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



Name of applicant Max Gale and Liliya Belaus Date February 3, 2023

Address of property 19 Oak Ridge Avenue Block 4502 Lot 3

Approval requested:  Appeal zoning officer decision  Interpret Ordinance or Map  
 Bulk variance  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	✓	_____
2. Original and 12 copies of narrative description of project	✓	_____
3. Original and 12 copies of plat/property survey, showing the existing and proposed building setbacks	✓	_____
4. Original and 12 copies of proposed structure, including interiors	✓	_____
5. Grading plan	N/A	_____
6. Thirteen copies of the zoning officer's decision (If applicable)	N/A	_____
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.	✓	_____
9. Original copy of evidence of paid property taxes	✓	_____
10. Original copy of the proposed notice to owners within 200'	✓	_____
11. Original copy of the proposed advertisement	✓	_____
12. Subdivision submittal (If applicable)	N/A	_____
13. Site plan submittal (If applicable)	✓	_____
14. Original copy of this completed checklist	✓	_____
15. Application fee and escrow deposit	✓	_____
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.	✓	_____

*Applicant - Please do not write below this line*

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

Administrative Office



**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: 19 Oak Ridge Avenue

Block(s) 4502 Lot(s) 3 Zone(s) R-15

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

Property Owner Max Gale and Liliya Belaus Phone Max cell: 845.480.9205

Email: maxgale4@gmail.com / l.belaus@gmail.com

Owner Address: 19 Oak Ridge Avenue

Applicant: Max Gale and Liliya Belaus Phone: Max cell: 845.480.9205

Email: maxgale4@gmail.com / l.belaus@gmail.com

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

1 TYPE PROPERTY:  RESIDENTIAL  OTHER

2 Type application:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Appeal            | <input type="checkbox"/> Interpretation    | <input checked="" type="checkbox"/> C - Bulk variance |
| <input type="checkbox"/> D - Use variance  | <input type="checkbox"/> Conditional use   | <input type="checkbox"/> D - Floor area ratio (FAR)   |
| <input type="checkbox"/> Minor subdivision | <input type="checkbox"/> Major subdivision | <input type="checkbox"/> Site plan                    |
| <input type="checkbox"/> Other _____       |  |   |

CONCEPT PLAN  PRELIMINARY  FINAL

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

5 Building area 2,137 Existing  
N/A Proposed new \*  
2,137 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 \_\_\_\_\_

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

Summit, N. J. \_\_\_\_\_ February 3, 2023 \_\_\_\_\_

In the matter of the petition of Max Gale and Liliya Belaus for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner Max Gale and Liliya Belaus  
residing at 19 Oak Ridge Avenue says:

I Petitioner is the Owner of property located at 19 Oak Ridge Avenue

Block 4502, Lot(s) 3 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: Second - Story addition in the rear requires a Variance for Minimum Side Yard Setback and any other Variances determined by the Summit Zoning Officer.

2b.) The proposed use described above requires the following variance(s): Minimum Side Yard Setback and any other Variances that may be determined by the Summit Zoning Officer.

3. The premises affected are more particularly described as follows:  
Area of Plot 20,313 square feet  
Area of existing structures which will remain 2,137 square feet  
Total area of plot to be occupied by structures No Change square feet  
Percentage of lot to be occupied by structures 10.5% percent  
Proposed set-back, front line 45.4 feet;  
Proposed sidelines (specify if corner 3.7' / 80 feet;  
Proposed rear yard 50.7 feet.  
Year house built 1911.

Other pertinent characteristics \_\_\_\_\_  
\_\_\_\_\_

4. There has been no previous petition for relief involving these premises except: \_\_\_\_\_  
None to our knowledge.

5. The reasons which support petitioner's claim of the right to relief are as follows: \_\_\_\_\_  
See Attached Narrative.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Max Gale and Liliya Belaus  
Petitioner

Petitioner's Phone Number Max cell: 845.480.9205

Petitioner's Email Maxgale4@gmail.com / l.belaus@gmail.com

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

N/A

State of New Jersey  
County of Union

Max Gale and Liliya Belaus, 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.

