

City of Summit
Department of
Community Services

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:

32 Montrose Ave

Block(s): 505

Lot(s): 13

Zone(s): F-2

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

Single Family

Property Owner: MV & NS LUVINER

Phone: [REDACTED]

Email: [REDACTED]

Owner Address: 32 Montrose Ave

Applicant: MV & NS LUVINER

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

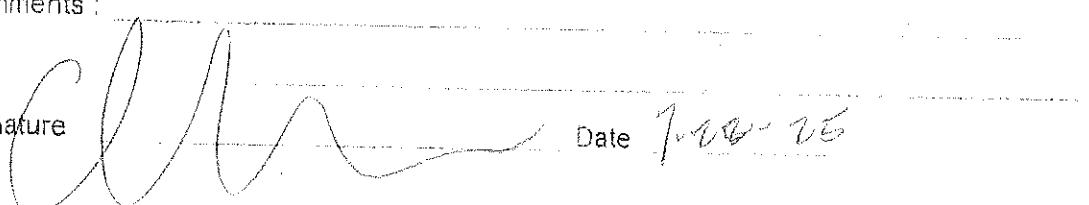
FINAL

③ Number of lots: _____ Existing _____ Number of dwelling units: _____ Existing
_____ Proposed

④ Building area
_____ Existing
_____ Proposed new
_____ 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

⑤ Comments:



⑥ Signature

Date: 7/28/26

Application to Zoning Board of Adjustment of Summit, New Jersey

Summit, N. J. July 21, 2025

In the matter of the petition of MR + MRS. Levine for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner MR + MRS. Levine
residing at 32 Montrose Ave says:

I Petitioner is the Owner of property
located at 32 Montrose Ave

Block 505, Lot(s) 13 on the Tax Map located in the R-6 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: To construct a 2nd story above an existing 1st floor for a primary suite as well as interior alterations, a covered front porch, new driveway, shed and patio.

	<u>Req.</u>	<u>Existing</u>	<u>Prop</u>
2b.) The proposed use described above requires the following variance(s): <u>lot coverage</u>	40%	41.4%	41.7%
	2,500 sf	2,587 sf	2,608 sf
<u>building coverage</u>	20%	18.7%	21.5%
	1,250 sf	1,171 sf	1,345 sf
<u>FAR</u>	35%	26.8%	35.3%
	2,188.5 sf	1,676 sf	2,205 sf
<u>minimum condition of (1) enclosed garage space</u>	(1)	7(0)	(0)

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

Area of Plot 6,250 square feet (house) (2nd flr overhang)

Area of existing structures which will remain 1031 + 44 = 1075 square feet

Total area of plot to be occupied by structures 1,345 square feet

Percentage of lot to be occupied by structures 21.5 % percent

Proposed set-back, front line 35.7 feet;

Proposed sidelines (specify if corner) (R) 9.7 (L) 10.0 feet;

Proposed rear yard 44.2 feet.

Year house built 1952.

Other pertinent characteristics Required lot width = 600' however existing lot width is 50' Also existing home has NO enclosed garage.

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

N/A.

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

- The additions are primarily 2nd story over existing space + conforming to all setbacks
- Front porch is in scale with the neighborhood
- New driveway configuration improves parking.
- Expanded shed allows for additional storage not currently provided due to no ^{existing} garage on site.

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.

7. 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.

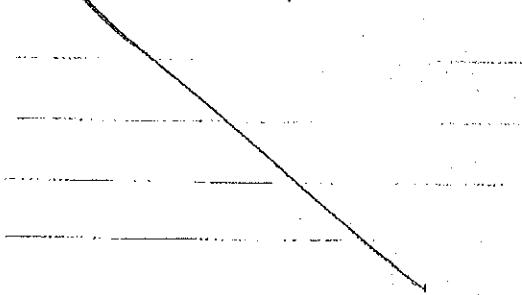
X


Petitioner

Petitioner's Phone Number [REDACTED]

Petitioner's Email [REDACTED]

