

ELIZABETH RUSH

ARCHITECT

July 1, 2025

Board of Adjustment of the City of Summit  
Department of Community Service  
512 Springfield Avenue  
Summit, New Jersey 07901

Re: Application for Development  
Bill and Brie Grant  
221 Blackburn Road Block 3001, Lot 30  
Summit, New Jersey 07901

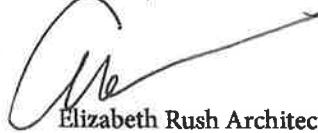


Enclosed please receive the following documents in connection with the above-referenced application for development.

- Original and 13 copies of the Application to the Board of Adjustment including narrative description of project
- Original and 13 copies of property survey showing existing and proposed building setbacks
- Original and 13 copies of the Architectural Plans
- 14 copies of area map of property owners within 200 feet
- 14 copies of the certified property owners list
- Original copy of evidence of paid property taxes
- Original copy of proposed notice to property owners
- Original copy of proposed advertisement
- Original copy of the Checklist
- A check in the amount of \$1000 made payable to the City of Summit for the application fee and the escrow fee

It is requested that the application be filed with the Board of Adjustment of the City of Summit and this matter set down for hearing. Should the Board have any questions with regard to the above, it would be a pleasure to respond at the Board's convenience.

Sincerely,

  
Elizabeth Rush Architect, LLC  
Architect for Applicant



## CITY OF SUMMIT - Department of Community Services (DCS) Application for Development - Worksheet

ORIGINAL FILING

RESUBMITTAL OF "INCOMPLETE"

MODIFICATION OF PRIOR APPROVAL

AMENDED PLAN(S)

Address: 221 Blackburn Road, Summit NJ

Block(s) 3001 Lot(s) 30 Zone(s) R15

How the property is used (one-family, offices, etc.). Single Family Home

Property Owner Bill and Brie Grant Phone [REDACTED]

Email: [REDACTED]

Owner Address: 221 Blackburn Road, Summit NJ

Applicant: Bill and Brie Grant Phone: [REDACTED]

Email: [REDACTED]

FILL IN ITEMS 1 THROUGH 5 - MARK EACH BOX  OR CIRCLE  AS APPROPRIATE FOR YOUR APPLICATION.

① TYPE PROPERTY:  RESIDENTIAL  OTHER

② Type application:

Appeal

Interpretation

C - Bulk variance

D - Use variance

Conditional use

D - Floor area ratio (FAR)

Minor subdivision

Major subdivision

Site plan

Other

CONCEPT PLAN

PRELIMINARY

FINAL

③ Number of lots: 1 Existing ④ Number of dwelling units 1 Existing  
1 Proposed

⑤ Building area 2,646 sf Existing  
85 sf Proposed new \*  
2,731 sf Total site building area

\* - NEW INCLUDES ADDITIONS AND EXPANDED AREAS AS WELL AS NEW STRUCTURES, BUT DOES  
NOT INCLUDE AREAS ALTERED WITHIN THE EXISTING BUILDING FOOTPRINT

⑥ Comments: \_\_\_\_\_

⑦ Signature

Date June 24, 2025



**APPENDIX E-2**  
**ZONING BOARD APPLICATION CHECKLIST**  
City of Summit, Union County, NJ



Name of applicant Bill and Brie Grant Date June 24, 2025

Address of property 221 Blackburn Road, Summit NJ Block 3001 Lot 30

Approval requested:  Appeal zoning officer decision  Bulk variance  Interpret Ordinance or Map  Use variance

**NOTE:** This checklist is not a substitute for the specific requirements of the Development Regulations (zoning) Ordinance. See the Ordinance for detailed requirements.

**NOTE:** You must collate many of the items on this checklist into separate packages – please refer to the *Procedure for Filing Applications to the Zoning Board of Adjustment* for instructions.

	Applicant	City
1. Original and 12 copies of application form	X	
2. Original and 12 copies of narrative description of project	X	
3. Original and 12 copies of plat/property survey, showing the existing and proposed building setbacks	X	
4. Original and 12 copies of proposed structure, including interiors	X	
5. Grading plan	X	
6. Thirteen copies of the zoning officer's decision (If applicable)		
7. Thirteen copies of the area map of properties within 200 feet, showing each of the following items:		
a. <u>street numbers</u>	c. <u>north arrow</u>	
b. <u>date and graphic scale</u>	d. <u>Zone district</u>	
	e. <u>uses of each property within 200 ft.</u>	
8. Original and 12 copies of the certified list of owners of property within 200 feet.	X	
9. Original copy of evidence of paid property taxes	X	
10. Original copy of the proposed notice to owners within 200'	X	
11. Original copy of the proposed advertisement	X	
12. Subdivision submittal (If applicable)	X	
13. Site plan submittal (If applicable)		
14. Original copy of this completed checklist		
15. Application fee and escrow deposit	X	
16. Electronic copies of all submissions shall be submitted by CD, USB drive or other means acceptable to the Summit Department of Community Services staff.	X	

