



DEPT. OF COMMUNITY SERVICES  
Summit, NJ 07901  
**RECEIVED**

28-25-1783

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



Name of applicant JOHN W. KUBIT Date \_\_\_\_\_

Address of property 19 Oxbow Lane Block 2201 Lot 10

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.

	<b>Applicant</b>	<b>City</b>
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)	NA	_____
7. Thirteen copies of the area map of properties within 200 feet, showing each of the following items:	NA	_____
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 feet	_____	_____
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.	_____	_____

*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 Oxbow Lane

Block(s) 2201 Lot(s) 10 Zone(s) R-25

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

Property Owner: John W. Kilby Phone: [REDACTED]

Email: [REDACTED]

Owner Address: 19 Oxbow Lane

Applicant: John W. Kilby

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  
1 Proposed

④ Number of dwelling units 1 Existing

1 Proposed

⑤ Building area 2263 Existing

445 SF Proposed new \*

2708 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: 18 July 2024

## NARRATIVE DESCRIPTION OF PROJECT

DATE: 10/04/2024

John and Andrea Kilby propose to construct an addition to their place of residence at 19 Oxbow Lane, Block 2201, Lot 10 as follows:

A two story addition, 5.7 feet in depth by 43.58' in width with 282 square feet of building coverage is proposed to be constructed in the front yard. The proposed building will be compliant with all restrictions except for one side yard of 12.8 feet where 17 feet is required and a combined side yard width of 37% of lot width where 40% is required. The existing non-conforming side yards are to remain as they are without further encroachment. A one story, 163 square foot front covered open portico and porch compliant with all yard setbacks is also proposed.

The existing house and proposed addition are approximately 38 feet away from the neighboring building at 23 Oxbow Lane. The proposed addition would not reduce the minimum separation between buildings that the 17 foot setback implies. The position of the house as the others sloping upwards from the street should pose little runoff impact to the neighbors. The addition will provide needed space for an expanding extended family and transform a dated ranch to a more attractive colonial. Proposed materials include an exposed brick foundation and masonry chimney, fiber cement siding in clapboard and split shake profiles, decorative Tuscan porch columns and metal roof accents. The Owner hopes that the Board of Adjustment will find the proposed addition will be as beneficial to the neighborhood as it would be for his family.

John W. Kilby

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

Summit, N.J. 10/04/2024, 20

In the matter of the petition of JOHN W. KILBY for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner JOHN W. KILBY  
residing at 19 Oxbow Lane says:

1. Petitioner is the OWNER of property located at 19 Oxbow Lane.

Block 2201, Lot(s) 10 on the Tax Map located in the R-25 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: SINGLE FAMILY RESIDENCE

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2b.) The proposed use described above requires the following variance(s):

SIDE YARD SETBACK OF 12.8 FEET  
WHERE 17 FEET IS REQUIRED

COMBINED SIDE YARD SETBACK OF 37% LOT WID  
WHERE 40% IS REQUIRED

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

Area of Plot 28,613 square feet

Area of existing structures which will remain 2,263 square feet

Total area of plot to be occupied by structures 2,708 square feet

Percentage of lot to be occupied by structures 9.46 percent

Proposed set-back, front line 46.9 feet;

Proposed sidelines (specify if corner) 12.8, 27.9 feet;

Proposed rear yard 119.6 feet.

Year house built 1956.

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:

The distance to the neighboring building would still be greater than 34 feet, effectively maintaining the desired distance between buildings in the R-25 Zone.

\_\_\_\_\_

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.

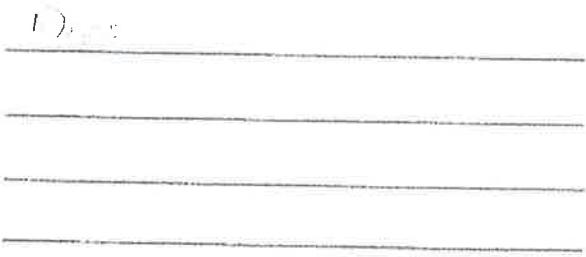
7. By signing this section, the petitioner hereby gives consent for City Officers and Board Members to enter upon this property for the purpose of reasonable inspections to investigate representations made herein.

  
Petitioner

Petitioner's Phone Number 

Petitioner's Email 

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



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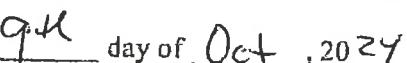
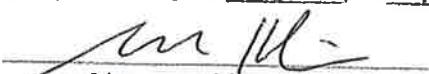
State of New Jersey  
County of Union

  
John W. Kline, 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.