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

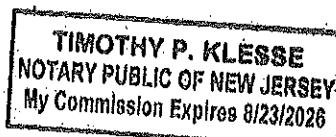
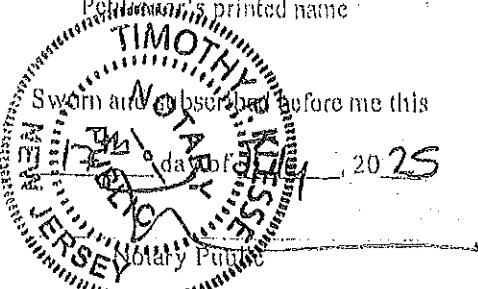


State of New Jersey
County of Union

_____, 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.

X Douglas Levine
Petitioner's printed name

X 
Petitioner's signature



Check here if additional pages are attached.



July 21, 2025

Ms. Jessicas Sands
 Department of Community Services
 City of Summit
 512 Springfield Avenue
 Summit, New Jersey 07901

Reference: **Levine Residence**
 32 Montrose Ave
 Summit, NJ 07901
 Project #23061

Project Narrative

Dear Ms. Sands,

TIMOTHY P. KLESSE, AIA, ASID
PRINCIPAL

ROBERT W. FORBES, AIA, LEED AP
ASSOCIATE PRINCIPAL

Enclosed please find the Board of Adjustment application for the above-referenced project. Along with other miscellaneous conforming alterations, the Levine's seek permission from the Board of Adjustment for the following:

- 1) Lot Coverage: In order to construct a small 1-story addition in rear, side facing 2-story box window, new front porch, enlarged shed, new patio, new driveway, new walkway a lot coverage of 41.7% is proposed where 40% is required. Existing lot coverage is 41.4%. There is an increase of 21 sf from the existing conditions on the site.
- 2) Building Coverage: In order to construct a small 1-story addition in rear, side facing 2-story box window , new front porch and enlarged shed a building coverage of 21.5% is proposed where 20% is required. Existing building coverage is 18.7%. There is a variance of 95sf of coverage (shed = 128 sf, front porch = 38 sf)
- 3). Floor area ratio: In order to construct a small 1-story addition in rear, side facing 2-story box window, and new primary suite on second floor a floor area of 35.3% is proposed where 35% is required. Existing floor area is 26.8%. The addition is 16.5 sf over what is allowed. (2-story box window = 44 sf)
- 4). Minimum Garage Condition:

The existing residence has no existing enclosed garage space. The siting of the existing building along with the undersized lot width does not allow for a garage to be added. The site work proposed will greatly improve this existing condition.



This variance can be approved because:

1. A hardship related to an undersized lot width and the existing siting of the existing structure creates the existing condition related to no enclosed garage space. The new driveway layout and increased storage shed will greatly improve this existing condition.
2. The minor first floor additions allow for a more livable floor plan and all setbacks are conforming.
3. The front porch has been planned to further scale the building into the streetscape
4. The construction of two-story homes is compatible with the Master Plan.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert W. Forbes".

Robert W. Forbes, AIA, LEED AP
Klesse Forbes Architects



PROPERTY OWNERS LIST / 200 FOOT LIST

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



PROPERTY INFO:

Address:	32 Montrose Ave	Date:	7/1/25
City, State, Zip Code:	Summit, NJ 07901	Block:	505 Lot: 13

APPLICANT INFO:

	Applicant	Owner (if different)
Name:	E2 Project Management	
Address:	87 Hibernia Ave Rockaway, NJ 07866	
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 checked="" type="checkbox"/> Check	<input type="checkbox"/> Cash
Date: 7/1/25 Emp.: JS	Check #: 13612	

Jessica Sando

Zoning/Planning Board Secretary

7/1/25

Date

To Eng: 7/1/25

1:03 am/pm

Block	Lot(s)
504	7-13
505	8-12,14-18
506	22-26
1302	27-29

Block	Lot(s)

Block	Lot(s)

Notes:

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

Julie

Engineer/Assistant Engineer

7/13/25

Date

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

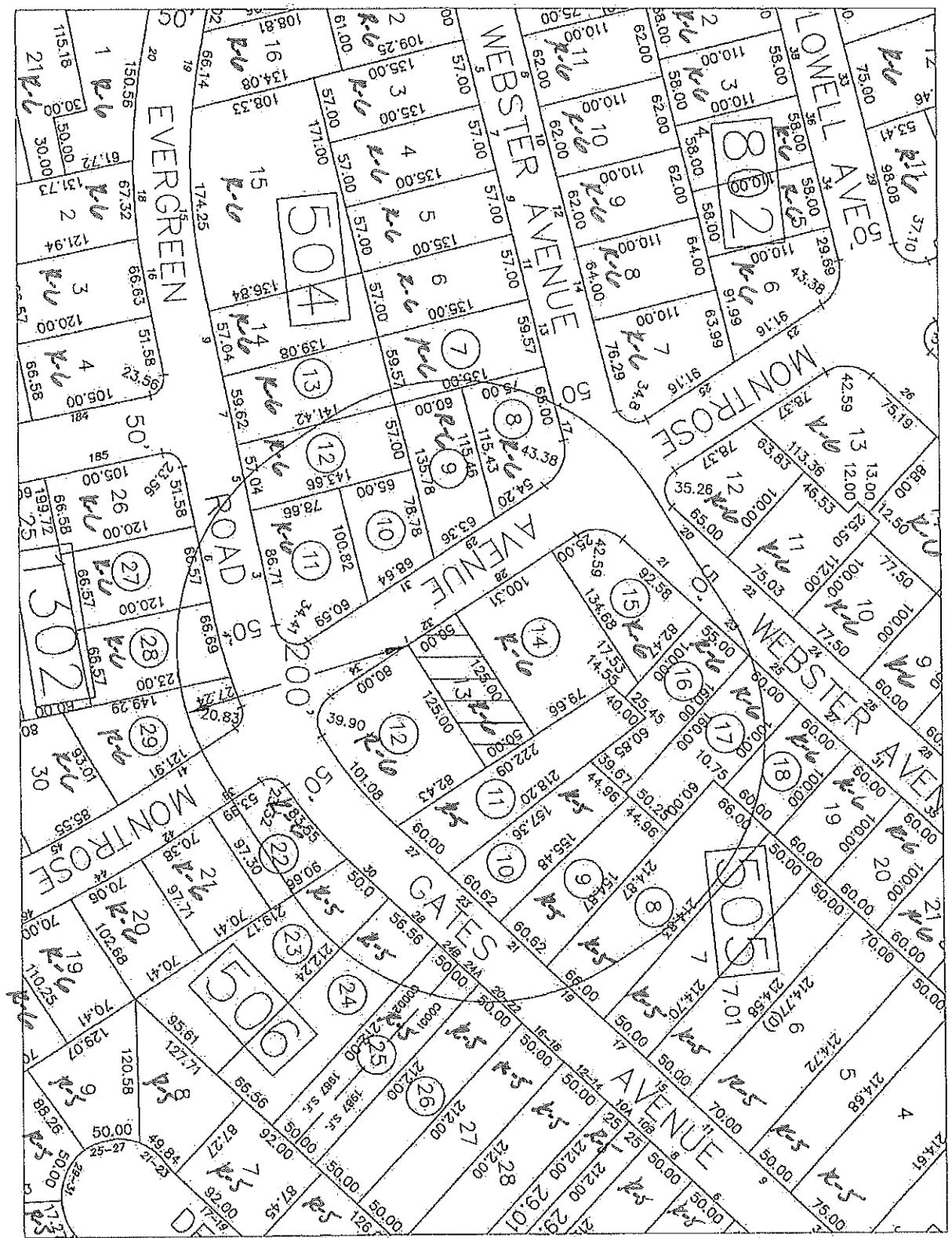
Stan Shapiro

Tax Assessor / Staff Assessor

7/13/25

Date

7/13/25 #2046



NORTH

7

The City of Summit
New Jersey

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 N.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.