**Applicant - Please do not write below this line**

On \_\_\_\_\_, this submittal was deemed complete  incomplete

### Administrative Office

# Application to Zoning Board of Adjustment of Summit, New Jersey

Summit, N. J. \_\_\_\_\_ June 24th , 2025 \_\_\_\_\_

In the matter of the petition of Bill and Brie Grant for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner Bill and Brie Grant residing at 221 Blackburn Road Summit, New Jersey says:

I Petitioner is the owner \_\_\_\_\_ of property located at 221 Blackburn Road Summit, New Jersey

Block 3001 , Lot(s) 30 on the Tax Map located in the R-15 Zone.

2a.) With respect to said property petitioner desires a variance, special exception, or other relief from the bulk requirements of the Zoning Ordinance of the City of Summit to permit the use of the property in the following manner:

See attached memorandum

2b.) The proposed use described above requires the following variance(s):  
Side yard setback variance of 7.6 ft whereas 15 feet is required (existing conditions).  
Combined Side yard setback variance of 25.6% whereas 35% is required (existing conditions).

3. The premises affected are more particularly described as follows:

Area of Plot 22,559 square feet

Area of existing structures which will remain 3,025 square feet

Total area of plot to be occupied by structures 3,026 square feet

Percentage of lot to be occupied by structures 13.4% percent

Proposed set-back, front line 44.02 ft feet;

Proposed sidelines (specify if corner 19.39 & 7.6 ft feet;

Proposed rear yard NO CHANGE feet.

Year house built 1955

Other pertinent characteristics

4. There has been no previous petition for relief involving these premises except:

5. The reasons which support petitioner's claim of the right to relief are as follows:

See attached memorandum

6. Attached hereto and made a part hereof are the following:

- (a) Complete set of plans of any proposed building alteration or extension including schematic floor plans and elevations with sufficient notations to clearly establish the extent and character of the proposed structure;
- (b) Plot plan showing size of plot bounding streets: compass point, size, type and location of all existing buildings and improvements on the plot: size and location of proposed building and improvements: distance of all property lines from buildings and improvements including the proposed building or buildings.

By signing this section, the petitioner hereby gives consent for City Officers and Board Members to enter upon this property for the purpose of reasonable inspections to investigate representations made herein.

William Grant

**Petitioner**

Petitioner's Phone Number

Petitioner's Email

Attorney's name, address, phone, email and fax numbers

State of New Jersey  
County of Union

William Grant, being duly sworn, says that she/he is the petitioner, or one of the petitioners, in the above action; that permission of the owner has been obtained if the petition is filed by a party other than the owner; and that all of the matters and things set forth herein are true.

William Grant

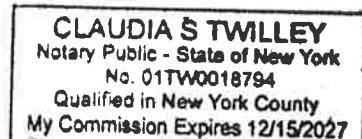
Petitioner's printed name

Aut

Petitioner's signature

Sworn and subscribed before me this

26 day of June, 2025  
Claudia S. Twilley  
Notary Public



Check here if additional pages are attached

ELIZABETH RUSH  
ARCHITECT

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**MEMORANDUM IN SUPPORT OF APPLICATION**

July 1, 2025

Bill and Brie Grant  
221 Blackburn Road Block 3001 , Lot 30  
Summit, New Jersey 07901

This letter is a formal request on behalf of Bill and Brie Grant, who seek permission to enhance their single-family home located at 221 Blackburn Road in the R-15 Zone District. The proposed improvements include constructing a second-floor addition and performing interior renovations throughout the residence, which will remain a single-family home.

The proposed second-floor addition is situated above the existing attached garage on the right side of the home. This addition will feature a new guest room suite, a rear interior staircase, and a dedicated home office area. It's *important* to note that this addition complies with the Floor Area Ratio requirements and meets the front and rear yard setbacks, as well as lot and building coverage. However, we are seeking relief from the side yard setback and combined side yard setback, as a small corner of the addition and existing garage falls within the side yard.

