



Engineers  
Planners  
Surveyors  
GIS Specialists

Frank J. Little, Jr., P.E., P.P., C.M.E.  
Douglas F. Klee, P.E., P.P., C.M.E.  
William J. Berg, P.L.S.

January 12, 2021

**Chairman and Members**  
**Surf City Municipal Land Use Board**  
813 Long Beach Blvd.  
Surf City, NJ 08008

**Re: Variance Application**  
**Applicant: Steven and Lisa Forlano**  
**Block: 77**  
**Lot: 6**  
**Location: 260 N. 15<sup>th</sup> Street**  
**Attorney: Richard P. Visotcky, Esq.**  
**Architect: Craig W. Brearley, AIA**  
**Surveyor: James D. Brzozowski, PE**  
**OLA File No.: SCLU- 20-FORL**

Dear Chairman and Members:

This office is in receipt of and has reviewed the Variance Application for the referenced site.

The applicant seeks variance relief for the construction of an elevator that will encroach beyond the allowable limits of the side yard.

The plan submission consists of the following:

- A. Variance Map, One (1) Sheet, prepared by Horn, Tyson & Yoder, Inc., signed by James D. Brzozowski, P.E., P.P. The plan is dated 09/21/20 with no revisions indicated.
- B. Architectural Floor Plan and Elevation Drawings, two (2) Sheets, prepared and signed by Craig W. Brearley, AIA. The plans are dated 11/05/20, with no revisions indicated.
- C. Color Photographs, four (4) showing various angles of the dwelling.

Based on our review of the submitted materials, we offer the following comments for the Board's consideration:

1. **Zoning:**

The property lies within the RA – Single Family Residential Zone and is subject to the following requirements:

- a. **Side Yard Setback-** The minimum side yard setback of 10 FT is required, whereas 10.4 FT is existing and 5.2 FT is proposed. **A variance is required.**

2. **Architectural Plans** - The submitted plans show the existing dwelling at various angles, including the location and size of the elevator that is the subject of this application.
3. **Off Street Parking**- Two (2) parking spaces are required and adequate parking space is available onsite.
4. **Concrete Curb** - No curb is proposed as part of this application.
5. **Sewer and Water Utilities**- Sewer and water utilities currently service the existing single family dwelling. No changes appear to be proposed as part of this application.
6. **Flood Zone** – The subject site is located within the Zone AE, Elevation 7 as shown on the Effective FIRM Map and the Preliminary FIRM Map. The property is not located in the “Coastal A” Zone. Any new construction must comply with current FEMA regulations for this zone.
7. **Additional Approvals/Outside Agencies** - Should the Board approve this application, additional approvals may be required from any other agency having jurisdiction.
  - a. Compliance with all technical revisions and/or additional information previously indicated.
  - b. Any and all other outside agency approvals as may be required.
  - c. Posting of the required bonds and inspection fees, should site improvements be required.

We recommend this application be deemed complete provided it has met the administrative requirements of the Borough’s Ordinance.

Very truly yours,

Frank J. Little Jr., P.E., P.P., C.M.E.

FJL:ASI:blg

cc: Christine Hanneman, Secretary ([boroughclerk@surfcitynj.org](mailto:boroughclerk@surfcitynj.org))  
Jenna Letts ([jletts@surfcitynj.org](mailto:jletts@surfcitynj.org))  
Sandi Gomez ([sgomez@surfcitynj.org](mailto:sgomez@surfcitynj.org))  
Kevin S. Quinlan, Esq. ([ksqesq@comcast.net](mailto:ksqesq@comcast.net))  
Richard Visotcky, Esq. ([kvlawfirm@comcast.net](mailto:kvlawfirm@comcast.net))  
James D. Brzozowski, PE, PP ([Jimb@htyoder.com](mailto:Jimb@htyoder.com))  
Craig W. Brearley, AIA ([cwb@cwbrearley.com](mailto:cwb@cwbrearley.com))  
Steven & Lisa Forlano, Applicants ([sforlano@comcast.net](mailto:sforlano@comcast.net))

## SURF CITY LAND USE BOARD CHECKLIST FOR INITIAL SUBMISSION

PLEASE NOTE: A signed, completed checklist must be received by the Land Use Board Clerk and attorney prior to deeming your application complete.

All applications and all required documents shall be submitted at least forty five (45) days prior to the regularly scheduled meeting of the Land Use Board at which consideration is sought.

### **NUMBER OF COPIES REQUIRED - ALL DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME.**

#### **INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED!!!!**

- ☒ 15 Copies of Application
- ☒ 15 Copies of Variance Map, Site Plan, or Subdivision and all supporting documents
- ☒ 15 Copies of Tax Map sheet with Block and Lot highlighted
- ☒ 15 Copies of the Permit Refusal from the Zoning Officer
- ☒ 15 Color Copies of Property Photos (min. 4 color photos taken within past 30 days.)
- ☒ \*\*1 copy of W-9 Form
- ☒ \*\*1 copy of Affidavit of Ownership, Consent, Authorization and Non-Collision
- ☒ \*\*1 copy of Signed Checklist (must be submitted with initial documentation. Application will not be accepted without signed Checklist.)

