

JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



TIM W. GILLEN, PE, PP, CME (1991-2019)  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME

February 9, 2021

Howell Township Planning Board  
4567 Route 9 North  
PO Box 580  
Howell, NJ 07731

**Re: Michael Hammer (SD-2994)**  
**Minor Subdivision – Engineering Review #1**  
**Block 37, Lots 31.02**  
**Location: Oak Glen Road (Between Lakewood Farmingdale Rd and Lanes Pond Rd)**  
**Zone: ARE-6 (Agricultural Rural Estate 6)**  
**Our File: HHWP0037.05**

Dear Board Members:

Our office has received the following information in support of the above referenced application for Minor Subdivision Approval:

- Minor Subdivision Plan (1 sheet) prepared by Grybowski Group, P.C. dated February 6, 2020, revised December 15, 2020, with General Notes sheet attached separately;
- Prior Minor Subdivision Plan (1 sheet) prepared by Charles Widdis Associates dated September 5, 1992, unrevised;
- Site Soil Map, dated January 29, 2020;
- Prior Resolution approved March 18, 1999;
- NJDEP Letter of Interpretation, dated September 10, 2020;
- Monmouth County Board of Health Sewage Disposal Approval dated November 18, 2020;
- Submission letter from JKR Engineering and Planning Service, LLC, dated December 23, 2020;
- A development application and checklist.

In accordance with your authorization, we have reviewed this application for Minor Subdivision approval and offer the following comments:

1. Project Description

The existing 11.41 acre property is within an ARE-6 Zone District and contains 1,303 feet of frontage along the western side of Oak Glen Road and 744 feet of frontage along the Central Railroad of NJ train tracks. The property is located approximately 1,000 feet north of the Oak



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Glen Road and Lakewood Farmingdale Road intersection. Currently, the property contains a 1,500 sf greenhouse and portions of two additional greenhouses which protrude onto the subject property from Lot 31.01. The lot is generally clear of trees except for the southernmost part of the property which contains a small cluster. Access to the site is provided from Oak Glen Road via gravel driveways, and an 18' wide access easement exists for through access from Oak Glen Road to the western side of the property. It appears that an existing well and septic system are located along the southern portion of the property.

The Applicant proposes to maintain all existing site improvements and to subdivide the lot into two new lots. Lot A will be the southern lot, consisting of 6.01 acres in area, and Lot B will be the northern lot, consisting of 5.40 acres in area. The Applicant proposes to construct one single family dwelling on proposed Lot B, which will also include a new driveway access to the dwelling from Oak Glen Road. The immediate areas surrounding the proposed dwelling contain freshwater wetlands and wetlands transitions areas which have been verified by an NJDEP Letter of Interpretation: Footprint of Disturbance Determination. The building is proposed to be serviced by public water and a 1,000 gallon septic tank with 810 square foot disposal field. All non-improved site areas are deemed open field farm use.

2. Zoning Compliance

The subject property is situated within an ARE-6 Zone District and the table below summarizes the bulk standards and zone requirements for the site:

Description	Required	Proposed
Minimum Lot Area	6 acres	6.01 ac (Lot A) 5.40 ac (Lot B) (V)
Minimum Lot Width	300 feet	442 feet +/- (Lot A) 414 feet +/- (Lot B)
Minimum Lot Depth	400 feet	577 feet +/- (Lot A) 558 feet +/- (Lot B)
Minimum Front Yard Setback	100 feet	68 feet +/- (Lot A) (EC) 100 feet (Lot B)
Minimum Side Yard Setback	60 feet	116 feet +/- (Lot A) 144.73 feet (Lot B)
Minimum Rear Yard Setback	60 feet	379 feet +/- (Lot A) 412 feet +/- (Lot B)
Maximum Lot Coverage	5%	9.9% +/- (Lot A) (V) 1.8% +/- (Lot B)
Maximum Building Coverage	3%	1.1% +/- (Lot A)



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		1.0% +/- (Lot B)
Maximum Building Height	35 feet	<35 feet (Lot A) <35 feet (Lot B)
Accessory Building Location	Side and rear yard only equal to building height	N/A

(EC) – Existing Condition, (V) – Variance Required

The following existing condition appears to remain pertinent to the site:

- a. **Section 188-69 (Schedule III)** – The minimum front yard setback is 100 feet; whereas the existing building on proposed Lot A is setback approximately 68 feet.

