



TOWN OF DOVER
 COUNTY OF MORRIS
 37 North Sussex Street, Dover N.J. 07801
 (201) 366-2200

LAND USE APPLICATION

FOR TOWN USE ONLY

For Action By : **Planning Board** **Zoning Board of Adjustment**
Application No.: _____ **Date Filed:** _____
Application Fees: _____ **Initial Escrow Deposit:** _____
Taxes Paid To : _____ **Meeting Date:** _____
Referrals: **Police** **Fire** **Tax Assessor** **Shade Tree** **MCPB** **Other :** _____

APPLICANT

Name: Excel Treatment Center Mgmt., LLC / Michael Frank, Authorized Representative

Address: 60 North Sussex Street
Dover, NJ 07801 Telephone Number: 917-532-7994

Applicant is a : **Corporation** **Partnership** **Individual**

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning at least 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns at least 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed . **Attach pages as necessary to fully comply**

Name	Address	Interest
1. <u>Michael Frank (Administrator/Owner)</u>	<u>60 North Sussex St. Dover, NJ 07801</u>	<u>100%</u>
2. _____	_____	_____
3. _____	_____	_____

SUBJECT PROPERTY

Location/Address: 58 North Sussex Street Unit B Dover, NJ 07801
 Block: 1325 Lot(s): 16

APPLICATION TYPE

SUBDIVISION:

- Minor Subdivision** **Preliminary Major Subdivision** **Final Major Subdivision**
 Amended or Revised Minor Subdivision **Amended or Revised Preliminary Major Subdivision**
 Amended or Revised Final Major Subdivision

Number of lots to be created (including remainder): _____

Number of proposed dwelling units (if applicable): _____

SITE PLAN:

- Expedited Waiver of Site Plan Approval (EWSP)** **Waiver of Site Plan Approval** **Minor Site Plan**
 Preliminary Major Site Plan **Final Major Site Plan** **Amended or Revised Site Plan**

Area to be disturbed: 0 Number of proposed dwelling units (if applicable): _____

Existing Use(s): First Floor - Offices (Outpatient Clinic) Second & Third Floor - Offices

Proposed Use(s): First Floor - Offices (Outpatient Clinic) Second & Third Floor - Offices

VARIANCE(S) / OTHER:

- | | |
|--|--|
| <input type="checkbox"/> Informal Review of Concept Development Plan | <input type="checkbox"/> Variance Relief - "Expansion of Non-Conforming Use"
(NJSA 40:55D-70d(2)) |
| <input type="checkbox"/> Appeal Decision of an Administrative Officer
(NJSA 40:55D-70a) | <input type="checkbox"/> Variance Relief - "Conditional Use Standard Deviation"
(NJSA 40:55D-70d(3)) |
| <input type="checkbox"/> Map or Ordinance Interpretation or Special Question
(NJSA 40:55D-70b) | <input type="checkbox"/> Conditional Use Permit (NJSA 40:55D-67) |
| <input type="checkbox"/> Variance Relief - "hardship" (NJSA 40:55D-70c(1)) | <input type="checkbox"/> Direct issuance of a permit for a structure in a bed of a mapped street, public drainage way, or flood control basin
(NJSA 40:55D-34) |
| <input checked="" type="checkbox"/> Variance Relief - "substantial benefit"
(NJSA 40:55D-70c(2)) | <input type="checkbox"/> Direct issuance of a permit for a lot lacking street frontage
(NJSA 40:55D-35) |
| <input type="checkbox"/> Variance Relief - "Use" (NJSA 40:55D-70d(1)) | |

PROPERTY OWNER

Property Owner is:

Same as Applicant Other Than Applicant

If property owner is other than the applicant, provide the following information on the property owner(s):