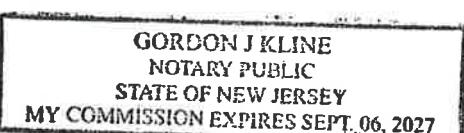
  
Petitioner's printed name

  
Petitioner's signature

Sworn and subscribed before me this

  
9th day of Oct, 2024  
  
Notary Public

Check here if additional pages are attached.



**PROPERTY OWNERS LIST / 200 FOOT LIST**  
or a Certified List of Property Owners within 200 feet of the following:



Code:

JK Box Lane  
S Manor 023 67961

Date:

07/19/2021

Block:

270

Lot:

10

**WT INFO:**

Name:	<b>Applicant</b>	<b>Owner (if different)</b>
Address:	John Miller 91 JK Box Lane	
Email: (required)		
Phone:		

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

Fee Paid:

YES

NO

Date: 7/20/24

Emp.: 55

Check

Check #: \_\_\_\_\_

Cash

*John Miller*  
Zoning/Planning Board Secretary

7/20/24

To Eng: 7/20/24  
10:00 am/pm

Block	Lot(s)
2105	11-12
2106	2
2201	7-8, 11-14,
	20-23, 27

Notes:

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

*John Miller*  
Engineer/Assistant Engineer

7/19/24

Date

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

*John Miller*  
Tax Assessor / Deputy Tax Assessor  
#1929

7-22-24

Date

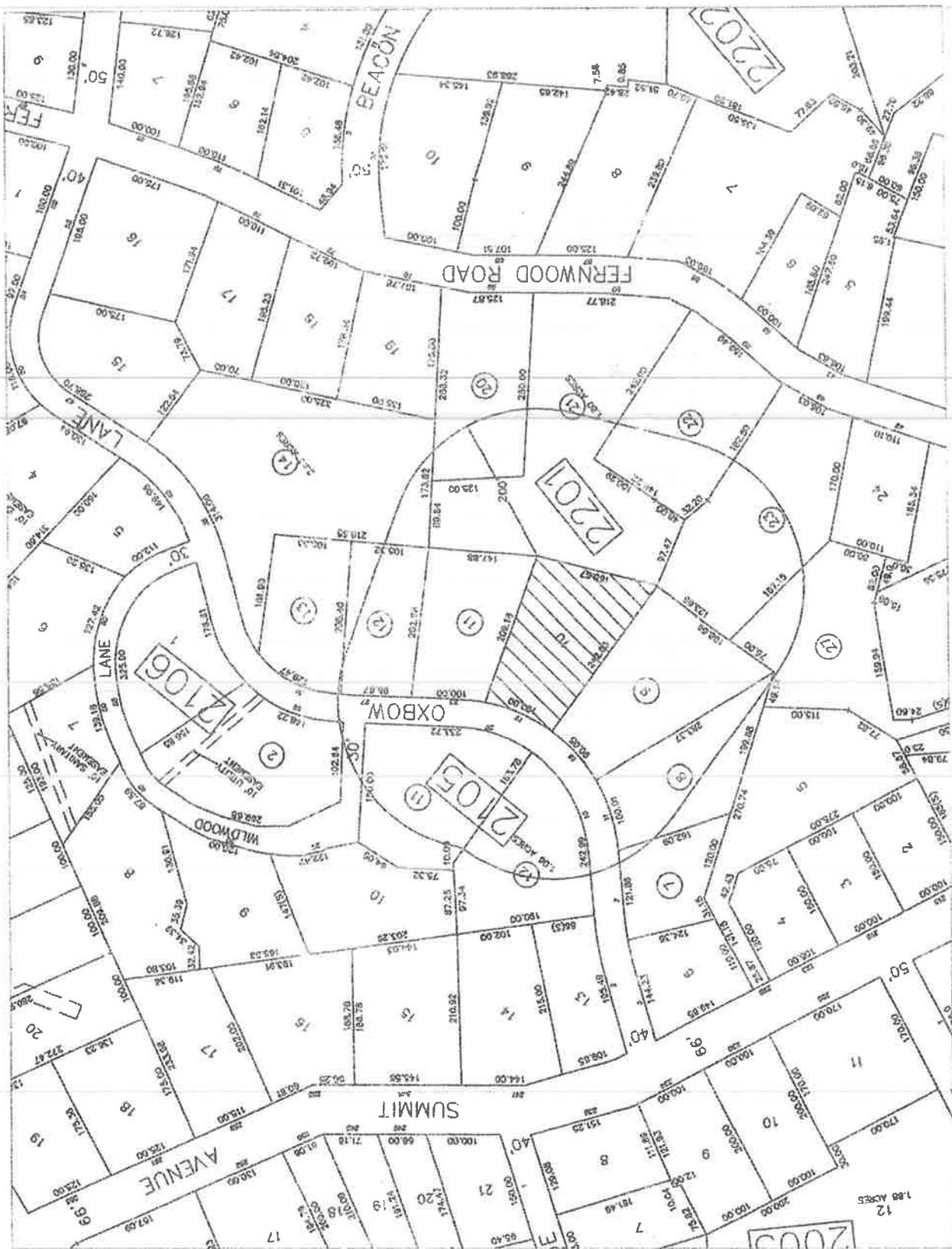
## OWNER &amp; ADDRESS REPORT

SUMMIT

JOHN KILBY  
JOHN KILBY 19 OX BOW LN

07/22/24 Page 1 of 1

BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
2105	11		2	SCHMIDT, KEVIN M & ROBYN M 20 OX BOW LANE SUMMIT, NJ	20 OX BOW LANE	
2105	12		2	TEZEL, AHMET & AMY K 10 OX BOW LANE SUMMIT, NJ	10 OX BOW LANE	
2106	2		2	GROSS, JARED B & DENA 26 OX BOW LANE SUMMIT, NJ	26 OX BOW LANE	
2201	7		2	SULLIVAN, PATRICK R & JENNIFER 7 OX BOW LANE SUMMIT, NJ	7 OX BOW LANE	
2201	8		2	PROVOST, CHAD & KATE 11 OX BOW LANE SUMMIT, NJ	11 OX BOW LANE	
2201	9		2	WILSON, BRADLEY & ROSEANNE 15 OX BOW LANE SUMMIT, NJ	15 OX BOW LANE	
2201	11		2	CARDONE CONTRACTING CORP INC 2PHILIPS LANE DENVILLE, NJ	23 OX BOW LANE	