Max Gale and Liliya Belaus  
Petitioner's printed name

  
Petitioner's signature

Sworn and subscribed before me this

2 day of February 2023  
Cheryl A. Micewicz  
Notary Public

Check here if additional pages are attached



CHERIE A. MICHAELS  
COUNTY CLERK OF NEW JERSEY  
COMMISSIONER & JUDGE  
NY Commission Expires 04/30/2028

February 1, 2022

Gale Residence  
19 Oak Ridge Avenue  
Summit, New Jersey 07901

**Project Narrative**  
**Reasons in Support of the Variance**

**Scope of the Project**

The Gale Residence is an existing two-story stucco house that was built around 1910. The house is located in the R-15 Zone and the Lot Area is 20,313 square feet. The project consists of a second-story addition in the rear left corner. We propose to fill in an existing open (covered) balcony with living area.

**One Variance**

The project will require one Variance for Minimum Side Yard Setback. The current structure is non-conforming with a setback of 3.7 feet on the left side. The setback on the right side is 80.0 feet.

**Proposed Side Yard Setback @ Rear Addition:**

Existing	8.3 ft.		
Proposed	8.3 ft.		
Required	15 ft.	Variance: 6.7 ft.	Existing non-conformity.

**Side Yard Setback**

We propose to enclose an existing open balcony to create a new laundry room. The existing balcony has a floor, a ceiling and roof, two full-height walls, and two half-height walls.

The entire house is skewed to the left half of the lot.

**Positive Criteria**

The enclosure of the balcony will allow for a higher function for this space. It is currently under-utilized. The work is invisible from the street, and only visible to one neighbor. The impact of this work is **de minimus** since we are merely filling in the upper portion of the existing half-walls.

The current side yard setback is unchanged. The Building Coverage and Lot Coverage are unaffected. The Floor Area Ratio is in compliance. All other bulk standards comply.

The proposed exterior building materials will blend with the architectural style of this home. The existing roofline is unchanged. The appearance of the house will be enhanced with the proposed addition.

### **Satisfaction of the Negative Criteria**

The Variance for the proposed addition can be granted (1) without substantial detriment to the public good, and (2) without substantially impairing the intent and purpose of the Zone Plan and the Zoning Ordinance.

The proposed design of the addition has no adverse affect on the adjoining properties, the neighborhood or the City of Summit. There is no change to the Use of the property, and no damage to the character of the neighborhood as to constitute “substantial detriment to the public good”.

There is no detriment to the neighborhood character, utility, or value. The granting of this Variance causes no impairment of the Zone Plan and the Ordinance. The proposed addition does not significantly change the perception of the overall size of the house, or of the density of the neighborhood. The addition will not cause any undesirable noise, light, glare, or odors, or any other burdens on the adjoining neighbors or on the neighborhood.

Rosen Kelly Conway | 16 Maple Street | Summit | New Jersey





**PROPERTY OWNERS LIST / 200 FOOT LIST**

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



**PROPERTY INFO:**

<b>Address:</b> 19 Oak Ridge Avenue	<b>Date:</b> January 20, 2023
<b>City, State, Zip Code:</b> Summit, New Jersey 07901	<b>Block:</b> 4502 <b>Lot:</b> 3

**APPLICANT INFO:**

Applicant		Owner (if different)
<b>Name:</b>	Max Gale and Liliya Belaus	Same
<b>Address:</b>	19 Oak Ridge Avenue	
<b>Email:</b> <small>(required)</small>	Maxgale4@gmail.com / l.belaus@gmail.com	
<b>Phone:</b>	Max cell: 845.480.9205	