**\*\*These items are to be included in initial package to board secretary only.**

### **DISTRIBUTION**

**Please note it is the Applicant's responsibility to distribute completed applications**

Kevin S. Quinlan, Esq., 207 W Main Street, Tuckerton, NJ 08087

- ☒ 1 Copy of complete Application
- ☒ 1 Copy of Variance Map, Site Plan or Sub-division map
- ☒ 1 Copy of Color Photos
- ☒ 1 Copy of Tax Map with property Lot and Block highlighted
- ☒ 1 Copy of Checklist

Frank Little, P.E. P.P., Owen Little and Associates, Inc 443 Atlantic City Blvd. Beachwood, NJ 08722

- ☒ 1 Copy of complete Application
- ☒ 1 Copy of Variance Map, Site Plan or Sub-division map
- ☒ 1 Copy of Color Photos
- ☒ 1 Copy of Tax Map with property Lot and Block highlighted

Surf City Fire Company 713 Long Beach Blvd, Surf City, NJ 08008

- ☐ 1 Copy of complete Application
- ☐ 1 Copy of Variance Map, Site Plan or Sub-division map
- ☐ 1 Copy of Color Photos

Board Clerk 813 Long Beach Blvd, Surf City, NJ 08008

- ☐ 1 Original of each ☐ Application ☐ Variance Plat, Site Plan or Sub-division Plat ☐ Tax Map ☐ Zoning Denial
- ☐ ☐ Color Photos ☐ items marked with \*\* (Check all that apply)
- ☐ 12 Copies of Application
- ☐ 12 Copies of Variance Map, Site Plan or Sub-division map
- ☐ 12 Copies of Color Photos
- ☐ 12 Copies of Tax Map with property Lot and Block highlighted
- ☐ 12 Copies of the Zoning Denial Letter
- ☐ Check for Application Fee \$ \_\_\_\_\_
- ☐ Check for Initial Escrow \$ \_\_\_\_\_

Sign Name \_\_\_\_\_

Date: 11/6/2020

Print Name \_\_\_\_\_

**RICHARD P. VISOTCKY  
Attorney-At-Law of New Jersey**



**APPLICATION TO THE SURF CITY  
LAND USE BOARD**

Name: Steven and Lisa Forlano  
Block: 77 Lot(s): 6  
Street Address: 260 N. 15th Street

Do not write below- for official use only	
Date Received:	
Application Fee:	\$
Escrow Fee:	\$
Collected By:	
Application #:	

**CHECK AS MANY AS APPLY:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Bulk Variance | <input type="checkbox"/> Minor Subdivision (Exempt)    |
| <input type="checkbox"/> Use Variance             | <input type="checkbox"/> Major Subdivision/Preliminary |
| <input type="checkbox"/> Interpretation           | <input type="checkbox"/> Major Subdivision/Final       |
| <input type="checkbox"/> Informal                 | <input type="checkbox"/> Major Site Plan/Preliminary   |
| <input type="checkbox"/> Conditional Use          | <input type="checkbox"/> Major Site Plan/Final         |
| <input type="checkbox"/> Other _____              |  |

1. Applicant's Name: Steven and Lisa Forlano  
Applicant's Address: 7 Lakeview Terrace, Columbus, NJ 08022  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ e-mail: sforlano@comcast.net

Applicant is the ☒ Owner ☐ Agent  
Applicant is ☒ Individual(s) ☐ Corporation ☐ Partnership/LLC

If applicant and/or owner is a corporation, LLC or Partnership, set forth the names and addresses of all stockholders or partners having 10% interest or more on a separate paper. Corporations must be represented by a New Jersey Licensed Attorney and provide a Resolution Authorizing the Application.

2. Owner's Name(s): same as Applicant  
Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

**All owners of the property must be identified and sign application.** Use additional pages if necessary

3. Applicant's Attorney/Firm: Richard P. Visotcky, Esq. of Kelly & Visotcky, LLC  
Address: \_\_\_\_\_  
Phone: ( 609 ) 597-7200 Fax: ( 609 ) 597-8531 e-mail: kvlaw@kvlawfirm.com

4. Applicant's Planner/Surveyor: Craig Brearley of CWB Architecture  
Firm Name and Address: \_\_\_\_\_  
Phone: ( 609 ) 597-8880 Fax: ( ) \_\_\_\_\_ e-mail: CWB@CWBREARLEY.COM

Applicant's Architect/Engineer: James D. Brzozowski of Horn, Tyson & Yoder  
Firm Name and Address: \_\_\_\_\_  
Phone: ( 609 ) 492-5050 Fax: ( ) \_\_\_\_\_ e-mail: jimb@htyoder.com

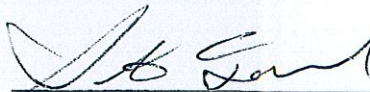
*Attach additional sheet sheets if necessary.*