2201	12		2	MC PHERSON, KEVIN M & KRISTIN C 27 OX BOW LANE SUMMIT, NJ	27 OX BOW LANE	
2201	13		2	BRODY, PHILIP & DEBORAH 31 OX BOW LANE SUMMIT, NJ	31 OX BOW LANE	
2201	14		2	JOHN EDWIN REEVES JR REVOCABLE TRUST 35 OX BOW LANE SUMMIT, NJ	35 OX BOW LANE	
2201	20		2	WALLIN, SUNCICA 66 FERNWOOD RD SUMMIT, NJ	66 FERNWOOD RD	
2201	21		2	DE BODE, GARY & MARGERY GOTTESMAN 60 FERNWOOD ROAD SUMMIT, NJ	60 FERNWOOD RD	
2201	22		2	RAMSEY, PETER C. & MELISSA J. 50 FERNWOOD ROAD SUMMIT, NJ	50 FERNWOOD RD	
2201	23		2	DONINI, GERALD A & LISA L 46 FERNWOOD RD SUMMIT, NJ	46 FERNWOOD RD	
2201	27		2	35 RIDGE ROAD LLC 20 PROSPECT HILL AVE SUMMIT, NJ	35 RIDGE RD	



# 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:

19 Oxbow Lane

DATE: 10/15/2024

OWNER(S):

John & Andrea Kilby

BLOCK: 22C1 LOT(S): 10

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 Daugerty*  
Juliet B. Ruggiero *Patricia Daugerty*  
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 Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on \_\_\_\_\_, 2022 at 7:30 PM 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 Oxbow Lane, Block 2201, Lot 10.

The conditions affecting this property and the reason for the application being heard are as follows: Article IX of the City of Summit Development Regulations, Chapter 35, Section 9.4 Side Yard Setback where 17 feet is required and 12.8 feet is proposed and Side Yard Setback Combined where 40% is required and 37% is proposed.

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 AM to 4:00 PM. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

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**John W. Kilby**

## NOTICE OF HEARING

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_, 2021 at 7:30 PM 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 Oxbow Lane, Block 2201, Lot 10.

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