The Applicant indicates the following variance is required for this application:

- a. **Section 188-69 (Schedule III)** – The minimum required lot area is 6 acres; whereas 5.40 acres is proposed for Lot B.

The Applicant has not requested any design waivers with this application, however the following design waiver appears necessary for this application:

- b. **Section 188-119D** – Single lot driveways less than 150 feet in length shall be a minimum of 12 feet wide; whereas the proposed driveway is 10 feet wide.
- c. **Section 188-132** – Sidewalks shall be constructed on both sides of all proposed streets, along the entire frontage of the subject property, and in other selected areas determined by the Board; no sidewalk exists or is proposed along the Oak Glen Road frontage.

3. The Applicant has requested waivers from providing the following required checklist submission items:

- a. **Checklist Item #5** – Utilities Department filing
- b. **Checklist Item #10** – Monmouth County Planning Board filing
- c. **Checklist Item #17** – Descriptions of easements and covenants
- d. **Checklist Item #20** – Architectural Plans
- e. **Checklist Item #53** – Topographic datum to be NAVD88

The following required checklist submission items should be provided or waivers requested:



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- f. **Checklist Item #29 & #42** – Include State Planning Area designation
  - g. **Checklist Item #32 & #45** – Phone number and email of the Owner of the property.
  - h. **Checklist Item #33 #46** – Phone number and email of the Applicant.
  - i. **Checklist Item #52** – Use designation of all lots within 200 feet
  - j. **Checklist Item #55** – Spot grades to supplement contours at property corners, building corners, septic systems, etc. Provide basement, garage and finished floor elevations.
  - k. **Checklist Item #56** – Existing and proposed downspouts and pipes must be shown including pipe size, type and slope. Depict all contributory drainage areas on the plans.
  - l. **Checklist Item #59** – Location of wooded areas, stone rows, tree rows, isolated trees > 4” diameter and any other natural man-made features.
  - m. **Checklist Item #60** – All overland and underground drainage conveyances within 2,000 feet that are down flow of the point of discharge and/or overflow of any on-site drainage system shall require a downstream analysis assuming failure of the on-site drainage system.
  - n. **Checklist Item #61** – Location of existing structures and their dimensions from existing and proposed property lines. Overall limit of disturbance.
  - o. **Checklist Item #66** – Location of other existing and proposed utility lines including connection points.
  - p. **Checklist Item #72** – Details for the construction of any on-site improvements.
  - q. **Checklist Item #75** – Outbound survey
4. Based on our review of the subject application, we estimate that the following fees are required:

a. **Nonrefundable Application Fees:**

Minor Subdivision	\$300.00
Bulk Variance – Single Family Uses: \$500 plus \$20 per variance	\$520.00
<b>Subtotal:</b>	<b>\$820.00</b>

b. **Professional Services Escrow Fees:**

Minor Subdivision – 1 to 10 Lots: \$4,000 plus \$100 per lot (2)	\$4,200.00
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Bulk Variance	\$2,000.00
<b>Subtotal:</b>	<b>\$6,200.00</b>

We recommend the Township collect \$820.00 in nonrefundable application fees and \$6,200.00 in professional services escrow fees from the Applicant prior to deeming the application complete. In addition, the Applicant will be required to pay all applicable revision fees as stipulated in the Township Ordinances.

5. This application is subject to the requirements of the Residential Site Improvement Standards (RSIS) adopted as NJAC 5:21-1, et. Seq. The Applicant has requested the following *de minimus* exceptions from the RSIS:

- a. Minimum shoulder width of 4 feet, whereas the existing shoulder appears to be less than 4 feet in width.
- b. Sidewalk construction on both sides of the existing street, whereas none exists or is proposed.

