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TO: Timothy Anfuso, P.P.

FROM: Christian M. Roche, P.E., LEED-AP

DATE: 24 February 2021

RE: **Completeness Review – Filing Procedure**
Colts Neck Manor
Block 22, Lot 18
Colts Neck Township, Monmouth County, New Jersey
Langan Project No.: 130164001
Township File No.: PB743

This memorandum has been prepared in response to the filing procedure items listed in your completeness review letter dated 22 February 2021 regarding the Colts Neck Manor project located on Block 22, Lot 18 in Colts Neck Township, Monmouth County, New Jersey. Your completeness review comments are identified in italics, and our responses are identified in bold.

COMPLETENESS REVIEW COMMENTS (FILING PROCEDURE)

Thank you for your recent request for a submission of the above referenced Major Site Plan. I have reviewed this request and comment that the request is incomplete for review. To proceed with this request, kindly submit ten sets of plans addressing the following:

102-36 *Submission of a Preliminary Plat (filing procedure)*

102-36A1 *Ten color copies of an aerial photograph depicting the entire tract and surrounding properties*

Response: **We have included ten color copies of a figure that depicts the entire tract and surrounding area over an aerial photograph with this completeness package (see FIG-1).**

102-36A1 *Three copies of a land survey prepared in the last five years*

Response: **We have included three copies of the land survey prepared by Keller & Kirkpatrick Inc. with this completeness package.**

102-36A1 *A copy of the Preliminary and Final Major Site Plan reduced to 11" x 17" paper*

Response: **We have included ten copies of the Preliminary and Final Major Site Plan set reduced to 11" x 17" paper with this completeness package.**

MEMO

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102-36A1 *Three copies of any protective and/or restrictive covenants or deed restrictions applying to the land being developed (easements)*

Response: **We have included three copies of protective and/or restrictive covenants or deed restrictions with this completeness package.**

102-36A1 *Separate electronic PDF files for all documents submitted on a flash drive. The PDF files shall be stored in a folder named by the application number and each individual document file name shall be descriptive of its contents.*

Response: **A flash drive containing all submission documents has been included with this completeness package.**