Donna Short
GIS Supervisor
New Jersey-American Water Company, Inc.
1025 Laurel Oak Road
Voorhees, NJ 08043

Public Service Electric and Gas Company
Manager - Corporate Properties
80 Park Plaza, T6B
Newark, NJ 07102

OWNER & ADDRESS REPORT

SUMMIT

505-13 32 MONTROSE AVE - LEVINE, DOUBLAS & FRANCESCA
E2 PROJECT MANAGEMENT

07/07/25 Page 1 of 2

BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
504	7		2	FRANCO, BRADLEY C & GWEN W. 13 WEBSTER AVENUE SUMMIT, NJ	13 WEBSTER AVE 07901	
504	8		2	WEGMAN, NICHOLAS & NICOLE 17 WEBSTER AVE SUMMIT, NJ	17 WEBSTER AVE 07901	
504	9		2	BARR, H. DAVIDSON & JOAN BARAN 29 MONTROSE AVE SUMMIT, NJ	29 MONTROSE AVE 07901	
504	10		2	MASSACESI, CRISTIAN & AURELIA H 31 MONTROSE AVE SUMMIT, NJ	31 MONTROSE AVE 07901	
504	11		2	DEMM, MATTHEW J & THERESA L 3 EVERGREEN ROAD SUMMIT, NJ	3 EVERGREEN RD 07901	
504	12		2	SANKOWICH, LAURA & BARBATO, JON 5 EVERGREEN RD SUMMIT, NJ	5 EVERGREEN RD 07901	
504	13		2	TAYLOR, GORDON R 7 EVERGREEN RD SUMMIT, NJ	7 EVERGREEN RD 07901	
505	8		2	CUPO, S. & E. & CUPO, F. & T. 19 GATES AVE SUMMIT, NJ	19 GATES AVE 07901	
505	9		2	CUPO, SEBASTIAN & EVELYN 21 GATES AVE SUMMIT, NJ	21 GATES AVE 07901	
505	10		2	CHENG, HELEN 23 GATES AVE SUMMIT, NJ	23 GATES AVE 07901	
505	11		2	LIVINGSTONE, PETER & TANYA 27 GATES AVENUE SUMMIT, NJ	27 GATES AVENUE 07901	
505	12		2	SMITH, SHARON K. 34 MONTROSE AVENUE SUMMIT, NJ	34 MONTROSE AVE 07901	
505	14		2	FORBES, STEVEN & RACHEL 28 MONTROSE AVE SUMMIT, NJ	28 MONTROSE AVE 07901	
505	15		2	ZUZEVICIUS, DONATAS & BRUZGAITE, A 21 WEBSTER AVE SUMMIT, NJ	21 WEBSTER AVE 07901	
505	16		2	INNES, MICHAEL & RACHEL 23 WEBSTER AVE SUMMIT, NJ	23 WEBSTER AVE 07901	
505	17		2	HASELUM, JEFFREY & JOSEPHINE 25 WEBSTER AVE SUMMIT, NJ	25 WEBSTER AVE 07901	
505	18		2	GANLEY, ILLYNE R 27 WEBSTER AVENUE SUMMIT, NJ.	27 WEBSTER AVE 07901	
506	22		2	CHEN, XIAOYU 38 MONTROSE AVE SUMMIT, NJ	38 MONTROSE AVE 07901	
506	23		2	GATES 30 REALTY LLC 1 GARFIELD AVENUE JERSEY CITY, NJ	30 GATES AVE 07305	

