested completeness waivers.
  - **All requested waivers are included below in this communication along with a written explanation.**
  
- **Item #6-** Completed Ownership Disclosure Statement- The applicant has not requested a waiver for this item. The applicant shall submit the Ownership Disclosure Statement or request a waiver for completeness purposes only. We note this item is not applicable for homeowner applications.
  - **As the homeowners, we request a waiver for the Ownership Disclosure Statement for completeness purposes.**
  
- **Item #8-** Certified List of Property Owners within 200-feet from the property- The applicant has submitted the certified list that is dated May 23, 2019. The applicant shall submit an updated certified list prior to being deemed complete.
  - **Included is an updated Certified List of Property Owners dated April 29<sup>th</sup>, 2021**
  
- **Item #9-** Completed Monmouth County Planning Board Application- The applicant has noted this item is not applicable. We recommend a waiver be granted for completeness purposes only as the property does not front on a County Road.
  - **We request a waiver as the property does not front on a Country Road.**
  
- **Item #10-** Completed Freehold Soil Conservation District (FSCD) Application- The applicant has not requested a waiver for this item. The applicant shall submit this item or request a waiver for completeness purposes only. We note that this item may not be applicable as this FSCD permit is required for projects that disturb 5,000 square feet or more.
  - **We request a waiver for completeness purposes.**
  
- **Item #11-** Completed Monmouth County Health Department Application- The applicant has noted that this item is not applicable. We recommend a waiver be granted for completeness purposes only.
  - **We request a waiver as this is N/A.**

- **Item # 16-** Copies of all easements, covenants and deed restrictions include metes and bounds descriptions, on or affecting the property in question- The applicant has noted that this item is not applicable.
  - **We request a waiver as this is N/A**
  
- **Item #18-** A digital copy of the plans- The applicant has not submitted this item. The applicant shall submit a digital copy of the plans or request a waiver for completeness purposes only.
  - **We have emailed this to Elena Gable 5/7 as requested.**

**Application guidelines**

- Complete floorplans showing existing and proposed conditions with string dimensions- The applicant has submitted proposed floorplans but has not submitted existing floorplans. The applicant shall submit the existing floorplans or request a waiver for completeness purposes only.
  - **We request a waiver for completeness purposes.**
  
- Elevations of all sides of structure with string dimensions- The applicant has submitted elevations of all sides of the principal structure, but only the rear and the front elevations have string dimensions. The applicant shall add the string dimensions to each elevation or request a waiver for completeness purposes only. Further, the applicant has only submitted details for the principal structure and not the existing detached garage. The applicant shall submit elevations and floor plans for the detached garage or request a waiver for completeness purposes only.
  - **We request a waiver for completeness purposes. Additionally, we are not proposing changes to detached garage**
  
- Detail as to calculation of habitable floor area- The applicant has not submitted the detail to the calculation of habitable floor area. The applicant shall submit this item or request a waiver for completeness purposes only. We recommend the applicant submit this item and at a minimum, include the total habitable floor area for each floor.
  - **This is included**
  
- Detail as to lot coverage calculation- the applicant has not submitted the detail to the detail of lot coverage. The applicant shall submit this item or request a waiver for completeness purposes only. We recommend the applicant submit the detail.
  - **This is included**
  
- Location and type of proposed attic access- The applicant has not submitted this item and has not request a waiver. The applicant shall add the attic access to the 2nd floor plan or request a waiver for completeness purposes only. We recommend the applicant add the 2nd floor attic access.
  - **This is included**

- Statement of legal basis for granting variances sought- The applicant has not submitted this item. The applicant shall submit the statement of legal basis for granting the variances or request a waiver for completeness purposes only.

- **We request a waiver for completeness purposes**

- List of property owners within 200' and all other required to be served- The applicant has submitted this item that is dated May 23, 2019. The applicant shall submit an updated 200-foot property list.

- o **Included is an updated Certified List of Property Owners dated April 29<sup>th</sup>, 2021**

- Proposed Notice to Property Owners with a copy of the Zoning Officer's letter attached- The applicant has not submitted this item. The applicant shall submit this item or request a waiver for completeness purposes only.

- **This is included**

- Proposed Notice to be published in newspaper- The applicant has not submitted this item. The applicant shall submit this item prior to being deemed complete.

- **This is included**

#### **Zoning Officers Letter**

- Provide detailed Building and Lot Coverage calculations- The applicant has not submitted this item. The applicant shall submit the detail to building and lot coverage or request a waiver for completeness purposes only. We recommend the applicant submit the details.

- **This is included**