

BOROUGH OF HIGHTSTOWN  
156 BANK STREET  
HIGHTSTOWN, NJ 08520  
609-490-5100, ext. 617

PLANNING BOARD APPLICATION

The applicant must submit 21 copies of the completed application and plans; see checklist for sizes.

The application, with supporting documentation, must be filed with the Planning Board Secretary no less than 31 days prior to the meeting at which the application is to be considered.

*NOTE: Some applications may be subject to additional fees, please refer to Chapter 26, Section 10, "Land Use" in the Revised General Ordinances of the Borough of Hightstown*

*To be completed by Borough Staff*

Dated Filed: 6/10/2022 Application Number: PB2022-05  
Application Fees: \$750 Escrow Deposit: \$2000  
Scheduled for:  
Review for Completeness: BEFORE JULY 24  
Hearing Date: MONDAY, NOVEMBER 14, 2022

1. APPLICANT

Name: The Peddie School  
Address: 201 South Main Street  
Hightstown, NJ 08520  
Telephone: (609) 944-7512  
Fax: (609) 944-7912  
E-mail: spuri@peddie.org

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant is a: ☒ Corporation ☐ Partnership ☐ Individual

*Corporations must be represented by an attorney*

Attorney's Name: Michael R. Butler, Esq.  
Address: Eckert Seamans Cherin & Mellott, LLC, 2000 Lenox Drive, Suite 203  
Lawrenceville, New Jersey 08648  
Telephone: (609) 989-5023

**If the applicant is a corporation or partnership, please attach a list of the names and address of all persons having a 10% interest or more in the corporation or partnership.**

2. The relationship of the Applicant to the property in question is:

☒ Owner    ☐ Lessee    ☐ Purchaser (under contract)    ☐ Other, specify

3. If owner is other than applicant, provide the following information:

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

4. Type of Application (check all that apply)

A. ☐ SITE PLAN

☐ Waiver    ☐ Preliminary    ☒ Final

☐ Amendment to an Approved Site Plan

B. ☐ MINOR SUBDIVISION

☐ Preliminary    ☐ Final

Number of lots to be created including remainder lot \_\_\_\_\_

C. ☐ MAJOR SUBDIVISION

☐ Preliminary    ☐ Final

Number of lots to be created including remainder lot \_\_\_\_\_

D. ☒ VARIANCE

☐ Hardship    ☒ Use    ☐ Substantial Benefit

Section(s) of Ordinance from which a variance is requested:

§28-3-5.A.

E. ☐ Conditional Use

F. ☐ Conceptual Review

G. ☐ Appeal decision of an Administrative Officer

H. ☐ Interpretation of Map or Ordinance

I. ☐ Other

Please specify: \_\_\_\_\_

5. Explain in detail the exact nature of application: Conversion of a single-family home with an office to a two family home

6. Waivers requested of Development Standards and/or Checklist Requirements: \_\_\_\_\_

SEE ATTACHMENT A

7. Subject PROPERTY

A. Address: 301 E. Ward Street

B. Block 50

Lot(s) 8

C. Zoning District R-1

D. Is the subject located on a:

☐ County Road ☐ State Road

☐ Within 200 feet of a Municipal Boundary

E. Use of Property:

Existing: Single-Family and office

Proposed: Two family home

F. Are there any existing or proposed deed restrictions, easements, right-of-ways or other dedication? ☒ NO ☐ YES (Attach Copies)

G. List all maps and other exhibits accompanying this application.

SEE ATTACHMENT A

8. Applicant's PROFESSIONALS

A. ENGINEER Lorali E. Totten, P.E., P.P.

Address Crest Engineering Associates, Inc., 100 Rike Drive, Millstone, NJ 08535

Telephone 609-448-5550

Email ltotten@crestengineering.net

Fax 609-448-2157

B. PLANNING CONSULTANT Lorali E. Totten, P.E., P.P.

Address Crest Engineering Associates, Inc., 100 Rike Drive, Millstone, NJ 08535

Telephone 609-448-5550

Email ltotten@crestengineering.net

Fax 609-448-2157

C. TRAFFIC ENGINEER \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

D. ARCHITECT Charles S. Stults IV, AIA, LEED AP BD&C

Address OGP Architects, LLC, 102 North Main Street, Hightstown, NJ 08520

Telephone (609) 448-3888

Email lstults@ogp-architects.com

Fax \_\_\_\_\_

E. List any other expert who will submit a report or who will testify for the Applicant.

Name: \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

9. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the Applicant's professionals:

APPLICANT'S PROFESSIONALS

Michael R. Butler, Esq.