Name of Property Owner: _____

Address: _____

Telephone Number: _____

SUBJECT PROPERTY

Location: 58 North Sussex Street Unit B Dover, NJ 07801

Block: 1325 Lot(s): 16

Dimensions: Frontage 25.0' Depth 150.0' Total Area 3,750.00

Last Previous Occupancy: _____

Prop. Lot Coverage: 100 % Prop. Building Coverage: 48.6 % Prop. Height of Building: 28.0'

	<u>Yard</u>	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Front		<u>none</u>	<u>0.0</u>	<u>0.0</u>
Rear		<u>none</u>	<u>70.0'</u>	<u>70.0'</u>
Side		<u>none</u>	<u>0.0</u>	<u>0.0</u>

Prevailing setback of adjacent buildings within subject block: _____

ZONING DISTRICT(S)

RESIDENTIAL

- R-1 (Single-Family-7,500 SF)
 R-1S (Single-Family- Steep Slope)
 R-2 (Single-Family-5,000 SF)
 R-3 (Double Family-7,500SF)
 R-3A (Double Family/Rooming House)
 R-4 (Multifamily Garden Apt)

NON-RESIDENTIAL

- C-2 (General Commercial)
 C-3 (Commercial - Lt. Ind.-Com.)
 IND (Industrial)
 IND/OP (Industrial/Office Park)
 RAD (Redevelopment Area Distr.)

DOWNTOWN DISTRICTS

- C-1 (Retail Commercial)
 D1 (Station Area)
 D2 (Blackwell St. Historic)
 D3 (E. Blackwell Bus.)
 D4 (S. Downtown)
 BHRPA (Bassett Hwy. Redev. Plan Area)

Access Location(s): _____

Does the subject property contain restrictions, covenants, easements, association by-laws, existing or proposed on the property?

Existing: Yes (attach copies) No Proposed: Yes (attach copies) No

VARIANCES, DEVELOPMENT STANDARDS WAIVERS & CHECKLIST SUBMITTAL WAIVERS

Section(s) of Ordinance from which a variance is requested (attach additional pages as necessary):

236-17D(3)- See Rider

Section(s) of Ordinance from which Development Standards waiver is requested (attach additional pages as necessary):

See Rider

Waiver(s) Requested of Checklist Submittal Requirements (attach additional pages as necessary):

See Rider

DESCRIPTION OF APPLICATION

Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use(s) of the premises (attach pages as needed):

See Rider

Describe all on-site, off-site and off tract improvements proposed:

None, other than building improvements

Describe any prior applications to the Planning or Zoning Board for this property, including date, applicant, nature of application and Board action:

A waiver of Site Plan (WSP) application was filed by the Applicant in November of 2024, and ultimately approved, for the administrative office space for Excel Treatment Center.

SUBMITTALS

List of plats and other material being submitted in support of your application (attach pages as needed):

<i>Title</i>	<i>No. of Copies</i>	<i>Prepared By</i>
<u>Proposed Administrative Offices for Excel Treatment Center</u>	<u>17</u>	<u>Fox Architectural Design, PC</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Propose To Testify? (Yes/No)

Applicant's Attorney(Required for Corporations) Richard L. Oller, Esq; Oller & Breslin, LLC

Address 170 E. Main Street, Suite 101
PO Box 95, Rockaway, NJ 07866
 Telephone 973-983-7020 x 120 Fax 973-664-1386
 Email RLO@OLLERLAW.COM

Applicant's Engineer

Address _____
 Telephone _____ Fax _____
 Email _____

Applicant's Planning Consultant TBD

Address _____
 Telephone _____ Fax _____
 Email _____

Other Professional Kenneth J. Fox, A.I.A.

