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: 116 E. Blackwell LLC

Address: 260 Perry Street
Dover, NJ 07801

Email: alex@pemameatmarket.com

Telephone Number: 973-906-1959

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.	Marcel Acosta	260 Perry Street, Dover, NJ	50%
2.	Isabel Berrio	260 Perry Street, Dover, NJ	50%
3.			

SUBJECT PROPERTY

Location/Address: 116 East Blackwell Street

Block: 1902 Lot(s): 4 and 6

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: _____ Number of proposed dwelling units (if applicable): _____

Existing Use(s): Commercial Use

Proposed Use(s): Mixed use - Commercial and Residential

VARIANCE(S) / OTHER:

☐ *Informal Review of Concept Development Plan*
☐ *Appeal Decision of an Administrative Officer (NJSA 40:55D-70a)*
☐ *Map or Ordinance Interpretation or Special Question (NJSA 40:55D-70b)*
☑ *Variance Relief - "hardship" (NJSA 40:55D-70c(1))*
☐ *Variance Relief - "substantial benefit" (NJSA 40:55D-70c(2))*
☑ *Variance Relief - "Use" (NJSA 40:55D-70d(1))*
☐ *Variance Relief - "Expansion of Non-Conforming Use" (NJSA 40:55D-70d(2))*
☑ *Variance Relief - "Conditional Use Standard Deviation" (NJSA 40:55D-70d(3))*
☐ *Conditional Use Permit (NJSA 40:55D-67)*
☐ *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)*
☐ *Direct issuance of a permit for a lot lacking street frontage (NJSA 40:55D-35)*

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: 116 East Blackwell Street, Dover NJ

Block: 1902 Lot(s): 4 and 6

Dimensions: Frontage 20 Depth 275 Total Area 7,000 sf

Last Previous Occupancy: Currently Commercial

Prop. Lot Coverage: ____ % Prop. Building Coverage: ____ % Prop. Height of Building: 2 stories

Yard	Required	Existing	Proposed
Front	n/a	0	0
Rear	n/a	N/A	N/A
Side	n/a	0.3' & 3.7'	0.3' & 3.7'

Prevailing setback of adjacent buildings within subject block: 0

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): E Blackwell Street

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):

Section 236-17(A)(1) - Permitted Uses in C-1 Zone, Section 236-17 F- Minimum Floor Area for residential unit

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

Section 236-36 - Environmental Impact Statement

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

Waiver for EIS, fully developed property, internal renovations proposed to accommodate requested use variance. No changes to the lot, drainage, etc.

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):

Applicant wishes to convert the rear first floor unit and both units on the second floor of an existing commercial building into residential units. Existing commercial tenant to remain in first floor, front unit.

Describe all on-site, off-site and off tract improvements proposed:
Only interior renovations are proposed to convert the commercial units into residential use. Applicant will create delineated parking in the rear of the property for tenant use.

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

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

Title	*No. of Copies*	*Prepared By*
Change of Use, Mixed Use - 116 East Blackwell Street	20	Sergio Chavarria, AIA, LEED, AP

Propose To Testify? (Yes/No)

Applicant's Attorney(Required for Corporations) Alyse Landano Hubbard, c/o Maraziti Falcon
Address 240 Cedar Knolls Road, Suite 301, Cedar Knolls, NJ 07927
Telephone 973-912-6819 Fax
Email ahubbard@mfhenvlaw.com

Applicant's Engineer
Address
Telephone Fax
Email

Applicant's Planning Consultant Jessica Caldwell, PP, J Caldwell & Associates, LLC Y
Address 145 Spring Street, Suite F, Newton, New Jersey 07860
Telephone 973-300-5060 Fax 973-440-2179
Email jcaldwell@jcaldwellassociates.com

Other Professional Sergio Chavarria, AIA, LEED, AP yes
Field of Expertise Architecture
Address 20 Crestview Drive
Stanhope, NJ 07874
Telephone ph:973-449-0789 Fax
Email sergioc.sc1@gmail.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 11 day of August, 2026

NOTARY PUBLIC

SANTIAGO GRAJALES
Notary Public, State of New Jersey
My Commission Expires 01/24/2028

APPLICANT:

ALEXANDER MONTOYA
(Printed Name)

(Signature of Applicant)

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 11 day of August, 2026

NOTARY PUBLIC

SANTIAGO GRAJALES
Notary Public, State of New Jersey
My Commission Expires 01/24/2028

OWNER:

Marcel Acosta
(Printed Name)