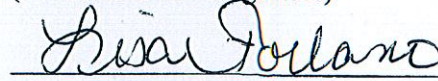
5. Location of Property: Tax Map Block 77 Lot(s) 6  
Street Address: \_\_\_\_\_  
Zone: RA Tract Area: \_\_\_\_\_ Lot Dimensions: 100' x 40'
6. Current Use: single family home Number of Dwelling Units: 1  
Proposed Use: Single Family Home with Elevator Number of Proposed Lots: 1
7. Existing Restrictions:  
(A) Deed Restrictions: \_\_\_\_\_ (attach copy) ☒ None  
(B) Easements: \_\_\_\_\_ (attach copy) ☒ None  
(C) Condominium or Cooperative: \_\_\_\_\_ (attach copy) ☒ None
8. Proposed Restrictions: \_\_\_\_\_ ☒ None  
\_\_\_\_\_
9. Variance(s)/Waiver(s) Sought:  
(A) List required variances: Side yard setback to elevator having proposed 5.2' (10' required) ☐ None  
Provide on separate paper the ordinance number(s) for which a variance(s) is/are being requested and the legal theory supporting the relief sought. (See attached #9)  
(B) List Waiver(s) requested: \_\_\_\_\_ ☒ None  
If waivers requested provide on a separate paper the basis for the request.
10. Briefly describe any prior or currently pending proceedings before this Land Use Board or any other Federal, State, County or local board or Agency involving this property which is the subject of this application and attach copies of any applications, supporting documentation and decisions of the relevant body including any denials. (Attach additional sheets if necessary).  
\_\_\_\_\_ ☒ None  
\_\_\_\_\_  
\_\_\_\_\_
11. List all material submitted with this application i.e. plans, drawings, photos, calculations, reports etc.  
Color photos of premises 04  
Variance Plans from Horn, Tyson & Yoder  
Architectural plans from Craig Brearley of CWB Architecture

All owners of record must sign Application.

Dated: 11/6/20

  
\_\_\_\_\_  
Steven Forlano, Owner  
(Print name under signature)

Dated: 11/6/20

  
\_\_\_\_\_  
Lisa Forlano, Owner  
(Print name under signature)



#9

Applicant proposes to construct an elevator at the east side of the existing two-story home having proposed a setback of 5.2' (10' required). The existing side yard setback is 10.4' to the house. The 5.2' x 5.6' elevator shaft would still allow for an existing 5.2' of side yard from the elevator shaft. There is no other practical place to locate the elevator at the property. The remaining side yard after construction of the elevator will be 5.2' x 5.6' where 12'/15' are required.

No other variances will be necessary.



**Request for Taxpayer  
Identification Number and Certification**► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.**Give Form to the  
requester. Do not  
send to the IRS.****1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**Steven Forlano****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.☒ Individual/sole proprietor or single-member LLC☐ C Corporation☐ S Corporation☐ Partnership☐ Trust/estate☐ 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.☐ 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.**7 Lakeview Terrace****6** City, state, and ZIP code**Columbus, NJ 08022****7** List account number(s) here (optional)

Requester's name and address (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.

Social security number

or

Employer identification number

**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.**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 ►

11/18/2020

**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](http://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.



Surf City Borough Land Use Board

AFFIDAVIT OF OWNERSHIP, CONSENT, AUTHORIZATION,  
and NON-COLLUSION

STATE OF NEW JERSEY :

COUNTY OF Ocean : ss.

I, Steven and Lisa Forlano being duly sworn according to law,  
(Print owner(s) name(s))  
upon my/our oath depose and say:

1. I/we am/are the only owner(s) of property known as 260 N. 15th Street,  
(Street Address)  
Surf City, Ocean County, New Jersey known as :

Block	<u>77</u>	Lot	<u>6</u>
Block	<u>        </u>	Lot	<u>        </u>
Block	<u>        </u>	Lot	<u>        </u>

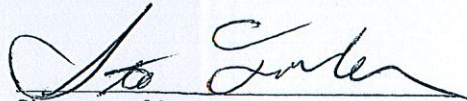
As shown on the Official Tax Maps of the Borough of Surf City.

2. I/we consent to the making of this application and the approval of the plans submitted herewith. I/we further agree to be bound by all representations and commitments made by myself/ourselves or my/our authorized agent. I/we further consent to the inspection of this property in connection with this application as deemed necessary by the members of the Land Use Board and/or other designated officials or representatives.

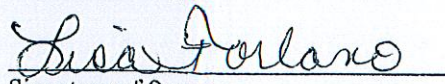
3. There has been no collusion between me/us and any member of the Borough of Surf City Land Use Board or any officials of the Borough of Surf City with respect to said application.

4. I/we hereby authorize Richard P. Visotcky, Esq. (Agent), to make application on my/our  
(Print agent name)  
behalf. I further agree to be bound by all representations, promises and commitments made by my agent.

Dated: 11/4/2020

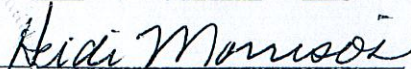
  
Signature of Owner

Steven Forlano  
Print Name above

  
Signature of Owner

Lisa Forlano  
Print name above

Sworn and Subscribed to before me  
this 4 day of NOV, 2020

  
Notary Public

Commonwealth of Pennsylvania - Notary Seal  
Heidi Morrison, Notary Public  
Montgomery County  
My commission expires March 2, 2022  
Commission number 1140308  
Member, Pennsylvania Association of Notaries



**KELLY & VISOTCKY, L.L.C.**

ATTORNEYS-AT-LAW  
149 E. Bay Avenue  
Manahawkin, New Jersey 08050  
[www.kvlawfirm.com](http://www.kvlawfirm.com)

Please Reply to:  
Post Office Box 536  
Manahawkin, NJ 08050

Phone: (609) 597-6086  
Telefax: (609) 597-8531  
[kvlaw@kvlawfirm.com](mailto:kvlaw@kvlawfirm.com)

**RICHARD P. VISOTCKY**  

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November 4, 2020

Tax Collector  
Borough of Surf City  
813 Long Beach Boulevard  
Surf City, NJ 08008

RE: Applicant: Steven and Lisa Forlano  
Property: Block 77, Lot(s) 6  
a/k/a 260 North 15<sup>th</sup> Street  
Borough of Surf City, NJ

Dear Sir/Madam:

Please be advised this office represents Steven and Lisa Forlano in their proposed application before the Surf City Land Use Board.