Field of Expertise Architect
 Address 58 N. Sussex Street, Suite B
Dover, NJ 07801
 Telephone 973-970-9355 Fax 973-970-9356
 Email kfox@foxarch.com

CERTIFICATIONS

Applicant's Certification

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this 21st day of August, 2025

Richard L. Oller
NOTARY PUBLIC Attorney at Law
State of New Jersey

APPLICANT:
Excel Treatment Center Mgmt., LLC / Michael Fr
(Printed Name)

[Signature]
(Signature of Applicant) Michael FRANK

Owner Certification

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representations made and the decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership Owner.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this 21st day of August, 2025

Richard L. Oller
NOTARY PUBLIC Attorney at Law
State of New Jersey

OWNER:
Michael Frank / Excel Treatment Center
(Printed Name)

[Signature]
(Signature of Applicant)

Approval to Enter Premises

This Applicant and Owner hereby grant(s) permission to members of the various town government boards and agencies involved with this application to enter upon the subject premises for inspection and study pertaining to this application until the application is either granted or denied.

Sworn to and subscribed before me this 21st day of August, 2025

Richard L. Oller
NOTARY PUBLIC Attorney at Law
State of New Jersey

OWNER:
Michael FRANK / EXCEL Treatment center
(Printed Name)

[Signature]
(Signature of Applicant)

Sworn to and subscribed before me this 21st day of August, 2025

Richard L. Oller
NOTARY PUBLIC Attorney at Law
State of New Jersey

APPLICANT:
Excel Treatment Center Mgmt., LLC / Michael Fr
(Printed Name)

[Signature]
(Signature of Applicant) Michael FRANK

Escrow

I understand that the sum of \$ 1,000 has been deposited in an escrow account in accordance with the Code of the Town of Dover. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the additional amount and shall add that sum to the escrow account within fifteen (15) days.

8/21/2025
Date

[Signature]
Signature of Applicant
Michael FRANK



To: Dover Planning Board
From: Dover Shade Tree Commission
Date: November 3, 2025
RE: Review of Site Plan
P25-07: 58 N. Sussex Street [Block 1325, Lot 16]

Dear Members of the Planning Board:

The Dover Shade Tree Commission has reviewed the submitted site plans for the proposed expansion of the existing downtown building at 58 N. Sussex Street and offers the following comments and recommendations.

After careful review, the Commission refuses the plans as submitted due to deficiencies related to landscaping and tree preservation. The plans include a note stating “no landscaping,” which the Commission formally rejects. We believe that the incorporation of planters, street trees, or other forms of greenery is essential to preserving the character of the downtown area and maintaining the environmental and aesthetic balance of our community.

Should new trees or plantings be included in the revised plans, they must be properly maintained to ensure long-term health and survival. In addition, if any of these trees or plantings die or fail to thrive, the expectation is that they will be replaced. The applicant is encouraged to contact the Dover Shade Tree Commission for guidance on appropriate species, as not all trees or plantings are suitable for every location. The Commission’s goal is to ensure that the correct types are selected to preserve and strengthen the town’s overall tree canopy.

If any existing trees are damaged during construction or as part of the building expansion, those trees must be replaced at the applicant’s cost. Furthermore, the applicant shall indemnify and hold harmless the Town of Dover and the Dover Shade Tree Commission from any costs, expenses, or liabilities arising from the damage or loss of any trees during the course of construction.

As a reminder, should any trees ever be removed from the property, a tree-removal permit is required pursuant to Ordinance No. 01-2025. Compliance with this requirement is mandatory and ensures proper oversight of the town’s tree resources. Failure to adhere to the terms of this ordinance may result in penalties being assessed to the property owner.

The Commission recommends that the applicant consider incorporating planters or compact urban tree species to complement the downtown landscape and enhance the pedestrian experience.

Finally, we respectfully request that all of these requirements be incorporated into the Planning Board’s Resolution of Approval to ensure full compliance with Dover’s tree protection and landscaping standards.

We appreciate the opportunity to provide input and thank the Planning Board for its continued commitment to preserving and enhancing Dover’s downtown tree canopy.



