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January 28, 2020

VIA FEDERAL-EXPRESS

Christine Burke, Board Secretary
Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716

Re: Evergreen Builders, LLC
Lot Line Adjustment / Minor Subdivision Application
146 Wesley Avenue (Block 37, Lot 16)
144 Wesley Avenue (Block 37, Lot 17)
Atlantic Highlands, NJ

Dear Ms. Burke:

Please be advised I am writing to you on behalf of Evergreen Builders, LLC. In that regard, I would ask that you please note the following:

1. Evergreen Builders is the Owner of the 2 properties, as referenced above.
2. Per my prior communications with Borough Officials, I have been advised that the 2 Lots have not merged.
3. The Applicant's representatives are proposing a Lot Line Adjustment, to be effectuated through a Minor Subdivision.
4. Such a proposal will require Subdivision and Variance Approval.



**BOROUGH OF ATLANTIC HIGHLANDS
APPLICATION FOR DEVELOPMENT PERMIT**

Instructions: Submit this completed application, copy of property survey, (2) copies of related plans. Property survey cannot be reduced or enlarged or be taken by facsimile transmission. **\$30.00 NON REFUNDABLE FEE**

PROPERTY INFORMATION: BLOCK 37 LOT(S) 16/17 ZONE R-1

PROPERTY ADDRESS: 146 Wesley Ave / 144 Wesley Ave

Describe in detail the proposed development; include square footage, height, location, proposed use). If the application is for an addition, describe the purpose (ex: bedroom). If the application involves a change of use of the property, a separate narrative is suggested. If the property contains slopes, a steep slope permit must be obtained prior to any development.

See Narrative of Intent

Current use of property: vacant land

Is the property located on a corner lot or abut more than one street? Yes _____ No ☒
If yes, name of street(s) _____

Does the property contain any easements or other restrictions? Yes _____ No ☒

Is the property situated within 50' of the following: ponds, streams, brooks, marshes, rivers, creeks, etc, or other low lying areas; or is the property located within 500' of the mean high water line or any area regulated by the Department of Environmental Protection? Yes _____ No ☒
(If you answered yes, you must contact the NJDEP at 609-292-0060 to obtain clearance, prior to submitting this permit. Violations of the Wetlands could result in fines imposed by the State of New Jersey.)

PROPERTY OWNER Evergreen Builders, LLC c/o Joseph Hoffman
Mailing Address 8 Benton Ave. Leonardo NJ 07737

APPLICANT (If different than owner) same
Mailing Address _____

PLEASE READ THE FOLLOWING: I hereby certify the (check one) ☒ I am the owner of the subject property; or ☐ I have permission from the property owner to submit this Application for Development. I certify, to the best of my knowledge all the information contained on this application is correct; and the survey provided is accurate and shows all structures located on the site. In addition, I grant permission to the Borough of Atlantic Highlands and their agents to come onto the subject property, for the purpose of conducting inspections, relating to this application.

DATE 1/15/2020 SIGNATURE [Signature]

****This permit is issued for the purpose of property zoning only. Permit expires one year from the date of approval****

DEVELOPMENT PERMIT APPROVED - CONDITIONS

DEVELOPMENT PERMIT DENIED

DATE _____ ZONING OFFICER _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. EVERGREEN BUILDERS LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 8 BENTON AVE	Requester's name and address (optional)
6 City, state, and ZIP code LEONARDO NJ 07737	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.


Social security number								
			-			-		
or								
Employer identification number								
4	6	-	1	6	1	0	9	5
6								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 1-27-2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BOROUGH OF ATLANTIC HIGHLANDS DEVELOPMENT PLAN CHECKLIST

DATE: Jan 15, 2020

PROJECT NAME: EVERGREEN BUILDERS, LLC

OWNER: EVERGREEN BUILDERS, LLC

ENGINEER/DESIGNER: ROBERT T. KEE, JR

PERSON COMPLETING THIS FORM: KEVIN E. KENNEDY, ESQ

RELATIONSHIP TO OWNER: ATTORNEY FOR OWNER

LOCATION OF SITE: BLOCK 37 LOT 16/17

STREET ADDRESS 146 Wesley Ave / 144 Wesley Ave

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOARD SECRETARY WITH THE SITE PLAN, SUBDIVISION OR VARIANCE APPLICATION WHEN FILED. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN ON THE SUBMITTED PLANS OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.