The decision to expand above the existing garage was made to avoid increasing the home's footprint while providing the Grants with an additional bedroom suite and a private home office. The garage's setback from the front of the house also ensures the addition will blend seamlessly with the existing front elevation. In addition to the new construction, the Grants plan to comprehensively update the home's exterior with new windows, roofing, and siding, alongside extensive interior renovations on the first floor to fully modernize the residence.

These proposed improvements are designed to fulfill the Grants' vision for their home. The expansion is modest and thoughtfully scaled to maintain the existing character of the residence and the surrounding neighborhood.

Relief from the strict application of the DRO is requested for the following reasons:

- \* The improvements are consistent with the character and scale of other homes in the neighborhood.
- \* The addition will harmonize with the home's existing architecture and will not exceed the height of the current structure.
- \* The enhancements will be aesthetically pleasing and significantly improve the home's overall appearance.

Thank you for your time and consideration.



Elizabeth Rush Architect, LLC





# PROPERTY OWNERS LIST / 200 FOOT LIST

Application for a *Certified List of Property Owners* within 200 feet of the following:



## PROPERTY INFO:

Address:	221 Blackburn Road	Date:	06/15/25
City, State, Zip Code:	Summit NJ 07901	Block:	3001 Lot: 30

## APPLICANT INFO:

	Applicant	Owner (if different)
Name:	Bill Grant	
Address:		
Email: (required)		
Phone:		

PAYMENT INFO:  WITH Map (\$11)  WITHOUT Map (\$10) \* Applicant must attach their own map if selected.

Fee Paid: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Check	<input checked="" type="checkbox"/> Cash
Date: 6/15/25 Emp.: JS	Check #: _____	

Jesse Sands  
Zoning/Planning Board Secretary

6/15/25  
Date

To Eng: 6/15/25  
1:36 am/6pm

Block	Lot(s)
3001	4-8,27-29,31-33
3002	6-9
3003	1-3,12

Block	Lot(s)

Block	Lot(s)

NOTE: In addition to the owners on the above list, the following entities **MUST** also be notified if checked:

- UTILITY:** NJ American Water Co., Inc. Attn: Donna Short, GIS Supervisor ~ 1025 Laurel Oak Road - Vorhees, NJ 08043
- UTILITY:** PSE&G, Attn: Manager -Corporate Properties ~ 80 Park Plaza, T6B – Newark, NJ 07102
- OTHER MUNICIPALITY:**  Property owner(s) in an adjacent municipality  Clerk in an adjacent municipality
- COUNTY:** County Planning Board if the property is on a county road
- STATE:** Commissioner of Transportation if on/adjacent to state highway/property ~ P.O. Box 600 Trenton, NJ 08625-0600

Bill Grant  
Engineer/Assistant Engineer

6/10/25  
Date

I certify that the attached/above is an accurate & complete list of property owners and addresses from the Tax Assessor records.