October 3, 2025

TODOV25207

Paula Mendelsohn
Board Secretary
37 North Sussex Street
Dover, NJ 07801

RE: ADMINISTRATIVE COMPLETENESS REVIEW LETTER
Excel Treatment Center Mgmt., LLC / Michael Frank, Authorized Representative
58 North Sussex Street
Block 1325 Lot 16
App No: P25-07
App Type: Minor Site Plan/Variance Relief – “substantial benefit” (NJSA 40:55D-70c(2))
Zone: C-1 (Retail Commercial)

Dear Ms. Mendelsohn,

As requested, Pennoni is pleased to have reviewed the above referenced application for Administrative Completeness. The following is a summary of the documents that were reviewed as part of this effort:

1. Cover Letter
2. Receipt of payment for Application Fee and Escrow
3. Land Use Application for the above referenced project
4. Rider to Application
5. Development Checklist – Administrative
6. Site Plan - Minor Development Checklist
7. Variance and Waiver of Site Plan Checklist
8. Deed of the Property and Legal Description
9. Certification of all paid taxes on property
10. Final Board Property Compliance Certificate
11. Document entitled “Property Survey” prepared by Greenaway Surveying, dated April 5, 2022
12. Plan entitled “Site Notes” prepared Fox Architectural Design PC, dated July 8, 2025
13. Plan entitled “Proposed Elevation” prepared Fox Architectural Design PC, dated July 8, 2025
14. Plan entitled “Existing Floor Plans” prepared Fox Architectural Design PC, dated July 8, 2025
15. Plan entitled “Proposed Floor Plans” prepared Fox Architectural Design PC, dated July 8, 2025

SUMMARY OF APPLICATION

The subject property identified as Block 1325 Lot 16 currently consists of a 2 1/2-story building with an asphalt parking lot behind the building within the C-1 Retail Commercial District. Under existing conditions, the 1st floor is a professional office (outpatient clinic), and the second/third floor consists of one (1) apartment unit. The Applicant proposes a new 18’x17’ addition to the third floor and to raise the existing ceiling to make it more usable for office space. The Applicant also proposes renovations to the second floor for office space and to provide façade upgrades along North Sussex Street. The professional office on the 1st floor is to remain unchanged. The application is exempt from Morris County Planning Board review.

Pennoni has reviewed the submitted documentation in accordance with the Town of Dover Ordinance §236-53, we offer the following comments:

1. The Applicant shall prepare a parking calculation per §236-43(O) demonstrating that the existing number of parking spaces can accommodate the proposed uses.

It is our opinion that the submission **does meet** the criteria required to be deemed complete at this time.

If you have any questions regarding this matter, please do not hesitate to contact our office.

Sincerely,

PENNONI ASSOCIATES INC.



Stephen Hoyt, PE
Board Engineer



October 13, 2025
TODOV25207

Paula Mendelsohn
Board Secretary
37 North Sussex Street
Dover, NJ 07801

RE: ENGINEERING REVIEW LETTER #1
Excel Treatment Center Mgmt., LLC / Michael Frank, Authorized Representative
58 North Sussex Street
Block 1325 Lot 16
App No: P25-07
App Type: Minor Site Plan/Variance Relief – “substantial benefit” (NJSA 40:55D-70c(2))
Zone: C-1 (Retail Commercial)

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A. SUMMARY OF VARIANCES & WAIVERS

1. The Applicant has requested a variance for the non-conforming roof line setback of 0 feet for the proposed third floor. Per §236-17.D.(3), the roof line of all floors above the second shall be set back from the side building line a horizontal distance equivalent to 1/2 the vertical height of the respective roof line.

2. The Applicant has requested a waiver for the following items and testimony shall be provided addressing each:
 - a. Environmental impact statement in accordance with the requirements of § 236-63, Environmental impact statement
 - b. Existing and proposed contours (two-foot intervals) and elevations
 - c. Delineation of all freshwater wetlands areas as defined under N.J.A.C. 7:7A-1.3 – Freshwater Wetlands Protection Act Rules, on the property and within 50 feet of the property. All regulated Activities as defined in N.J.A.C. 7:7A-1.3 – Freshwater Wetlands Protection Act Rules, shall be delineated and identified on the plan.
 - d. Delineation of all floodways, flood hazard areas and riparian zones for regulated water on the property and within 50 feet of the property, including the top of bank, floodway line(s), flood hazard area limit line(s) and the flood hazard area design flood elevation. All regulated activities as defined in N.J.A.C. 7:13, Flood Hazard Area Control Act Rules, shall be delineated and identified on the plan. If none of these items exist on the property or within 50 feet of the property, a note stating such shall be provided on the plan.