Lorali E. Totten, P.E.

Charles S. Stults, IV, AIA, LEED, AP BD&C

REPORTS NEEDED

All

All

All

10. ☒ Certification from the Tax Collector that all taxes, water, sewer rents due on the subject property have been paid is provided.

11. Attach a copy of the Notice that will appear in the official newspaper of the municipality and that will be mailed to owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

THE PUBLICATION AND SERVICE OF THE AFFECTED OWNERS MUST BE ACCOMPLISHED **AT LEAST 10 DAYS PRIOR** TO THE DATE SCHEDULED BY THE ADMINISTRATIVE OFFICER FOR THE HEARING.

An affidavit of service on all property owners and proof of publication must be filed before the application will be complete and a hearing can proceed.

#### CERTIFICATION

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation an authorized corporate officer must sign this. If the applicant is a partnership, a general partner must sign this.)



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*Signature of Owner*

## ATTACHMENT A

### Application

#### 4/6. Variances and Waivers

#### SITE PLAN CHECK LIST WAIVERS:

- #11 REQUIRED: KEY MAP SHOWING EXISTING BUILDINGS WITHIN 200 FT.  
PROVIDED: NO EXISTING BUILDINGS WITHIN 200 FT. PROVIDED: BEYOND CENTER OF PROPOSED DEVELOPMENT.
- #12 REQUIRED: BOUNDARY AND TOPOGRAPHIC SURVEY OF TOTAL TRACT AND TOPOGRAPHY WITHIN 200' OF TRACT LINE.  
PROVIDED: TOPOGRAPHY ONLY PROVIDED FOR P.I.Q.
- #17 REQUIRED: DELINEATION OF ONSITE WETLANDS OR STATEMENT BY QUALIFIED EXPERT THAT NO WETLANDS.  
PROVIDED: NO WETLANDS OR WETLANDS BUFFER ARE PRESENT ON PROJECTS AREA PER NJ-GEOWEB
- #21 REQUIRED: ALL EXISTING UTILITIES (WATER AND SEWER) SHOWN ON SITE PLAN.  
PROVIDED: ALL EXISTING UTILITIES (WATER AND SEWER) SHOWN ON SITE PLAN WITHIN THE AREA OF PROPOSED STRUCTURE.
- #27 REQUIRED: DRAINAGE PLAN SHOWING LOCATION OF EXISTING AND PROPOSED MANHOLES... ROOF LEADER  
PROVIDED: STORM WATER UTILITIES WILL BE SHOWN ON VARIANCE PLAN.
- #28 REQUIRED: STORM WATER DRAINAGE PROFILES  
PROVIDED: STORM WATER DRAINAGE PROFILES NOT PROVIDED
- #32 REQUIRED: OFF-SITE TREE GROUPINGS WITHIN 200 FT.  
PROVIDED: NONE = BEYOND CENTER OF PROPOSED DEVELOPMENT.
- #33 REQUIRED: OFF-STREET PARKING LOCATIONS, SIZES, DIMENSIONS, LAYOUT, AND TRAFFIC PATTERNS.  
PROVIDED: TRAFFIC PATTERNS WILL NOT BE SHOWN. SEE NOTE 17 FOR PARKING CALCULATIONS.
- #34 REQUIRED: DETAIL OF ALL PROPOSED OUTDOOR LIGHTING INCLUDING SITE LIGHTING... COLOR AND WATTAGE OF LIGHTS.  
PROVIDED: LIGHTING PLAN NOT PROVIDED.

## LIST OF VARIANCES AND DESIGN WAIVERS

### SECTION 28.3-5 R-1 RESIDENTIAL DISTRICT

#### A. (1)(a) DUPLEX DWELLING PROPOSED

#### 7G. List of all Maps and other Exhibits accompanying this Application

1. Signed Planning Board Application for Use Variance approval;
2. Completed checklists for Site Plan and Use Variance approval;
3. Variance Plan for Lot 8, Block 50, prepared by Crest Engineering Associates, Inc. ("Crest"), dated May 13, 2022;
4. Stormwater Management Drainage Narrative, prepared by Crest, dated June 8, 2022;
5. Community Impact Statement, prepared by Crest, dated June 8, 2022;
6. Environmental Impact Statement, prepared by Crest, dated June 8, 2022;
7. Aerial Display, prepared by Crest, dated May 13, 2022;
8. Survey of Property, prepared by Crest, dated May 2, 2022;
9. Architectural Drawings, prepared by OGP Architects, L.P., dated May 25, 2022;