If a waiver is requested from any of the following items, the items should be checked where provided and an explanation of the reasons for the waiver explained under Section U

A. FILING DATA

MINOR, PRELIMINARY & FINAL PLAN APPLICATION

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

- ✓ 1. 18 Paper copies of plans and specifications
- ✓ 2. 18 Copies of completed application
- TBS 3. Zoning Officer's written review

TO BE CHECKED
BY APPLICANTDO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

- | | | | | |
|--------------------------|--|---------------|---------------|---------------|
| <u> </u> <u>TBS</u> | 4. Soil removal permit signed by Borough Engineer | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>TBS</u> | 5. Certification by Tax Collector that all taxes and water/sewer bills are paid – including current taxes and assessments for local improvements | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>TBS</u> | 6. Applicable filing fees | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>NIA</u> | 7. Three copies of performance guarantee Approved by the Borough Attorney and Borough Engineer, and cash portion of performance guarantee | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>NIA</u> | 8. Staging Plan, if applicable | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>TBS</u> | 9. Letters from each utility stating that they will provide service to the proposed facility | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>NIA</u> | 10. Any resubmission must conform to items 1 & 2 inclusive, and item 8 | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>TBS</u> | 11. Current letter from Borough Engineer certifying that he has assigned block and lot numbers | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>NIA</u> | 12. Deeds of easement, right of way, drainage, sewer, sight, open space, etc., approved by Borough Attorney and Borough Engineer | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>✓</u> | 13. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>NIA</u> | 14. Prior to final submission, a list of proposed Street names must be submitted to the Board Secretary | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> <u>TBS</u> | 15. Corporate Resolution authorizing officers to act, if applicant is corporation | <u> </u> | <u> </u> | <u> </u> |

TO BE CHECKED
BY APPLICANT

DO NOT USE
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WAIVER

WAIVER YES NO

- N/A 16. Fees and application for Monmouth County Planning Board, if applicable _____
- ✓ 17. All plats must have the correct and only the correct signature blocks. Applicant and owner shall sign appropriate signature blocks in black ink _____
- TBS 18. For all applications having a public hearing, an Affidavit of notice must be filed prior to placing on the agenda for the public hearing together with a copy of the certified mail receipts obtained when the notices were mailed, the certified mail return receipts, and an affidavit of publication from an official newspaper of the borough. Notices must be as provided by law _____

VARIANCE APPLICATIONS (See Addendum on last page)

- ✓ 1. 18 copies of request for variance, outlining the proposed variance from zoning requirement _____
- ✓ 2. 18 copies of drawings unless variance is part of site plan or subdivision application, in which case site plan or subdivision plans suffice _____
- ✓ 3. Certified list of property owners, certified mail return receipts of notices, affidavit of publication in official newspaper filed prior to placing on the agenda for the public hearing _____

TO BE CHECKED
BY APPLICANT

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WAIVER

WAIVER YES NO

B. ADMINISTRATIVE DATA

_____	✓	1. Title of project set forth on application	_____	_____	_____
_____	✓	2. Names, address of owner and name, address and phone number of applicant and relationship to owner	_____	_____	_____
_____	✓	3. Owner's signed certificate of concurrence with Plan: "I hereby certify that I am the owner of record of the plan herein depicted and that I concur with the plan"	_____	_____	_____
_____	✓	4. Name and license number of site planner or professional engineer with documents sealed with raised seal	_____	_____	_____
_____	✓	5. Date and revision dates of drawings	_____	_____	_____
_____	✓	6. Scale and graphic scale, not smaller than 1"=50' and not larger than 1"=10' except where authorized by Borough Engineer	_____	_____	_____
_____	✓	7. North arrow	_____	_____	_____
_____	✓	8. Key map, not smaller than 1" = 2,000' showing location in the Borough	_____	_____	_____
_____	✓	9. <u>Schedule</u>			
_____	✓	a. Total area of site in acres and square feet	_____	_____	_____
_____	✓	b. Total building area in square feet and % lot coverage	_____	_____	_____
_____	✓	c. Total landscape area in square feet and % lot coverage	_____	_____	_____
_____	✓	d. Total area of driveways, access roads, walkways, in square feet and % of lot	_____	_____	_____

TO BE CHECKED
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WAIVER YES NO

_____	N/A	coverage	_____	_____	_____
_____	N/A	e. Total parking area (including drive aisles) in square feet and % of lot coverage	_____	_____	_____
_____	N/A	f. Number of parking stalls, and stall dimensions	_____	_____	_____
_____	N/A	g. Number of employees, total and maximum in one shift	_____	_____	_____
_____	N/A	h. Ratio of parking to building size of occupancy or both depending on use	_____	_____	_____
_____	✓	i. Total impervious coverage	_____	_____	_____
_____	N/A	10. Existing and proposed streets, with dimensions and typical section	_____	_____	_____
_____	✓	11. All property line dimensions, directions, calculated areas, setback lines and lot numbers	_____	_____	_____
_____	✓	12. Existing zoning and zone boundaries and contiguous land zoning within 200'	_____	_____	_____
_____	✓	13. Names of all adjacent property owners within 200' radius with lot and block numbers	_____	_____	_____
_____	✓	14. Tax map sheet, block and lot numbers	_____	_____	_____