B. SITE PLAN

1. The Applicant shall revise the Certification box on sheet Z1 to replace “Land Use Board” with “Planning Board”.
2. The Applicant shall revise the plans to address building materials and colors for the North Sussex Street and rear building elevations.
3. The Applicant shall provide testimony regarding §236-17.G (2)(b) regarding on-site parking requirements.
4. The Applicant shall provide testimony regarding the proposed days and hours of operation.
5. The Applicant shall provide testimony regarding site access and circulation. This testimony shall also address how trash/recycling will be handled.
6. The Applicant shall provide testimony regarding any proposed lighting associated with the site improvements. The plan shall be revised to include a table indicating compliance with the Town’s ordinance.
7. The Applicant shall include the required roof line setback within the Area and Bulk Requirements on Sheet Z1.
8. The Applicant shall provide testimony regarding any proposed signage and it’s conformance with the zoning ordinance requirements.
9. It is noted that the site is located within an NJDEP Flood Hazard area. The Applicant shall be responsible for obtaining any applicable NJDEP permits to facilitate this proposed expansion.
10. The Applicant shall provide testimony regarding the existing utilities detailing specifically any proposed increase in water and sewer capacity for the proposed expansion.
11. The subject property is located with the Blackwell Street Historic District Area and is subject to the approval of the historic commission.

C. MISCELLANEOUS

1. The Applicant shall obtain all other applicable approvals required by outside agencies, including but not limited to the Morris County Soil Conservation District, the Town of Dover Building Department, the Department of Public Works, etc. Copies of said approvals shall be provided upon receipt.

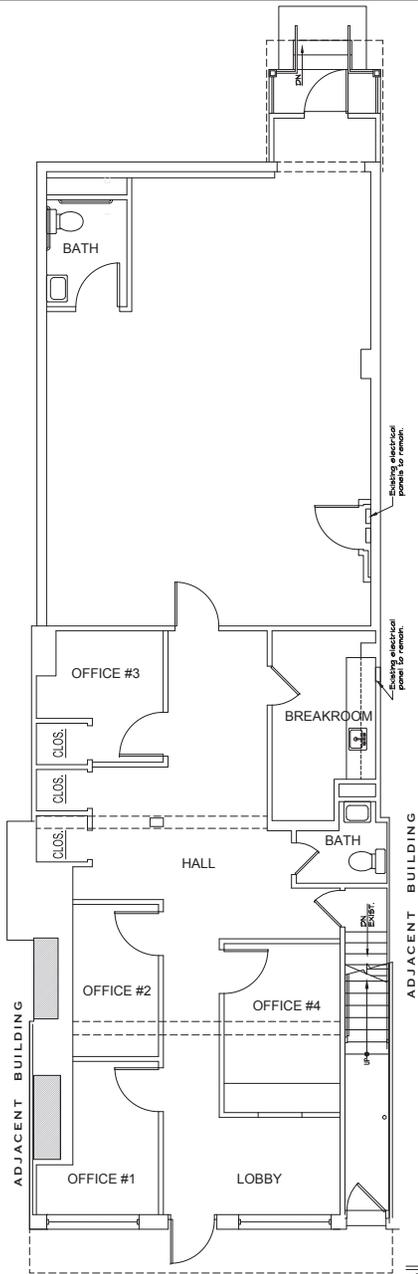
We reserve the right to present additional comments, variances, and/or design waivers pending testimony of the Applicant before the Board. We would appreciate a point-by-point response letter to accompany any revised submission detailing how each of the above is being addressed. Should you have any questions, please do not hesitate to contact us.