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

<b>Fee Paid:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>Check</b> <input checked="" type="checkbox"/> Cash
<b>Date:</b> 1 / 26 / 23 <b>Emp.:</b> SS	<b>Check #:</b> _____

Stephanie Scullion      1/26/23      To Eng: 1/26/23  
**Zoning/Planning Board Secretary**      **Date**      2:45 am/pm

Block	Lot(s)	Block	Lot(s)	Block	Lot(s)
3212	1-5				
4501	29-38, 42				
4502	1-2, 4-6,				
	22-25				

**Notes:**      Please email list to cmicewicz@rkcad.com

**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

[Signature]      1/26/23  
**Engineer/Assistant Engineer**      **Date**

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

[Signature]      1-27-23  
**Tax Assessor / Staff Assessor**      **Date**

#1740

OWNER & ADDRESS REPORT

SUMMIT

01/27/23 Page 1 of 2

4502-3 19 OAK RIDGE AVE GALE, MAXWELL & BELAUS, LILIYA  
GALE, MAXWELL & BELAUS, LILIYA

BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
3212	1		2	PATADIA, VAISHALI 15 MOUNTAIN AVE SUMMIT, NJ 07901	15 MOUNTAIN AVE	
3212	2		2	GIANNI, ALEXANDER & SILVIA 17 MOUNTAIN AVE SUMMIT, NJ 07901	17 MOUNTAIN AVE	
3212	3		2	WHITELY, CHRISTOPHER P 19 MOUNTAIN AVE SUMMIT, NJ 07901	19 MOUNTAIN AVE	
3212	4		2	MELENDEZ, GEORGE & CHRISTINE 21 MOUNTAIN AVE SUMMIT, N J 07901	21 MOUNTAIN AVE	
3212	5		2	WILLECKE, FREDERICK 23 MOUNTAIN AVE SUMMIT, NJ 07901	23 MOUNTAIN AVE	
4501	29		2	GOTTESMAN, ANDREW K. & CHRISTINE H. 28 OAK RIDGE AVE SUMMIT, N J 07901	28 OAK RIDGE AVE	
4501	30		2	FRIDEL, FRANK A. & MAY ABRAHAM 24 OAK RIDGE AVE SUMMIT, N J 07901	24 OAK RIDGE AVE	
4501	31		2	HYBL, GREGORY A. & MARY D. 22 OAK RIDGE AVENUE SUMMIT, NEW JERSEY 07901	22 OAK RIDGE AVE	
4501	32		2	RICHARDSON, CHRISTOPHER A & NELA T 20 OAK RIDGE AVE SUMMIT, NJ 07901	20 OAK RIDGE AVE	
4501	33		2	GRATES, SUSAN E. 18 OAK RIDGE AVENUE SUMMIT, N. J. 07901	18 OAK RIDGE AVE	
4501	34		2	WEIR, GORDON & JOANNA 16 OAK RIDGE AVE SUMMIT, NJ 07901	16 OAK RIDGE AVE	
4501	35		2	HIGGINS, KEVIN G. & MARY 14 OAK RIDGE AVENUE SUMMIT, N J 07901	14 OAK RIDGE AVE	
4501	36		2	MILLER, JEFFREY M. & DONNA F. 10 OAK RIDGE AVENUE SUMMIT, N J 07901	10 OAK RIDGE AVE	
4501	37		2	HALLENBECK, JEFFREY P & KAY 6 OAK RIDGE AVE SUMMIT, NJ 07901	6 OAK RIDGE AVE	
4501	38		15D	OVERLOOK HOSPITAL ASSN%& DUNITZ 475 SOUTH STREET, 2ND FLR MORRISTOWN, NJ 07962	27 GLENSIDE AVENUE	
4501	39		15C	CITY OF SUMMIT 512 SPRINGFIELD AVE SUMMIT N J 07901	MORRIS & GLENSIDE AVE.	
4501	42		1	AHS HOSPITAL CORPORATION 475 SOUTH ST 2ND FLR MORRISTOWN, NJ 07962	41 GLENSIDE AVE	
4502	1		2	CONNELL, ALEXANDER J & JULIA C 3 OAK RIDGE AVE SUMMIT, NJ 07901	3 OAK RIDGE AVE	
4502	2		2	WILLIAMS, ALYNA 7 OAK RIDGE AVE SUMMIT, NJ 07901	7 OAK RIDGE AVE	