OWNER & ADDRESS REPORT

07/07/25 Page 2 of 2

SUMMIT

505-13 32 MONTROSE AVE - LEVINE, DOUBLAS & FRANCESCA
E2 PROJECT MANAGEMENT

BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
506	24		2	IRK REALTY COMPANY LLC 1 GARFIELD AVENUE JERSEY CITY, NJ	28 GATES AVE 07305	
506	25		15F	24 GATES LLC 152 WITHERSPOON ST PRINCETON, NJ	24 GATES AVE 08542	
506	25	C0001	2	SIRABIAN, RICHARD & ERIKA 207 SPRINGFIELD AVE SUMMIT, NJ	24 GATES AVE UNIT A 07901	
506	25	C0002	2	MEJIA, JOSE M F & JUAREZ, CLAUDIA M 24 GATES AVE UNIT B SUMMIT, NJ	24 GATES AVE UNIT B 07901	
506	26		2	J & W QIU REALTY LLC 20-22 GATES AVE SUMMIT, NJ	20-22 GATES AVE 07901	
1302	27		2	ZIMMER, REX & SARAH ELIZABETH 6 EVERGREEN RD. SUMMIT, NJ	6 EVERGREEN RD. 07901	
1302	28		2	WILL, PETER M & CRISTIANA F 4 EVERGREEN RD. SUMMIT, NJ	4 EVERGREEN RD 07901	
1302	29		2	GOREN, SETH & ANDREA 41 MONTROSE AVE SUMMIT, NJ	41 MONTROSE AVE 07901	



E2 Project Management LLC

87 Hibernia Avenue
Rockaway, New Jersey 07866
Tel (973) 299-5200 Fax (973) 299-5059

June 24, 2025

City of Summit
Summit City Hall
512 Springfield Avenue
Summit, NJ 07901

Attn: Tax Assessor – Timothy J. O'Connor

Ref. Certified List of Property Owners

To Whom It May Concern:

This letter serves as our formal request for a Certified Property Owner's List within 200' of Block 505, Lot 13, also known as 32 Montrose Avenue Summit, NJ.

A check in the amount of \$10.00 is enclosed as payment for this service.

Please email the list to monika.lardiere@e2pm.com and mail the original with certified original to Mark Patalive at E2 Project Management, LLC, 87 Hibernia Avenue, Rockaway, NJ 07866.

Thank you for your prompt attention to the request.

Very truly yours,

E2 PROJECT MANAGEMENT, LLC

Monika Lardiere
Office Manager

The City of Summit New Jersey

City Hall

512 Springfield Avenue

Summit NJ 07901

Juliet B. Ruggiero
Collector of Taxes

Telephone (908) 273-6403
Fax (908) 273-2977

ADDRESS: 32 Montrose the DATE: 7.9.25

OWNER(S): Francesca + Douglas Levine

BLOCK: 505 LOT(S): 13

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 Daugherty
Juliet B. Ruggiero
Collector of Taxes *Patricia Daugherty*

For Office Use Only:

Department of Community Services

Date filed _____

File ZB/PB - _____

Received by : _____



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

Name of applicant Francesca + Douglas Levine Date 7.17.25

Address of property 32 Montrose Ave Block 505 Lot 13

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.

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
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. street numbers
 - b. date and graphic scale
 - c. north arrow
 - d. Zone district
 - e. uses of each property within 200 ft.
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)
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.

client ticks include

Qf PDF

Applicant - Please do not write below this line

On _____, this submittal was deemed complete incomplete

Administrative Office

LEGAL NOTICE OF HEARING

You are hereby notified, as provided in the Municipal Land Use Law that the Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on X at 7:30pm in the City Hall Council Chambers, 512 Springfield Ave, Summit, NJ, to consider an application affecting the property whose street address is known as 32 Montrose Ave, Block 505, Lot 13.

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

35-9.4 lot coverage max %

35-9.4 building coverage max %

35-9.4 max FAR %

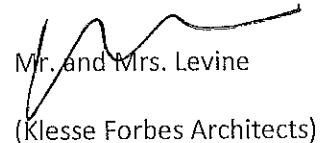
35-14.2.F.1 Required min (1) enclosed garage

To seek approval to construct a 2nd story above an existing 1st floor for a primary suite as well as interior alterations, a covered front porch, new driveway, shed and patio.

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 Ave, and may be inspected on any workday during business hours, 8:30am to 4:00pm.

Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.