Sincerely,

PENNONI ASSOCIATES INC.

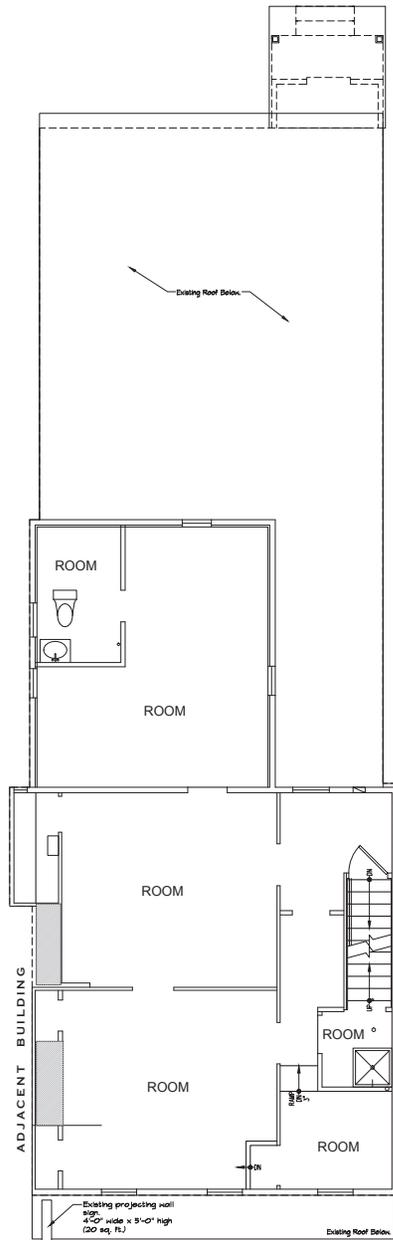


Stephen Hoyt, PE
Board Engineer



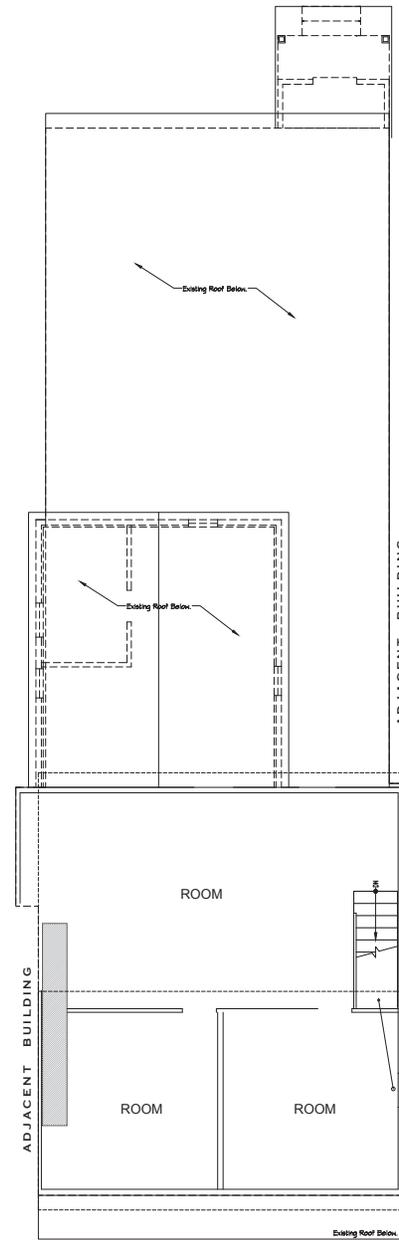
FIRST FLOOR PLAN
SCALE: 1/4"=1'-0"

BUILDING FLOOR AREA	
EXISTING PRINCIPAL BUILDING AREA	1,792 SQ. FT.
FIRST FLOOR COVERED PORCH	31 SQ. FT.



