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February 14, 2020

Borough of Matawan  
Unified Planning Board/Zoning Board of Adjustment  
Municipal Building  
201 Broad Street  
Matawan, NJ 07747

Attention: Rickey Butler, Chairman

**Re: 9 Sutphin Avenue/Ludwinski**  
**Completeness Review**  
**Application: Variance**  
**Block 119, Lot 13**  
**Fronting on: Center Avenue and Sutphin Avenue**  
**Plan Title: Plot Plan/Grading Plan, Prepared for**  
**Lot 13, Block 119, 9 Sutphin Avenue,**  
**Township of Matawan, Monmouth County,**  
**New Jersey**  
**Prepared by: Laurence G. Murphy, P.E.**  
**Dated: October 15, 2019**  
**Zoning: R-50 I – Single Family Residential**  
**Our File No. PAAP0119.01**

In accordance with your request, our office has reviewed the Variance application submitted for the above referenced property for completeness, and offer the following comments with regard to same:

The property in question is located at 9 Sutphin Avenue, at the corner of Sutphin Avenue and Center Avenue. The present use of the property is a single-family dwelling with detached garage, a paved driveway onto Sutphin Avenue, a stone driveway onto Center Avenue and a wood deck. All existing structures are proposed to remain.

The applicant proposes to install an in-ground swimming pool with concrete surrounding the majority of the perimeter. Existing fence and gates are indicated to remain.

The applicant is requesting a **variance** from Section 34-60 of the Borough Code wherein 40 % maximum lot coverage is proposed and 30 % maximum lot coverage is permitted.

It should be noted that a **variance** is also required from Section 13-6.7.c of the Borough Code in order to install the swimming pool within 30 feet of the street line.



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Section 34-6 "Zoning Permits" states that all requirements for Zoning Permits shall be accompanied by a plan which shall be prepared and submitted in accordance with the standards established by Article III, Site Plan Review.

We find that several checklist items have not been included on the Plot Plan. Accordingly, we recommend the application be deemed **Incomplete** for the reasons stated herein:

**Site Plan Checklist (Section 34-15)**

- Plot Plan is not signed or sealed.
- Plot Plan does not reflect the name and address of the applicant/owner.
- Plot Plan does not provide a Key Location Map.
- Tax Map Sheet Number is not indicated.
- No signature block is provided for the Secretary of the Unified Planning Board.
- Zone District is not indicated on the Plot Plan.
- Plot Plan does not include all buildings & structures, streets, easements, driveways, entrances and exits on the site and within 100 feet thereof.
- Plot plan does not indicate dimensions of the proposed improvements.
- Plot plan does not indicate all existing physical features on the site and within 200 feet thereof, including streams, watercourses, existing woodlands, trees over six (6) inches in diameter and significant hydrological conditions, such as swamp, rock and water flows.
- By definition in the Borough Code the property line opposite Center Avenue is the side property line, and the property line opposite Sutphin Ave is the rear property line. Setback labels should be adjusted accordingly.
- Title of Plot Plan should state "Borough of Matawan", not Township.

**Application and Escrow Fees**

1. Application Fees (Ordinance Section 34-8)
  - a. Zoning Permit for In Ground Swimming Pool \$ 75.00
  - b. Variance(s) 2 X \$50.00: \$ 100.00
  - Total Application Fees: **\$ 175.00**
2. Escrow Fees (Ordinance Section 34-9)
  - a. Bulk Variance(s): \$ 350.00
  - b. Completeness Review: \$ 250.00
  - c. Swimming Pool (from Section 34-8) \$ 750.00
  - Total Escrow Fees **\$ 1,350.00**



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Once the applicant has posted the application and escrow fees outlined above he should revise and resubmit the Plan to include all missing information. We reserve the right to present additional comments after receipt of the revised Plan.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,

CME Associates

Louis J. Ploskonka, P.E., C.M.E.  
*Office of the Board Engineer*

LP:jll

cc: Board Members  
Cheryl Adamski, Board Secretary  
Ronald D. Cucchiaro, Esq.  
Karen Wynne, RMC  
Kelly & Steven Ludwinski  
Laurence G. Murphy, P.E.  
Robert R. Keady, Jr., P.E., C.M.E. – Borough Engineer  
John Quinn – Borough Construction Official/Zoning Officer