Mr. and Mrs. Levine
(Klesse Forbes Architects)

LEGAL NOTICE OF HEARING

Public Notice

The Union Local Source

1291 Stuyvesant Ave

Union, NJ 07083

(908)686-7700

Take notice that the Zoning Board of Adjustment of the city of Summit, New Jersey, will hold a hearing on X at 7:30pm in the City Hall Council Chambers, 512 Springfield Ave, Summit, NJ, to consider an application affecting the property whose street address is known as 32 Montrose Ave, Block 505, Lot 13.

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35-9.4 building coverage max %

35-9.4 max FAR %

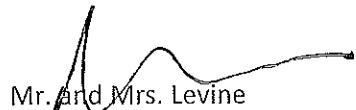
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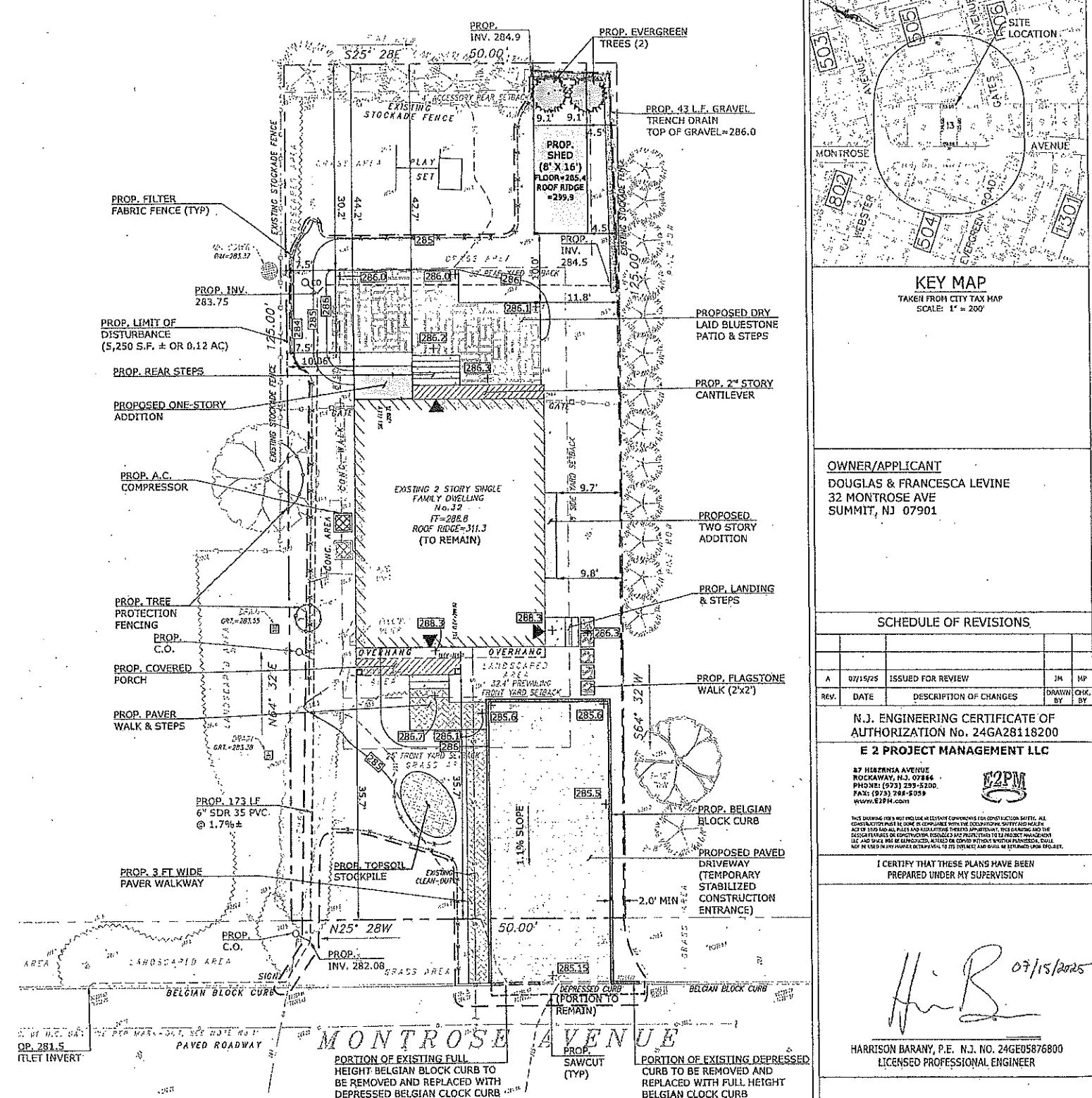