OWNER & ADDRESS REPORT

SUMMIT

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4502-3 19 OAK RIDGE AVE GALE, MAXWELL & BELAUS, LILIYA  
 GALE, MAXWELL & BELAUS, LILIYA

BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
4502	4		2	MIKKELSEN, HANS O. & TINE D. 21 OAK RIDGE AVE SUMMIT, N J 07901	21 OAK RIDGE AVE	
4502	5		2	PETERSEN, WILLIAM & SUSAN SHARKO 25 OAK RIDGE AVE SUMMIT, N J 07901	25 OAK RIDGE AVE	
4502	6		2	KONA, SREEDHAR & DEEPTI 27 OAK RIDGE AVE SUMMIT, NJ 07901	27 OAK RIDGE AVE	
4502	22		2	MCNEIL, STEVEN P & ELLEN 26 MOUNTAIN AVE SUMMIT, NJ 07901	26 MOUNTAIN AVE	
4502	23		2	BEXIGA, JOSEPH C & LUONGO, ELEONORA 24 MOUNTAIN AVE SUMMIT, NJ 07901	24 MOUNTAIN AVE	
4502	24		2	KEWALRAMANI, RAJIV & KAVITA 22 MOUNTAIN AVENUE SUMMIT, N. J. 07901	22 MOUNTAIN AVE	
4502	25		2	BARRENECHE, CHARLES A & STEELE, KARI 16 MOUNTAIN AVE SUMMIT, NJ 07901	16 MOUNTAIN AVE	





## Public Utility Registration List Request for Notice 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

# City of Summit

Community Services

512 Springfield Ave.

Summit, NJ 07901

908-273-6408

1/26/2023 9:22 AM

P.O.L.

\$11.00

\*\*\*\* Sale Subtotal \*\*\*\*

\$11.00

\*\*\*\* Total Sale \*\*\*\*

\$11.00

Cash

\$11.00

Change

\$0.00

Cashier: landuse

Thank You

000012623092224748



# THE CITY OF SUMMIT

N E W J E R S E Y

City Hall 512 Springfield Avenue Summit NJ 07901

Patricia R. Dougherty  
Collector of Taxes

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

**ADDRESS:** 19 Oak Ridge Avenue **DATE:** January 19, 2023

**OWNER(S):** Max Gale and Liliya Belaus

**BLOCK:** 4502 **LOT(S):** 3

**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**

DATE, \_\_\_\_\_

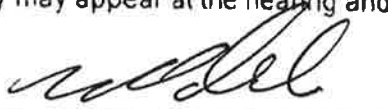

TO \_\_\_\_\_

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Zoning Board Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on \_\_\_\_\_, 2023 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 19 Oak Ridge Avenue \_\_\_\_\_

The conditions affecting this property and the reasons for the application being heard are as follows: Second-Story addition in the rear requires a Variance for Minimum Side Yard Setback and any other variances determined by the Summit Zoning Officer.

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 any workday between the hours of 8:30 a.m. and 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board

Applicant's signature

Maxwell Gale Liliya Belaus

Applicant's printed name



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 23 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 19 Oak Ridge Avenue, Block 4502, Lot 3.

The conditions affecting this property and the reason for the application being heard are as follows: Second - Story addition in the rear requires a Variance for:

Minimum Side Yard Setback and any other Variances that may be determined  
by the Summit Zoning Officer.

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Max Gale and Liliya Belaus

Applicant's printed name