Donna Short  
Tax Assessor / Staff Assessor

6/10/25  
Date

# 2034

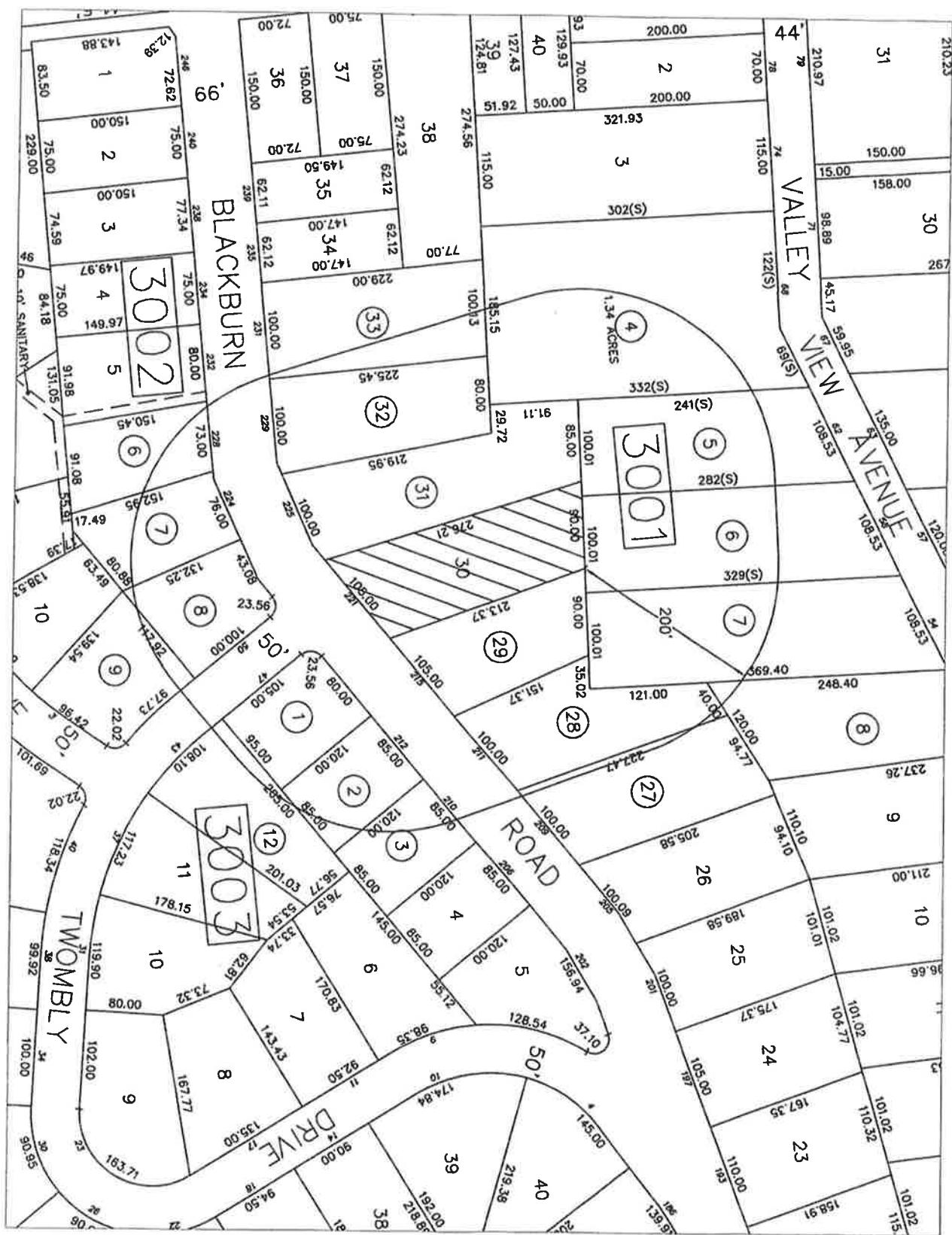
## OWNER &amp; ADDRESS REPORT

SUMMIT

3001-30 221 BLACKBURN RD - GRANT, WILLIAM & BRIE ANN  
BILL GRANT

06/10/25 Page 1 of 1

BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
3001	4		2	MANGANI, KISHIN & KARA 68 VALLEY VIEW AVE SUMMIT, NJ	68 VALLEY VIEW AVE 07901	
3001	5		2	JEFFRIES, ROBERT G. & COLLEEN O. 62 VALLEY VIEW AVE SUMMIT, NJ	62 VALLEY VIEW AVE 07901	
3001	6		2	HYNES, MICHAEL D. & CATHERINE G. 58 VALLEY VIEW AVE SUMMIT, NJ	58 VALLEY VIEW AVE 07901	
3001	7		2	SAKIMURA, NOAH & JOHANNAH 54 VALLEY VIEW AVE SUMMIT, NJ	54 VALLEY VIEW AVE 07901	
3001	8		2	GEOGHEGAN, TOMAS A. & JENNIFER A. 50 VALLEY VIEW SUMMIT, NJ	50 VALLEY VIEW AVE 07901	
3001	27		2	BRITT, HOWARD S & GAIL L 209 BLACKBURN SUMMIT, NJ	209 BLACKBURN RD 07901	
3001	28		2	KRASOVEC, EDWARD A & ALFARO, SOFIA	211 BLACKBURN RD 211 BLACKBURN RD SUMMIT, NJ	07901
3001	29		2	ROBINSON, JEFFREY & CLAIRE	215 BLACKBURN RD 215 BLACKBURN RD SUMMIT, NJ	07901
3001	31		2	PANDIT, SAMEER & JALPA 225 BLACKBURN RD SUMMIT, NJ	225 BLACKBURN RD 07901	
3001	32		2	THATCH, DAVID & SUSAN 229 BLACKBURN ROAD SUMMIT, NJ	229 BLACKBURN RD 07901	
3001	33		2	BAR, DANIEL HENRY & JILL A. HARRIS	231 BLACKBURN RD 231 BLACKBURN ROAD SUMMIT, NJ	07901
3002	6		2	HOEFS, MICHAEL & JILL	228 BLACKBURN RD 228 BLACKBURN RD SUMMIT, NJ	07901
3002	7		2	JESSUP, KATHLEEN F	224 BLACKBURN RD 224 BLACKBURN RD SUMMIT, NJ	07901
3002	8		2	HARVEY, WILLIAM J. & MAUREEN T.	50 TWOMBLY DR 50 TWOMBLY DR SUMMIT, NJ	07901
3002	9		2	SHENOV, VIVEKANAND & MALLYA, RASHMI U	3 KNOB HILL DR 3 KNOB HILL DR SUMMIT, NJ	07901
3003	1		2	ELIOT, PETER & DELORES	216 BLACKBURN RD 47 TWOMBLY DRIVE SUMMIT, NJ	07901
3003	2		2	WEISS, DOUGLAS E & LISA	212 BLACKBURN RD 212 BLACKBURN RD SUMMIT, NJ	07901
3003	3		2	WELSH, ROBERT D & CHAN, JOANNA K	210 BLACKBURN RD 210 BLACKBURN RD SUMMIT, NJ	07901
3003	12		2	SCHMIDT, FREDERICK J. & LISA B.	43 TWOMBLY DR 43 TWOMBLY DRIVE SUMMIT, NJ	07901