SECOND FLOOR PLAN
SCALE: 1/4"=1'-0"

BUILDING FLOOR AREA	
EXISTING PRINCIPAL BUILDING AREA	1,012 SQ. FT.
SECOND FLOOR	



THIRD FLOOR PLAN
SCALE: 1/4"=1'-0"

BUILDING FLOOR AREA	
EXISTING PRINCIPAL BUILDING AREA	708 SQ. FT.
THIRD FLOOR	

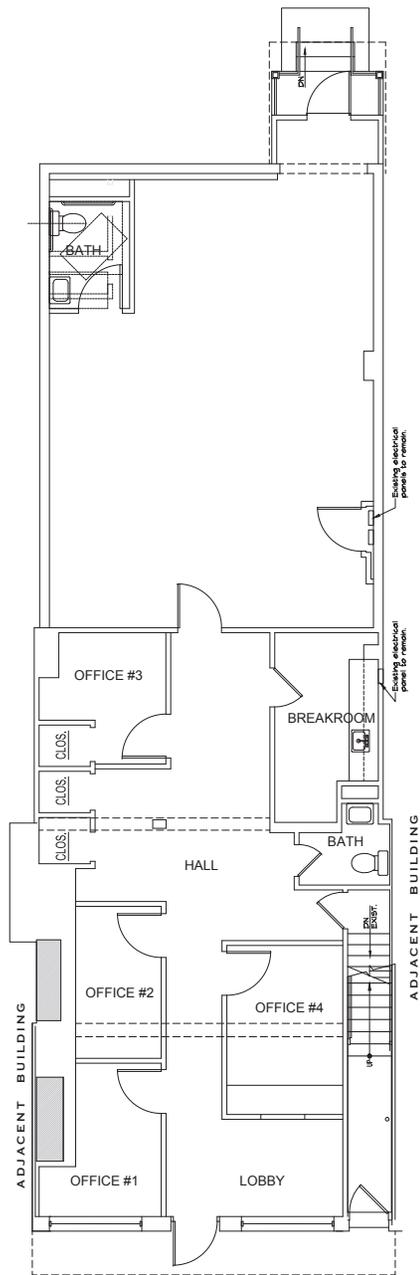
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EXISTING FLOOR PLANS PROPOSED ADMINISTRATIVE OFFICES FOR EXCELLENCE IN SERVICE UNIT B 56 N. SUSSEX STREET UNIT B MORRIS COUNTY, N.J. DOVER TOWN	FX Architects & Planners PC 973-970-8054 466 W. STATE ST. SUITE 200 MORRIS COUNTY, NJ 07960 WWW.FXARCHITECTS.COM
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DATE	24/64	DRAWN BY	TOD/23	CHECKED BY	JSH
SCALE	AS NOTED	DATE		DATE	