I would appreciate if you would furnish my office with a tax certification with regard to the above property.

Thank you for your anticipated cooperation in this matter.

Very truly yours,

  
RICHARD P. VISOTCKY

/ci



## PROOF OF PAYMENT OF TAXES

Surf City Land Use Board  
813 Long Beach Blvd.  
Surf City, NJ 08008

RE: Block # 77, Lot #(s) 6 Street Address:  
260 N. 15th Street

Assessed Owner:  
Steven and Lisa Forlano

Taxes Paid to date: \_\_\_\_\_ Taxes due as follows:  
\_\_\_\_\_

Respectfully Yours,

Tax Collector  
Borough of Surf City

Applicant: Submit this form and required fee to the Tax Collector's  
Office at Borough Hall.













- NOTES:

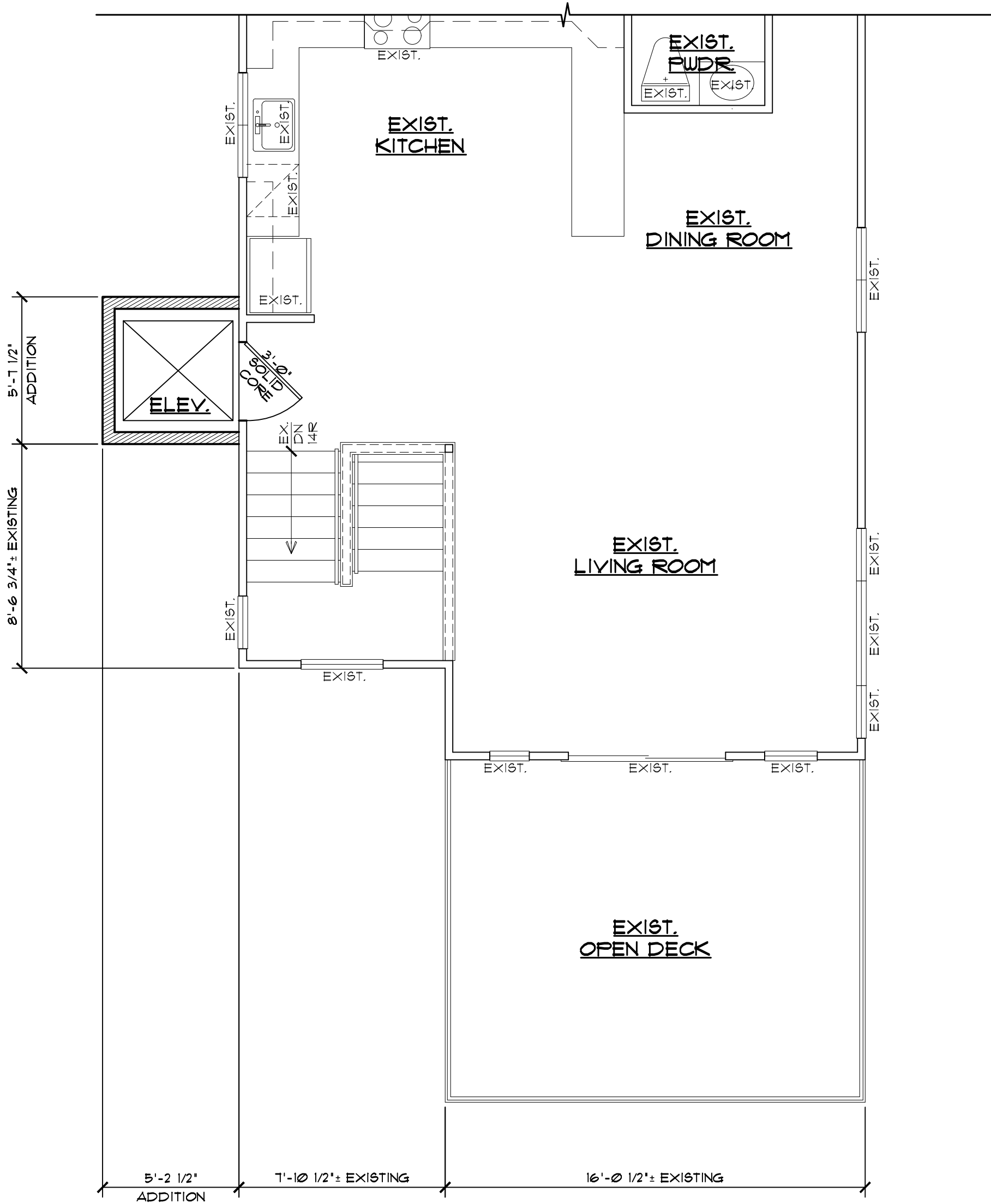
- ## ZONING SCHEDULE

VARIANCE REQUESTED	
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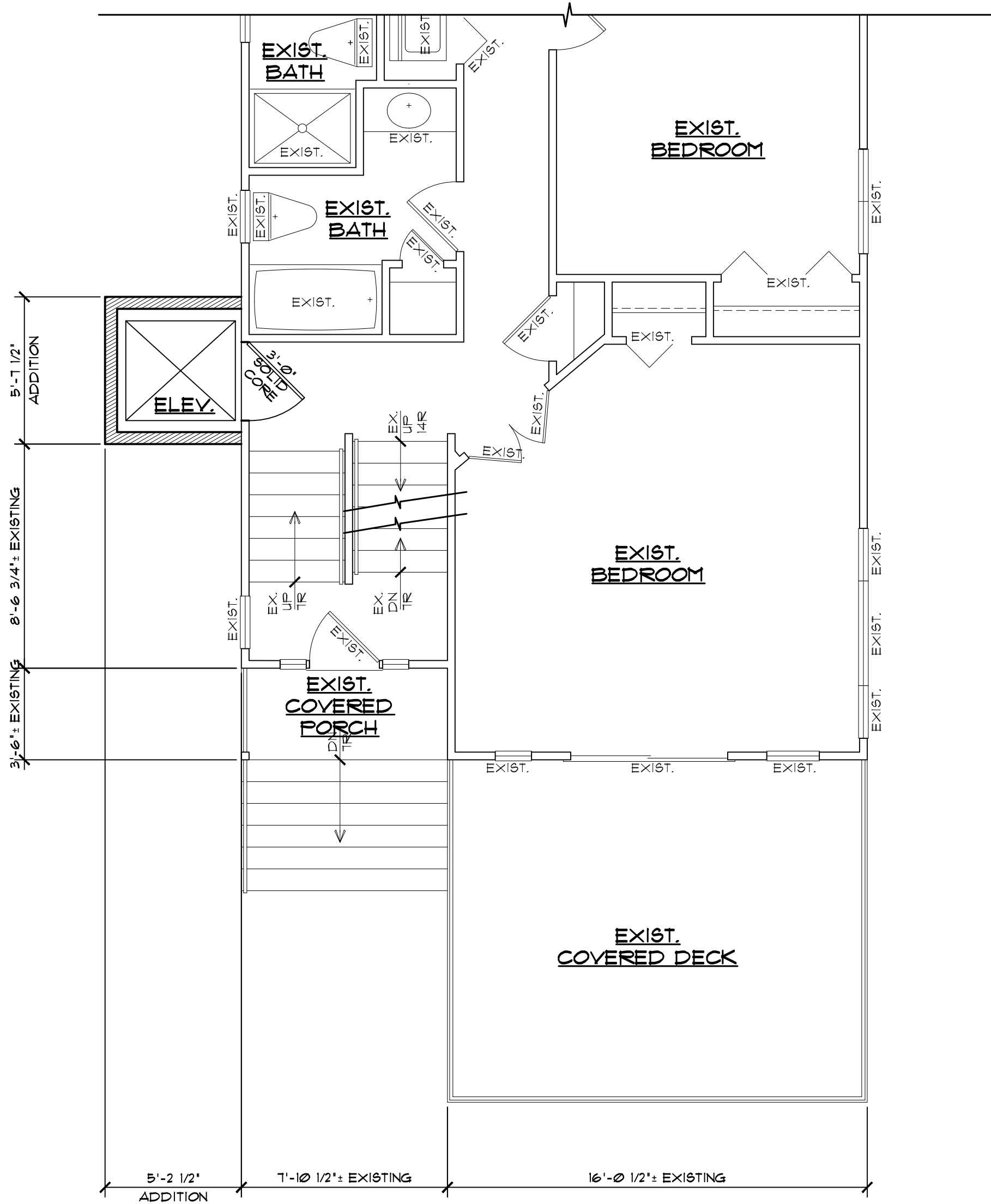


**HORN, TYSON & YODER, INC.**  
CONSULTING ENGINEERS, SURVEYORS-PLANNERS  
CERTIFICATE 24GA27951700 - ISSUED JULY 27, 2020  
8510 LONG BEACH BOULEVARD, LONG BEACH TOWNSHIP, NEW JERSEY 08008-3424  
PHONE (609) 492-5050 FAX (609) 492-4163