C. SURVEY / Subdivision Plan

_____	✓	1. Prepared by a New Jersey Licensed surveyor survey not more than five (5) years old, showing existing and proposed monuments	_____	_____	_____
_____	✓	2. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, trees with a diameter of four (4) inches or more as measured three (3) feet above the base of the trunk, and other significant existing features including previous flood elevations or water-	_____	_____	_____

TO BE CHECKED
BY APPLICANT

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WAIVER

WAIVER YES NO

courses, ponds and marsh areas, as determined
by survey

3. All existing and proposed lot lines. All setback
lines with dimensions. Existing and proposed
lot and block numbers as assigned by the
Borough Engineer

D. TOPOGRAPHY:

1. Present and proposed grades based on NJ
Geodetic Control Survey Datum, as required
by ordinance.

2. Bench mark indicated on plan

3. Significant existing features: ponds, views,
wooded areas, floodplains, etc

4. First floor elevations of all proposed buildings

5. Existing contours with intervals of one (1) foot
where slopes are three percent (3%) or less,
two (2) feet where slopes are more than three
percent (3%) but less than fifteen percent (15%)
and five (5) feet when fifteen percent (15%) or
more, referred to a datum as provided by the
Borough Engineer to be indicated by a dashed
line. Where any changes in contours are proposed,
finished grades should be shown as solid lines

6. Limits of cut and fill areas

E. BUILDINGS AND STRUCTURES

1. Location of all existing and proposed
structures and buildings and any other physical

TO BE CHECKED
BY APPLICANT

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WAIVER YES NO

elements on and within 200' of site to remain
or be removed

- | | | | | | | |
|-------|----------------------------|-----|---|-------|-------|-------|
| _____ | ✓ | 2. | Provision for refuse and garbage with details | _____ | _____ | _____ |
| _____ | ✓ | 3. | Proposed use of all buildings and sections thereof | _____ | _____ | _____ |
| _____ | N/A | 4. | Location and description of all existing and Proposed signs | _____ | _____ | _____ |
| _____ | N/A | 5. | Loading areas, dimensioned | _____ | _____ | _____ |
| _____ | TBS
(w/ Permit Request) | 6. | Elevations of the buildings and structures to ensure an architectural harmonious relationship to the community and community standards, and to ensure appropriateness of exterior material and trim | _____ | _____ | _____ |
| _____ | N/A | 7. | Soil Boring information and recommendation | _____ | _____ | _____ |
| _____ | N/A | 8. | Historic structures | _____ | _____ | _____ |
| _____ | TBS
(w/ Permit) | 9. | For buildings of more than two (2) stories in height, a floor plan of each story, indicating all fire exits and accessways, as well as the proposed use of said stories | _____ | _____ | _____ |
| _____ | N/A | 10. | For garden apartments, a "typical" floor layout of each apartment type in the proposed buildings | _____ | _____ | _____ |
| _____ | N/A | 11. | For all apartments and for any building exceeding two (2) stores in height, proposed architectural elevations | _____ | _____ | _____ |
| _____ | N/A | 12. | For any building exceeding forty (40) feet in height, a sketch indicating graphically the locations of all existing buildings within two | _____ | _____ | _____ |

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WAIVER YES NO

hundred (200) feet and their height relative to the proposed buildings, as well as their highest elevation above the datum provided in compliance with D.5 above