Z3

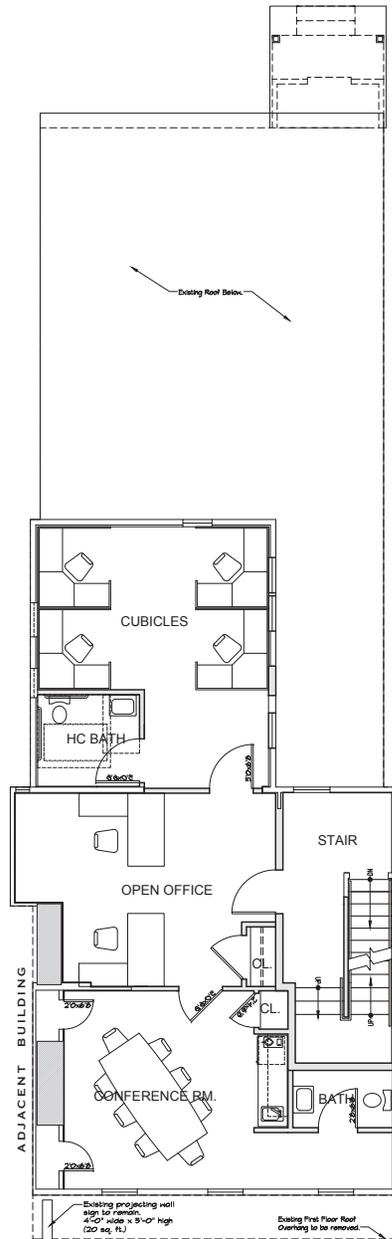
3 of 4



FIRST FLOOR PLAN
SCALE: 1/4"=1'-0"

BUILDING FLOOR AREA

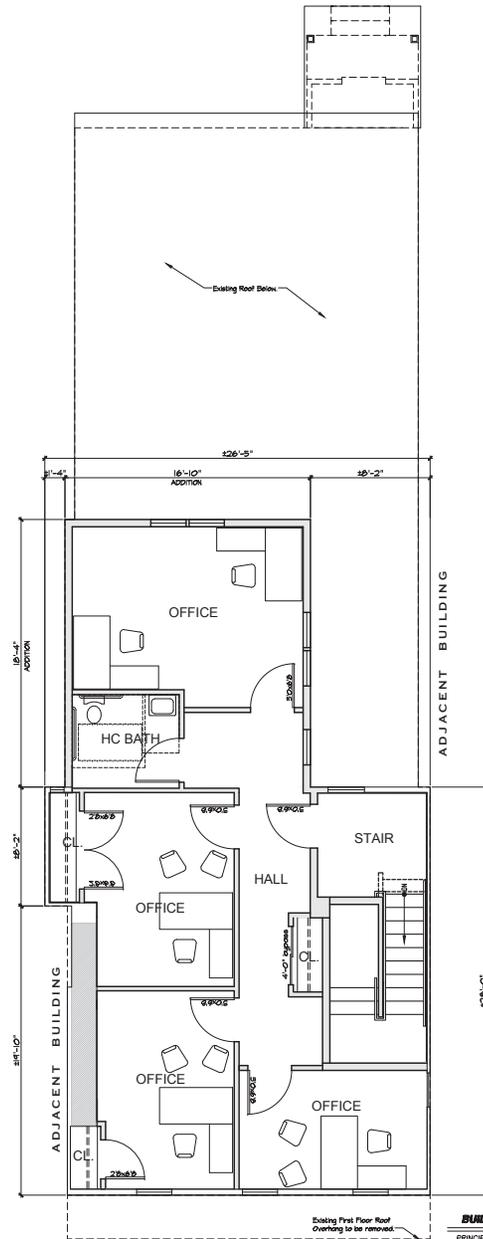
EXISTING PRINCIPAL BUILDING AREA	
FIRST FLOOR	1,792 SQ. FT.
COVERED PORCH	31 SQ. FT.



SECOND FLOOR PLAN
SCALE: 1/4"=1'-0"

BUILDING FLOOR AREA

EXISTING PRINCIPAL BUILDING AREA	
SECOND FLOOR	1,012 SQ. FT.



THIRD FLOOR PLAN
SCALE: 1/4"=1'-0"

BUILDING FLOOR AREA

PRINCIPAL BUILDING AREA	
THIRD FLOOR	708 SQ. FT. EXISTING
THIRD FLOOR	309 SQ. FT. ADDITION
TOTAL FLOOR	1,017 SQ. FT. PROPOSED

DATE: 10/02/23 24464 10/02/23 JSH AS NOTED

24
4

PROPOSED FLOOR PLANS
PROPOSED ADMINISTRATIVE OFFICES FOR EXCELLENCE IN CARE UNIT B
56 N. SUSSEX STREET, UNIT B
MORRIS COUNTY, N.J.
DOVER TOWN

FX Architects & Planners Design PC
973-970-8054
466-466-4666
www.fxarch.com

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NO.	REV.	DATE	DESCRIPTION