

**MONTCLAIR REAL ESTATE  
LAW GROUP**

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March 1, 2022

**VIA HAND DELIVERY**

Ashley Neale, Secretary  
Verona Planning Board  
Verona Town Hall  
600 Bloomfield Avenue  
Verona, New Jersey 07044

Re: Minor Subdivision Application  
Mitchell MacGregor  
19 Parkhurst Place (Block 1604 Lot 42)

Dear Ms. Neale:

I represent Mitchell MacGregor in connection with the enclosed application to the Verona Planning Board for minor subdivision approval for the above property.

Enclosed with this letter are the following:

1. Three copies of Application for Minor Subdivision Approval;
2. Three copies of application fee sheet;
3. Three copies of Minor Subdivision Checklist;
4. Three copies of Affidavit of Ownership;
5. Fifteen copies of Minor Subdivision Map prepared by Charles J. Stewart, P.E., L.S.;
6. W-9 Form
7. Check in the amount of \$650.00 for the application fee;
8. Check in the amount of \$1,000.00 for the required escrow deposit;
9. Check in the amount of \$10.00 for the list of adjoining property owners.

Please contact me if you need any additional documents or information in order for this application to be deemed complete.

Ashley Neale, Secretary

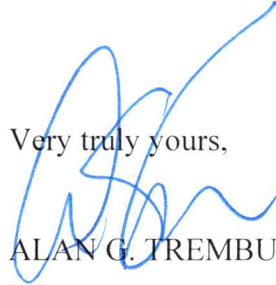
March 1, 2022

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Please send me the tax assessor's list of adjoining property owners within 200 feet of the subject property.

Thank you for your courtesies.

Very truly yours,



ALAN G. TREMBULAK

AGT:dt

Enclosures

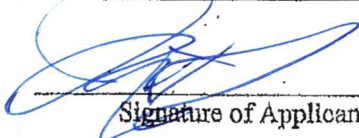
**PLANNING BOARD  
TOWNSHIP OF VERONA  
VERONA, NEW JERSEY 07044  
APPLICATION FOR APPROVAL OF MINOR SUBDIVISION  
DATE 2/24/2022**


NAME OF OWNER OF RECORD Joseph Keissler  
please print

ADDRESS OF OWNER OF RECORD 19 Parkhurst Place, Verona, NJ 07044

I hereby authorize the following party to apply for this Minor Subdivision:

Name of Applicant: Mitchell MacGregor  
Address of Applicant: 120 Walnut Street, Montclair, NJ 07042  
Date: \_\_\_\_\_ Telephone No. of Applicant 970-650-1701

  
Signature of Applicant

  
Signature of Owner

Property Description: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Date of Latest Revision \_\_\_\_\_  
Block 1604 Lot No. 42  
Street Address 19 Parkhurst Place, Verona, New Jersey 07044

Reasons for Subdivision Applicant proposes to subdivide the property into two lots.

The existing single-family dwelling will be retained and renovated, and

the subdivided lot will be developed with a new single-family dwelling.

Application must be filed in triplicate together with 15 copies of a plot plan prepared by a licensed surveyor. Scale to be no less than 1 inch equals 50 feet. Plot plan shall indicate owners of all properties involved, existing and proposed lot lines and dimensions, existing buildings; front, side and rear setback dimensions, etc. If Subdivision is within 200 feet of or adjoins a County Highway, and problems of traffic, drainage, etc. may be involved, application must be filed with the Essex County Planning Board, 900 Bloomfield Avenue, Verona, NJ 07044 triplicate and typed. Application may be obtained from the respective community. The County Planning Board has 30 days in which to act on a Subdivision. Four copies of the plats must also be filed with them.

Application received by Ashley Weale on 3/1/22  
Clerk, Planning Board Date

Classified as a Minor Subdivision (tentative) \_\_\_\_\_  
Township Engineer Date

Approved as a Minor Subdivision \_\_\_\_\_  
Chairman, Verona Planning Board Date

Date of Essex County Approval \_\_\_\_\_

Enclosed is a check in the amount of \$ 650.00 for the application circled above, to the Planning Board of the Township of Verona for approval of the following: minor subdivision of property located at 19 Parkhurst Place

\_\_\_\_\_ known on the Verona Tax Map  
as Map \_\_\_\_\_ Block 1604 Lot 42

An additional check in the amount of \$10.00 is required where indicated for the list of property owners within 200 feet of subject property.

Name of applicant Mitchell MacGregor

Address of applicant 120 Walnut Street Telephone # 973-650-1701  
Montclair, NJ 07042

Name of property owner Joseph Keissler

**TOWNSHIP OF VERONA**  
**MINOR SUBDIVISION REVIEW**  
**SUGGESTED CHECK LIST**

CASE # 2022-03

Applicant Mitchell MacGregor Block No. 1604 Lot No. 42

Date Submitted 3/1/22 Date Checked \_\_\_\_\_

**A. Applications:** 3 copies  
 15 copies of Minor Subdivision Plans & Documents

**B. Fees - \$** 650.00

**C. Information and data**

Y = Yes      N = No      N/A = Not Applicable

- |  | (Circle One)                     |                       |                                  |
|--|----------------------------------|-----------------------|----------------------------------|
|  | Y                                | N                     | N/A                              |
| 1) Map sizes - 15"x21", <u>24"x36"</u> , 30"x42"   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 2) Key map showing the subdivision site and its relation to the surrounding area, streets and highways and zone district boundaries. | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 3) Tax map sheet, block and lot numbers  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 4) Name and address of owner   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 5) Boundary survey data or some other similarly accurate base Bearings and Distances   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 6) Topographic survey of property and surrounding area within 200' U.S.G.S. spot elevations, elevations of corners                   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 7) Existing and proposed drainage features and ditches within 200'   | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> |
| 8) Names of adjoining owners to be provided  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            |
| 9) Special site conditions.  | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> |

10)	Location of the subdivided portion of entire tract	<input checked="" type="radio"/>	N	N/A
11)	Any zone lines within 100' of property	<input checked="" type="radio"/>	N	N/A
12)	All existing and proposed street	<input checked="" type="radio"/>	N	N/A
13)	All existing, proposed and required set back dimensions	<input checked="" type="radio"/>	N	N/A
14)	Area of the entire tract and area of each lot proposed	<input checked="" type="radio"/>	N	N/A
15)	Lots width and depths	<input checked="" type="radio"/>	N	N/A
16)	Scale of the plat and north arrow	<input checked="" type="radio"/>	N	N/A
17)	All rights of way and easements	<input checked="" type="radio"/>	N	N/A
18)	Method of sewerage disposal	Y	N	<input checked="" type="radio"/> N/A
19)	Name and seal of Licensed Land Surveyor -- preparing plat map	<input checked="" type="radio"/>	N	N/A
20)	All proposed lot lines and lot lines to be eliminated	<input checked="" type="radio"/>	N	N/A
21)	Scale of plat map (1" = 30')	<input checked="" type="radio"/>	N	N/A
22)	Additional comments	Y	N	<input checked="" type="radio"/> N/A