## **Public Utility Registration List Request for Notice of Hearings**



**Any public utility, cable television company, local or other utility may request service of notice of hearings for development, pursuant to J.J.S.A 40:55D-12, et seq., provided the utility has an easement or other form of right-of-way.**

**The following listed utilities have registered to receive service of any notice of hearing for development in the City of Summit. Proof of service, as required by the Municipal Land Use Law shall include service to this utility.**

- **NJ American Water Company, Inc.**  
Donna Short  
GIS Supervisor  
1025 Laurel Oak Road  
Vorhees, NJ 08043
- **PSE&G**  
Manager, Corporate Properties  
80 Park Plaza, T6B  
Newark, NJ 07102

# THE CITY OF SUMMIT

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N E W J E R S E Y

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City Hall

512 Springfield Avenue

Summit NJ 07901

Patricia R. Dougherty  
Collector of Taxes

Telephone (908) 273-6403  
Fax (908) 608-1214

**ADDRESS:** 221 Blackburn Road Summit, NJ **DATE:** June 24th, 2025

**OWNER(S):** Bill and Brie Grant

**BLOCK:** 3001 **LOT(S):** 30

**PURSUANT TO THE PROVISIONS OF THE MUNICIPAL LAND USE LAW, N.J.S.A. 40:55D-1 ET. SEQ. PERTAINING TO THE ZONING BOARD OF ADJUSTMENT AND/OR PLANNING BOARD APPLICATIONS. I, HEREBY CERTIFY THAT THE TAXES OR ASSESSMENTS FOR PUBLIC IMPROVEMENTS, OR BOTH, ARE NOT DUE OR DELINQUENT ON THE ABOVE PARCEL(S), AND HAVE BEEN PAID TO DATE ACCORDING TO LAW.**

  
Patricia R. Dougherty  
Collector of Taxes

**For Office Use Only:**

Department of Community Services

Date filed: \_\_\_\_\_

File ZB/PB# \_\_\_\_\_

Received by: \_\_\_\_\_

## NOTICE OF HEARING FOR PUBLICATION

The Union County Local Source  
1291 Stuyvesant Avenue  
Union, NJ 07083

Tel: 908-686-7700

TAKE NOTICE THAT the Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on \_\_\_\_\_, 20\_\_\_\_ at 7:30 p.m. in the City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as

221 Blackburn Road, Summit New Jersey \_\_\_\_\_, Block 3001, Lot 30 \_\_\_\_\_

The conditions affecting this property and the reason for the application being heard are as follows:

- \_\_\_\_ The R-15 Single-Family Residential Zone permits a 35% combined side yard and 15 foot sideway setback defined in the City of Summit Development Regulations Ordinance ("DRO").
- \_\_\_\_ The Applicants seek bulk variance relief to permit a side yard set back at proposed second floor addition of 7.6 feet. The addition is proposed to be constructed over an existing garage with an existing non-compliant setback of 7.6 feet.

\_\_\_\_ Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, and may be inspected on any workday during business hours, 8:30 a.m. to 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

*William Grant*

\_\_\_\_ Applicant's printed name

## NOTICE OF HEARING

DATE: June 24th, 2025

TO \_\_\_\_\_

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Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

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Applicant's signature



Applicant's printed name