Should the Applicant require a waiver from any requirements, an agreement to exceed said requirements shall be filed with the DCA for all proposed improvements which exceed RSIS.

6. The Applicant should be prepared to discuss the following issues with the Board:

- a. The subdivision history of the tract.
- b. Compliance with RSIS relative to parking.
- c. Whether proposed lot B will remain as a farm use.
- d. Verify note #3 in General Notes which states the house on proposed Lot A is to be reconstructed and serviced by NJ American Water, whereas it does not appear that improvements within proposed Lot A are included with this application.
- e. The existing and proposed stormwater management of the property, including the need for any drywell systems.
- f. The need for any improvements (curb, sidewalk, street trees, widening, right-of-way dedication, etc.) along the Oak Glen Road site frontage.

7. Based upon our review, we note the following:

- a. Provide detailed coverage calculations, specifically for Lot A.



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- b. A copy of the Survey Plan utilized in preparation of the Minor Subdivision Plan must be provided.
  - c. Lot numbers must be approved by the Township Tax Assessor.
  - d. The Minor Subdivision Plat must be prepared in accordance with the Map Filing Law, including the following:
    - i. Provide a note indicating that proposed lot numbers are to be approved/assigned per the Township Tax Assessor.
    - ii. The Planning Board's certification of approval must include the time frame for which the map must be filled.
  - e. Verify the proposed distance along the western property line of Lot A. The distance is shown to be 252.82 feet, whereas the distance appears to be approximately 255 feet.
  - f. Revise the Minor Subdivision Plan to provide the proposed grading information for the improved area, including the finished floor of the proposed dwelling.
  - g. Revise the Minor Subdivision Plan to depict the limit of disturbance that is referenced in the NJDEP Letter of Interpretation as FOD-1 through FOD-13.
  - h. Provide construction details for the proposed improvements, including pavement material and thickness for the proposed walkway and driveway. The driveway shall be in accordance with Section 188-119G.
  - i. The size and material of the new water service shall be depicted on the Minor Subdivision Plan. The improvements within the right-of-way, including the pavement repair to Oak Glen Road shall be depicted and the associated details shall be provided.
  - j. Depict the location, size and material for the proposed gas service as well as the location for the proposed electric service and if it will be underground as noted in 3di of the Development Application.
  - k. The Applicant should indicate if a basement is proposed for the proposed dwelling. If a basement is proposed, soil profile pits need to be assessed to determine the depth to the seasonal high-water table, and this information should be used to establish the elevations of the basement floor at least one foot above the water table.
8. This application may be subject to the following outside agency approvals:
- a. Monmouth County Planning Board



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- b. Monmouth County Board of Health
- c. Freehold Soil Conservation District
- d. New Jersey Department of Environmental Protection
- e. Howell Township Municipal Utilities Department
- f. Howell Township Shade Tree Commission
- g. Howell Township Environmental Commission
- h. Howell Township Police Department
- i. Howell Township Bureau of Fire Prevention
- j. All other outside agency approvals as may be required. The Applicant shall address the Board regarding the status of all outside agency approvals for the project. In addition, copies of all outside agency approvals shall be forwarded to our office.

Prior to application being deemed complete, the Board must act on the Applicant's request for the submission waivers outlined in Item #3 of our report. We recommend the Applicant comply with all applicable notification requirements as set forth in the Howell Township Land Use Ordinance and the Municipal Land Use Law.

The right is reserved to present additional comments pending the receipt of revised plans and/or testimony of the Applicant before the Board.



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If you have any questions with regard to the above matter, please do not hesitate to call.

Very truly yours,  
**CME Associates**

Laura J. Neumann, PE, PP  
*Planning Board Engineer*

LJN/JAR/ROM

cc: Howell Township Environmental Commission  
Ronald Cucchiaro, Esq., Board Attorney  
Michael Hammer – Applicant/Owner  
Zenon Grybowski, PLS – Applicant's Surveyor