Mr. And Mrs. Levine

(Klesse Forbes Architects)

ZONE: R-6 SINGLE FAMILY RESIDENTIAL ZONE					
EXISTING USE: SINGLE-FAMILY RESIDENTIAL DWELLING					
PROPOSED USE: SINGLE-FAMILY RESIDENTIAL DWELLING					
	REQUIRED/PERMITTED	EXISTING	PROPOSED		
MINIMUM LOT AREA (SQUARE FEET)	6,000	6,250	6,250		
MINIMUM LOT WIDTH AT SETBACK LINE (FEET)	60	50 *	50 *		
PRIMARY STRUCTURE					
MINIMUM FRONT YARD SETBACK (FEET)	25 (32.4 PREVAILING)	39.68	35.7		
MINIMUM SIDE YARD SETBACK (FEET) - BOTH	8	11.44 RIGHT 10.03 LEFT	9.7 RIGHT 10.03 LEFT		
MINIMUM SIDE YARD% (TOTAL LOT WIDTH)	33% 16.67'	42.9% 21.47'	39.4% 19.71'		
MINIMUM REAR YARD SETBACK (FEET)	30	36.92 DECK	44.2 42.7 STEPS		
MAXIMUM PERCENTAGE OF LOT IN IMPERVIOUS COVERAGE (%)	40% (2,500 SF)	41.4% * (2,587 S.F.)	41.7% (2,608 S.F.)		
MAXIMUM PERCENTAGE OF BUILDING COVERAGE (%)	20% (1,250 SF)	18.7% (1,171 S.F.)	21.5% (1,345 S.F.)		
MAXIMUM BUILDING HEIGHT (FEET/STORIES)	35 / 2	26 / 2	30.33 / 2		
MAXIMUM FLOOR AREA RATIO (%)	35% (2,188.5 SF)	26.8% (1,676 SF)	35.3% (2,205 SF)		
ACCESSORY STRUCTURE					
MINIMUM SIDE YARD SETBACK (FEET)	4	2.0 *	4.5		
MINIMUM REAR YARD SETBACK (FEET)	4	10.41	9.1		
MAXIMUM ACCESSORY BUILDING HEIGHT (STORIES/FEET)	1 / 15	1 / < 15	1 / 14.5		

* EXISTING NON-CONFORMING
(V) VARIANCE REQUIRED



SITE LAYOUT, SOIL EROSION AND SEDIMENT CONTROL PLAN

0 5' 10' 20'
SCALE: 1" = 20'

Proposed Site Plan

VARIANCE PLAN
32 MONTROSE AVENUE
CITY OF SUMMIT
UNION COUNTY, NEW JERSEY 07901
BLOCK 505, TAX LOT 13

DRAWING TITLE	
VARIANCE PLAN	
CHECKED BY: MP	DRAWN BY: JM
SCALE: AS SHOWN	SHEET NO: 2 OF 3
PROJECT #: P-24-09-037	FIRST ISSUE: 07/15/2025
DRAWING NO.	REVISION

OVERAGE SUMMARY

EXISTING CONDITIONS		PROPOSED CONDITIONS	
=	1,031 S.F.	1,095 S.F.	
=	44 S.F.	82 S.F.	
=	0 S.F.	38 S.F.	
=	96 S.F.	128 S.F.	
=	311 S.F.	0 S.F.	
=	0 S.F.	402 S.F.	
=	866 S.F.	570 S.F.	
=	173 S.F.	228 S.F.	
=	0 S.F.	20 S.F.	
=	49 S.F.	27 S.F.	

18