(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 11 day of August, 2026

NOTARY PUBLIC

SANTIAGO GRAJALES
Notary Public, State of New Jersey
My Commission Expires 01/24/2028

OWNER:

Marcel Acosta
(Printed Name)

(Signature of Applicant)

Sworn to and subscribed before me this 11 day of August, 2026

NOTARY PUBLIC

SANTIAGO GRAJALES
Notary Public, State of New Jersey
My Commission Expires 01/24/2028

APPLICANT:

ALEXANDER MONTOYA
(Printed Name)

(Signature of Applicant)

Escrow

I understand that the sum of $ 2.000⁰⁰ *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.*

08.11.2026
Date

Signature of Applicant

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TOWN OF DOVER

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

DEVELOPMENT CHECKLIST

FOR TOWN USE ONLY

Date Filed: _____ *Application No.:* _____

Applicant: _____

For Action By : ☐ *Planning Board* ☒ *Zoning Board of Adjustment*

The following development checklist must be completed and submitted with the appropriate application(s) for the development. The checklist items are provided to the applicant as a simplified list of the information which must be filed in support of an application for development. Where the applicant feels that a required item is not necessary for an informed evaluation of his plans, a waiver may be requested from the appropriate Board, in writing. Unless a waiver is requested in writing and granted by the appropriate Board, if items required in the checklist are not provided with the application, the application shall be deemed incomplete. This Checklist is in accordance with §236-53 of the Code of the Town of Dover.

		BY APPLICANT			BY TOWN	
		Provided	Request Waiver	Not Applic.	Provided	Waiver Granted
Administrative						
1.	Application form(s): 17 copies.	☐	☒	☐	☐	☐
2.	Completed Checklist form(s): 17 copies	☐	☒	☐	☐	☐
3.	Plans prepared by an appropriate licensed professional in accordance with state law: 17 hard copies (1 rolled and unstapled, 16 stapled and folded) and one (1) digital copy (PDF).	☐	☒	☐	☐	☐
4.	Signature and seal of the appropriate licensed profession who prepared the plans, on the plans.	☒	☐	☐	☐	☐
5.	Environmental impact statement in accordance with the requirements of §236-63 Environmental impact statement, if required: 17 copies.	☐	☒	☐	☐	☐
6.	Proof of payment of taxes.	☒	☐	☐	☐	☐
7.	Certification from the applicant's engineer on any development application stating that no wetlands exist on the property in question, in accordance with the requirements of N.J.A.C. 7:7A, as amended and supplemented, or, in the alternative, any of the following: (a) An exemption certificate issued by the New Jersey Department of Environmental Protection indicating that no wetlands exist on the property in question. (b) A wetlands permit issued pursuant to the New Jersey Administrative Code. (c) A certification by the applicant's engineer that application has been made to the New Jersey Department of Environmental Protection for an exemption or wetlands permit. (d) The applicant shall, in addition, submit a map delineating the wetlands if, in fact, wetlands exist on the property.	☐	☐	☒	☐	☐
8.	A complete submission package with appropriate fee, for the Morris County Planning Board for all applicable applications.	☒	☐	☐	☐	☐
9.	All current tenants on the property must have a Certificate of Compliance, a copy of which shall be submitted with the Application, and If the most recent Certificates of Compliance is more than 180 days old at the time of the filing of the Application, a copy of a current exterior inspection report shall be secured from the Code Enforcement Department and submitted with the Application.	☒	☐	☐	☐	☐
10.	A copy of the deed of the property and any deed restrictions, easements and/or covenants.	☒	☐	☐	☐	☐

VARIANCE & WAIVER OF SITE PLAN CHECKLIST

Variance and Waiver of Site Plan Application In addition to the Administrative Form, all variance applications that are not a part of any other development application or waiver of site plan review shall provide the following information	**BY APPLICANT**			**BY TOWN**	
	Provided	Request Waiver	Not Applic.	Provided	Waiver Granted
1. A signed and sealed current property survey prepared by a licensed Land Surveyor depicting the property lines and current conditions on the property and 17 copies (6 copies for expedited waiver of site plan).	☐	☒	☐	☐	☐
2. A sketch of the proposed development superimposed on a copy of the property survey, with dimensions and distances to adjacent structures and property lines. The sketch shall include all existing and proposed uses on the property, geometrically delineated.	☒	☐	☐	☐	☐
3. The designation and calculations of steep slope areas and their adjustment to the developable area of the property in accordance with § 236-21.2, Steep slope development restrictions, where applicable.	☐	☐	☒	☐	☐