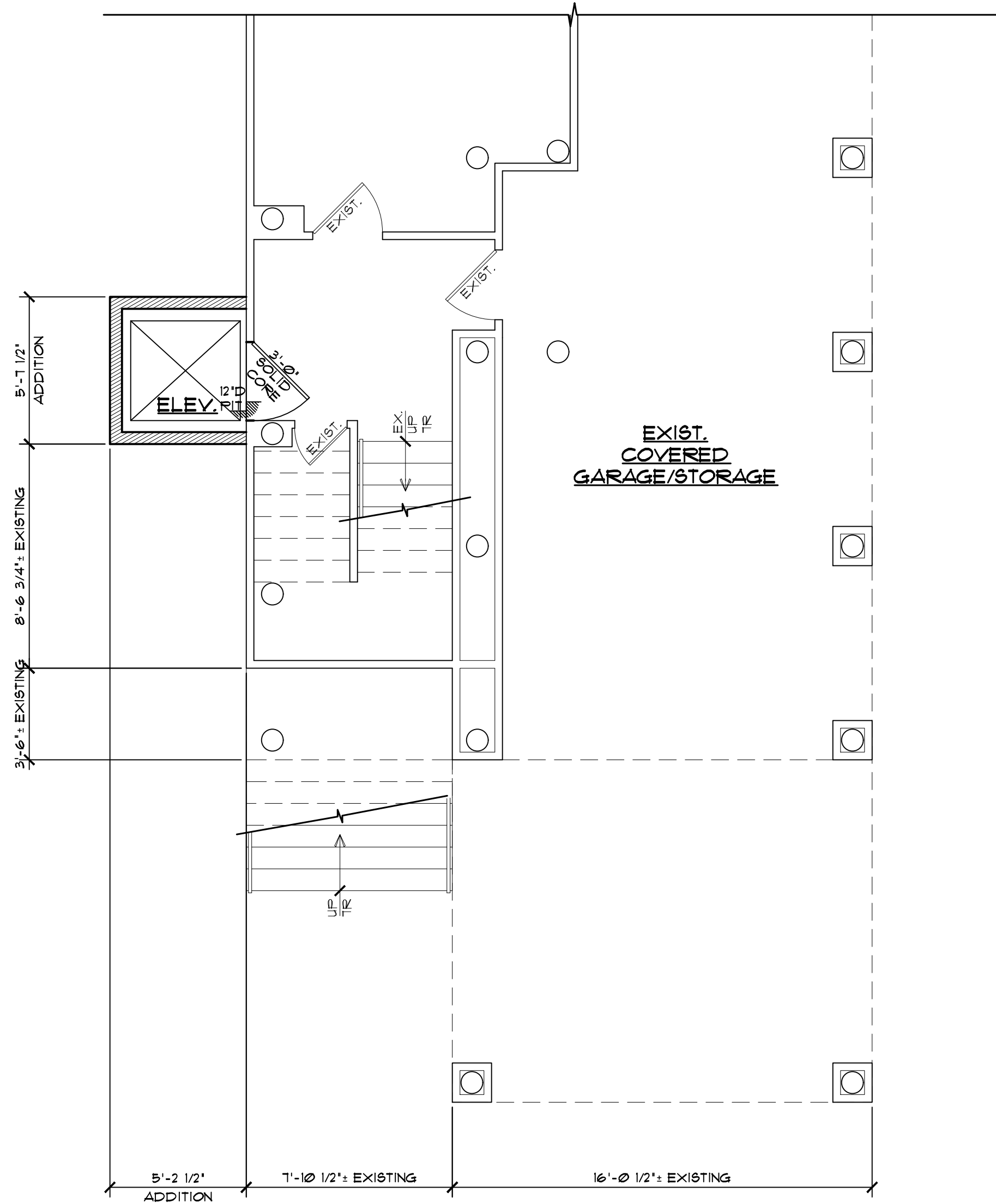




SECOND FLOOR PLAN  
1/4" = 1'-0"



FIRST FLOOR PLAN  
1/4" = 1'-0"



GROUND FLOOR PLAN  
1/4" = 1'-0"

FLOOR AREA	
TOTAL SITE AREA	4000 SQFT.
BUILDING COVERAGE	1,407.6 SQFT. (35.2%)
LIVING AREAS:	
GROUND FLOOR	EXIST. TO REMAIN
EXIST. FIRST FLOOR	1102.0 SQFT
SECOND FLOOR	EXIST. TO REMAIN
MISC. AREAS:	
NEW ELEVATOR	293 SQFT.

NOTE: NUMBERS INDICATED ARE  
IN SQUARE FEET UNO.