F. PARKING AREAS, TRAFFIC CONTROL, LIGHTING

- | | | | | | | |
|-------|-----|-----|---|-------|-------|-------|
| _____ | ✓ | 1. | Parking areas showings spaces and sizes | _____ | _____ | _____ |
| _____ | ✓ | 2. | Driveways showing sizes, circulation, and traffic control signs. Fire lanes | _____ | _____ | _____ |
| _____ | N/A | 3. | Existing and proposed streets abutting the site showing rights of way and paved widths | _____ | _____ | _____ |
| _____ | N/A | 4. | Location and size of fire zones, loading zones | _____ | _____ | _____ |
| _____ | N/A | 5. | Sidewalks and other pedestrian ways. Handicapped ramps | _____ | _____ | _____ |
| _____ | ✓ | 6. | Surface of parking area, slopes, and barriers | _____ | _____ | _____ |
| _____ | ✓ | 7. | Curbing at ingress and egress and parking lot, showing radii and site triangle | _____ | _____ | _____ |
| _____ | ✓ | 8. | Lighting standards and utility poles indicating size, height, type, construction, light fixtures and locations | _____ | _____ | _____ |
| _____ | N/A | 9. | Lighting plan indicating specific height, foot candles, and provisions for elimination of sky glow and glare, and angle of light spread | _____ | _____ | _____ |
| _____ | N/A | 10. | Analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic | _____ | _____ | _____ |
| _____ | N/A | 11. | Handicapped parking | _____ | _____ | _____ |

TO BE CHECKED
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WAIVER YES NO

_____ N/A 12. Street light locations

G. ROADS, DRIVEWAYS, WALKS, CURBS, WALKWAYS & FENCING:

_____ N/A 1. Location and dimensions of all items, this category on the site and with 100 feet

_____ N/A 2. Cross sections and profiles of all existing and proposed streets abutting the lots and within 250 feet

_____ N/A 3. Location, type and size of waste disposal system and sanitary sewer lines

_____ N/A 4. Location and type of utilities: electric, cable TV, gas, telephone, water. Underground lines, present and proposed connections or extensions

_____ N/A 5. Show by means of contours and/or spot grades that lot drains adequately into existing waterways and storm drains with pipe sizes; grades and direction of flow

✓ _____ 6. Location of all easements related to drainage, conservation and flood hazard areas

✓ _____ 7. Storm drainage calculations 100 year storm certified by a professional engineer

_____ TBS 8. Signed contract for water and letters of service from other utilities

_____ N/A 9. Location profiles and cross-sections of all water courses and drainage facilities within 300' of limits of development. Flood hazard Boundaries

TO BE CHECKED
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WAIVER YES NO

_____ N/A 10. Provision for storm water detention basins _____
where required, including details of detention
basins calculations in proper form for review

_____ N/A 11. Stream cross-sections _____

H. SIGNS:

_____ N/A 1. Location, size, color, wording, letter size,
illumination, materials of construction _____

I. LANDSCAPING:

_____ N/A 1. Total square feet of landscaping _____

_____ N/A 2. Landscaping within the parking areas _____

_____ N/A 3. Buffer areas including location of landscape
screen and fencing _____

_____ N/A 4. All areas landscaped: planting plan with
size, species and spacing of proposed plant
material _____

_____ N/A 5. Existing trees over 6" in diameter _____

_____ N/A 6. Proposed location, proposed species,
quantity, and spacing of trees to be planted _____

J. FIRE PREVENTION:

_____ TBS 1. Fire protection systems _____

_____ TBS 2. Hydrants, existing and proposed _____

TO BE CHECKED
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K. TBS Copy of any covenants or deed restrictions

L. TBS Soil Erosion and Sediment Control Plan and Soil Conservation District Approval (if project involves the disturbance of more than 5,000 square feet of land area)

M. N/A Location of any construction access roads

N. N/A Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90 Day Construction Permit Act"

O. N/A County Planning Board Review and Approval

P. N/A State Ingress and Egress Approval

Q. N/A State DEPE-CAFRA Approval

R. N/A Army Corps of Engineer Permit Approval

S. TBS Letter from Atlantic Highlands Regional Sewerage Authority indicating receipt of application

T. N/A NJDEPE Freshwater Wetlands Letter of Interpretation or Letter of Exemption. Please indicate type of letter submitted

_____ N/A a. Presence or absence determination (Type I)

_____ N/A b. Footprint of disturbance presence or absence determination (Type II)

_____ N/A c. Delineation of freshwater wetlands, State open waters and transition areas for property under one acre (Type III)

_____ N/A d. Regulatory line verification by NJDEPE (Type IV, required if wetlands are present on the site)

_____ N/A e. Letter of Exemption related to USACOE Nationwide Permit

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WAIVER YES NO

U. Waiver Required From:

Reason:

Waiver Required From:

Reason:

ADDENDUM TO DEVELOPMENT PLAN CHECKLIST – SEPTEMBER 1998
RE: VARIANCE APPLICATION IN STEEP SLOPE ZONE

Any application for a Variance in the Steep Slope Zone, as defined by the Steep Slope Ordinance, is required to have Borough Engineer's review prior to being deemed complete by the Board for action.

If the application is incomplete in any of the above requirements, the documents will be returned to the developer and will not be accepted as a complete application.