Plans Not Valid Unless  
Seal Embossed

Craig W. Brearley, A.I.A.  
#N.J. A11126

799 Route 72, Manahawkin  
New Jersey 08050  
www.cwbearley.com  
(Phone) 609-597-8880  
(Fax) 609-597-5289

**CWB**  
CRAIG W. BEARLEY  
A.I.A.  
ARCHITECT

FORLANO RESIDENCE  
LOT: 6 BLOCK: 77  
BOROUGH OF SURF CITY  
OCEAN COUNTY, NEW JERSEY

PRELIMINARY FLOOR PLANS

REVISIONS	
No.	Date

DATE  
11/05/2020

COMM. No.  
20143

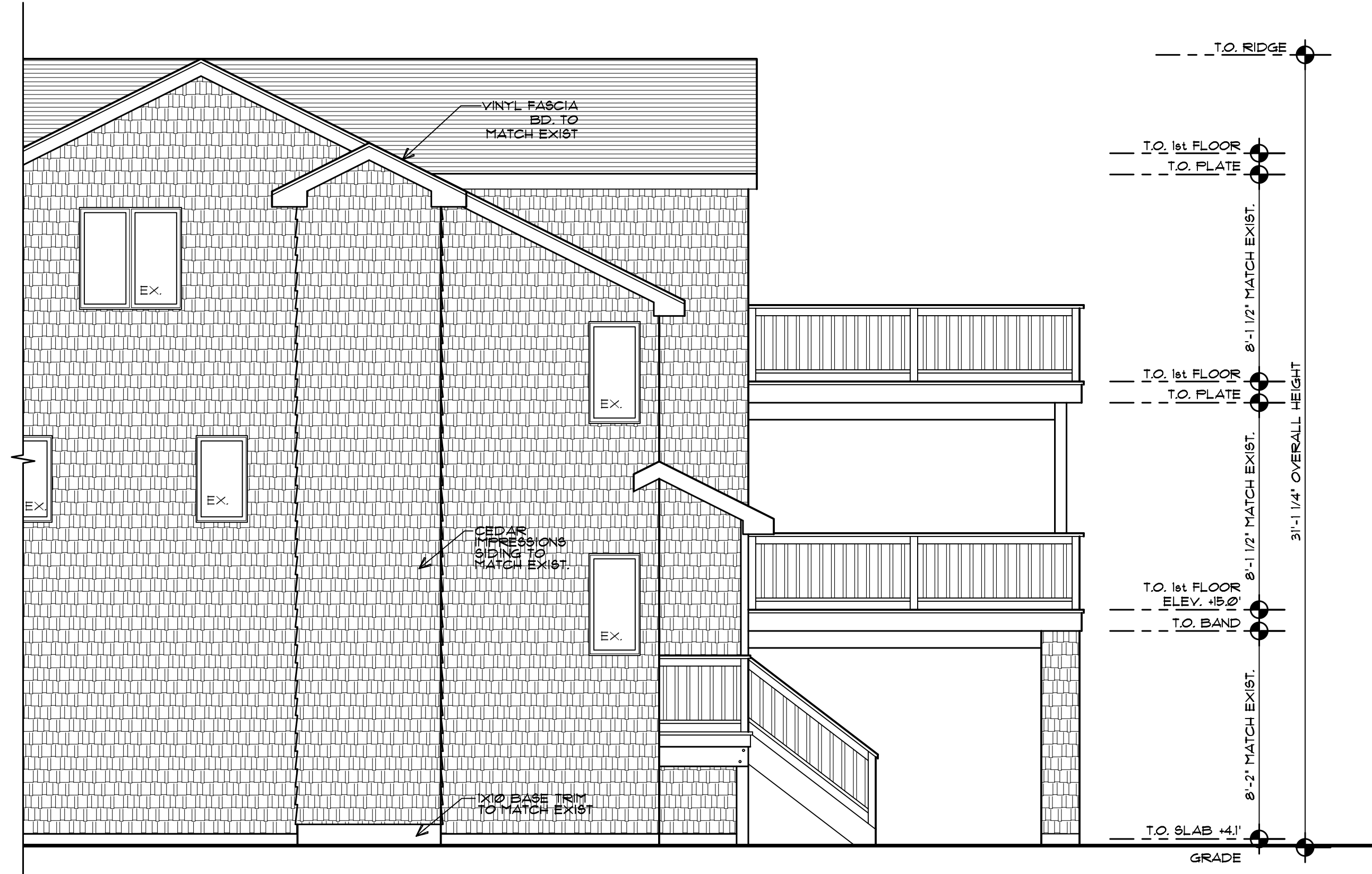
DRAWN BY:  
KJS

SHEET

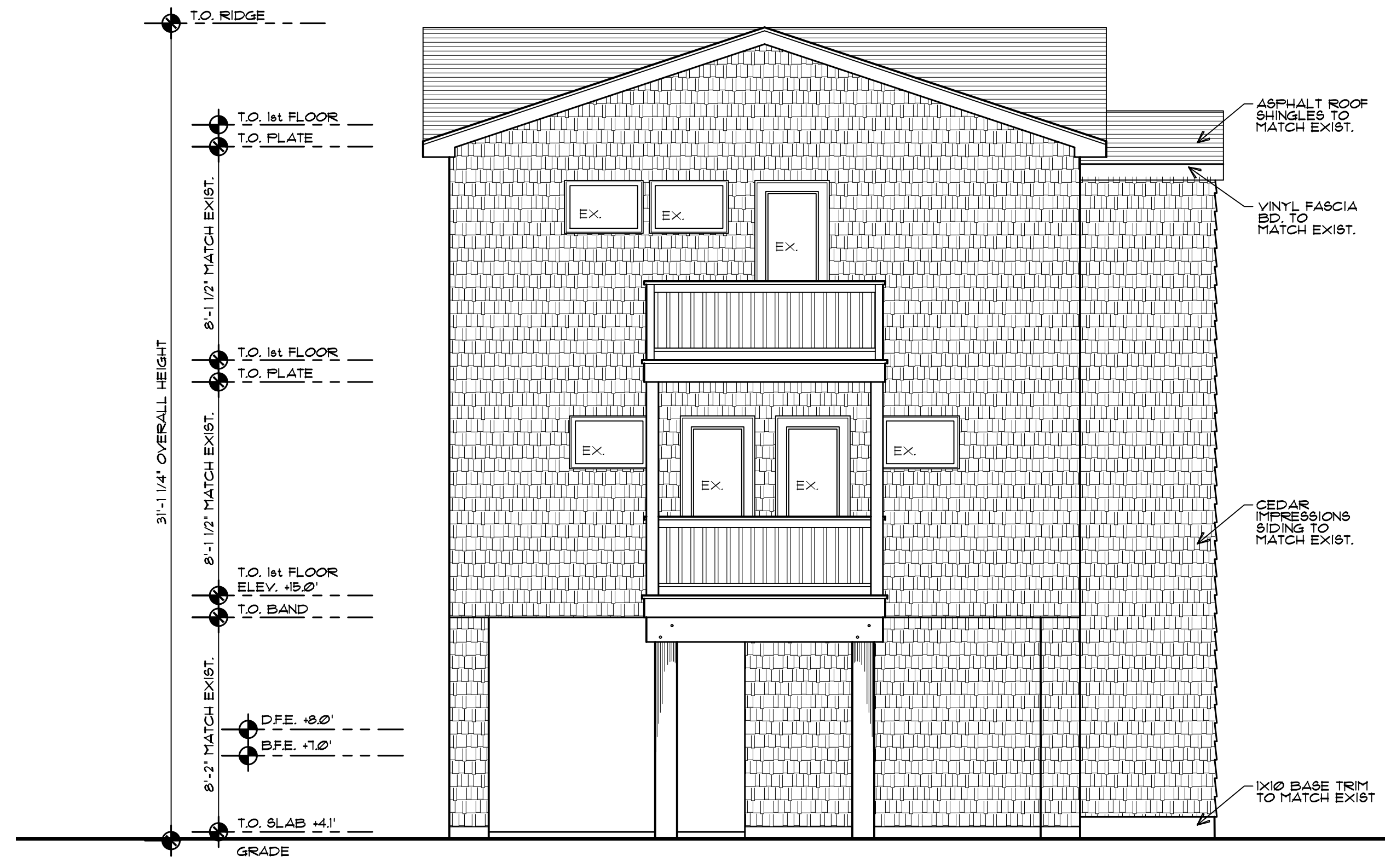
**BD-1**

COPYRIGHT 2020

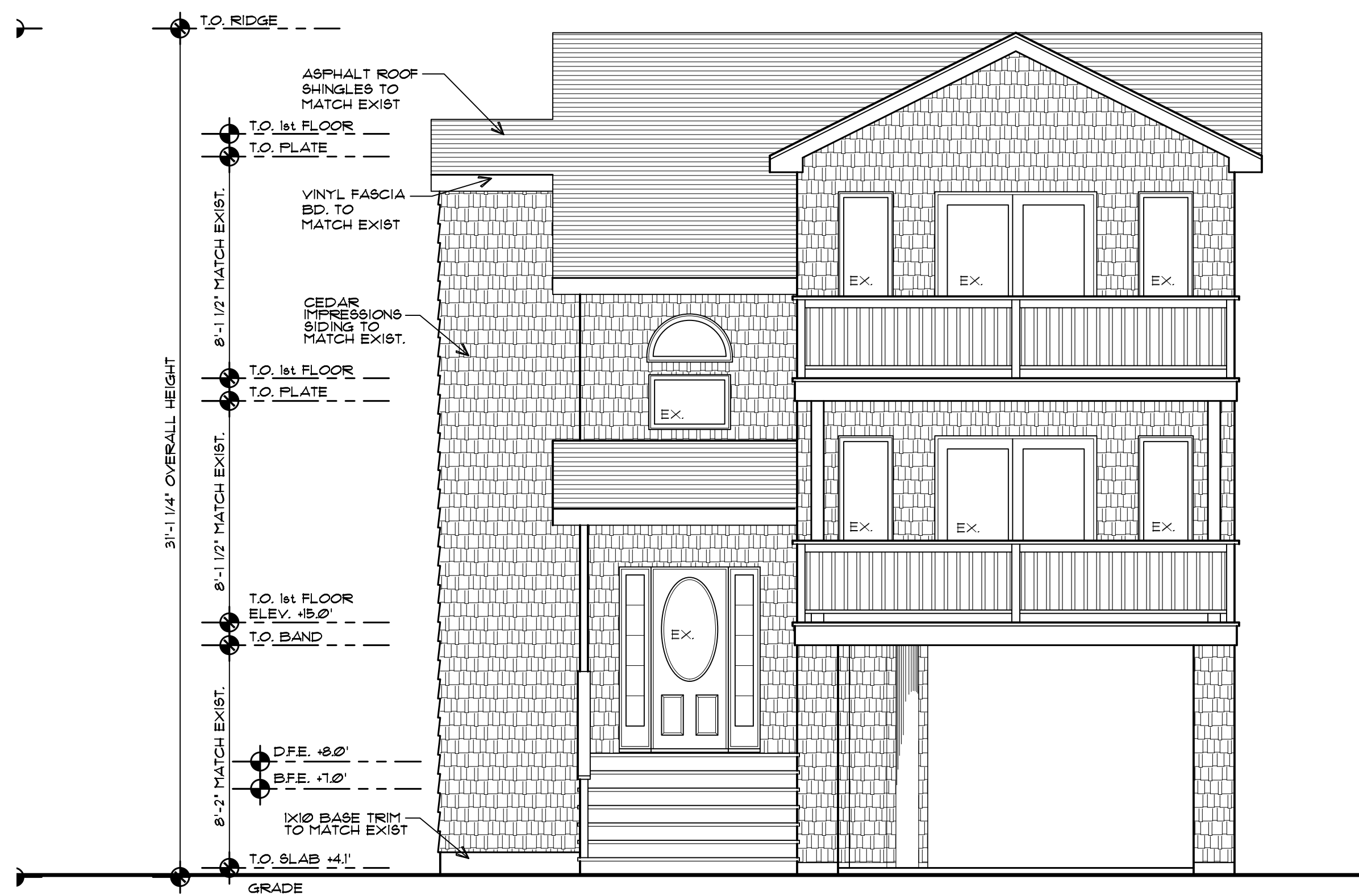




LEFT ELEVATION (EAST SIDE)  
1/4" = 1'-0"



REAR ELEVATION (SOUTH SIDE)  
1/4" = 1'-0"



FRONT ELEVATION (NORTH SIDE)  
1/4" = 1'-0"

Plans Not Valid Unless  
Seal Embossed

Craig W. Brearley, A.I.A.  
#N.J. A11126

799 Route 72, Manahawkin  
New Jersey 08050  
www.cwbearley.com  
(Phone) 609-597-8880  
(Fax) 609-597-5289



FORLANO RESIDENCE  
LOT: 6 BLOCK: 77  
BOROUGH OF SURF CITY  
OCEAN COUNTY, NEW JERSEY

PRELIMINARY ELEVATIONS

REVISIONS	
No.	Date
Description	

DATE  
11/05/2020

COMM. No.  
20143

DRAWN BY:  
KJS

SHEET  
BD-2  
COPYRIGHT 2020