

SWIFT LAW FIRM, LLC

1335 Tilton Road
Northfield, New Jersey 08225
(609) 484-3300 (phone)
(609) 484-3303 (fax)
jimswift@swiftlawfirm.com (email)

June 3, 2025

Northfield Planning Board
Attn.: Robin Atlas, Planning Board Administrator
City of Northfield
1600 Shore Road
Northfield, New Jersey 08225

Re: Planning Board Application
Block: 5 Lot: 1
2278 Burroughs Ave, Northfield, New Jersey
Homeowners: Mark & Rachel Meakim

Dear Ms. Atlas:

Please accept this letter as confirmation that I represent Mark and Rachel Meakim, homeowners of the above referenced property who are requesting Board approval to perform comprehensive upgrades and improvements to their landscaping as well as creating a pool on their property.

Please find enclosed three (3) sets of the following materials:

1. Northfield Planning Board Application;
2. Check # 133 drawn on the account of Rachel & Mark Meakim, in the amount of \$350.00 (Three Hundred Fifty Dollars) which represents the application fee;
3. Check # 134 drawn on the account of Rachel & Mark Meakim, in the amount of \$500.00 (Five Hundred Dollars) which represents the escrow deposit;
4. Planning Board Fee Schedule;
5. Architectural plans prepared by Craig Dothe;
6. Survey prepared by Arthur Ponzio dated 12/10/24;
7. Tax Map, City of Northfield;
8. Zoning Map, City of Northfield;
9. 200 foot tax list.

If you have any questions, or need anything further, please do not hesitate to contact me.

Thank you for your kind attention in this matter.

June 3, 2025

Re: Planning Board Application

Block: 5 Lot: 1

2278 Burroughs Ave, Northfield, New Jersey

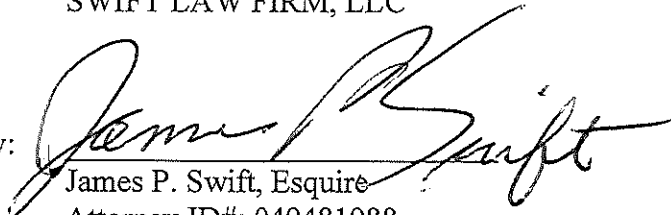
Homeowners: Mark & Rachel Meakim

Page 2 of 2

Sincerely,

SWIFT LAW FIRM, LLC

By:

A handwritten signature in cursive script, appearing to read "James P. Swift", written over a horizontal line.

James P. Swift, Esquire

Attorney ID#: 049481988

JPS: jcs

Enclosures & checks

Via hand delivery

Cc: Mark & Rachel Meakim

Planning Board Members (14) list attached via individual mail

City of Northfield Planning Board 1600 Shore Road Northfield, New Jersey 08225
(609) 641-2832, ext. 127

2025 Members:

Dr. Richard Levitt, Chairman	2204 Bay Avenue Northfield, New Jersey 08225
Mayor Erland Chau	1001 Shore Road Northfield, New Jersey 08225
Councilwoman Carolyn Bucci	530 Ridgewood Drive Northfield, New Jersey 08225
Clem Scharff, Vice Chairman	105 Circle Drive Northfield, New Jersey 08225
Derek Rowe	6 Mazza Drive Northfield, New Jersey 08225
Peter Brophy	11 Twelve Oaks Court Northfield, New Jersey 08225
Jim Shippen	2306 Shepherd Drive Northfield, New Jersey 08225
Henry Notaro	108 Catherine Place Northfield, New Jersey 08225
Paul Utts (alternate #1)	144 East Rosedale Avenue Northfield, New Jersey 08225
Matthew Carney (alternate #2)	407 Davis Avenue Northfield, New Jersey 08225
Ronald Roegiers (alternate #3)	110 Northwood Court Northfield, New Jersey 08225
Daniel Reardon (alternate #4)	7 Lesley Lane Northfield, New Jersey 08225
Matt Doran, Professional Engineer	840 North Main Street Pleasantville, New Jersey 08232
Joel M. Fleishman, Esquire	Fleishman-Daniels Law Offices, LLC P.O. BOX 884 Northfield, New Jersey 08225
Robin Atlas, Secretary	City of Northfield 1600 Shore Road Northfield, NJ 08225

Revised February 14, 2025

PLANNING BOARD APPLICATION

CASE # _____

FOR OFFICIAL USE ONLY

Date of Application Received: _____

Date: _____ Date of Deposit

Fee Paid _____

Date: _____ Affidavit of Service

Time Period Expires _____

Date File Complete _____

Hearing Date _____

INFORMATION REGARDING APPLICANT

Applicant's Full Legal Name Mark & Rachel Meakim

Applicant's Mailing Address 2278 Burroughs Avenue, Northfield, NJ 08225

Applicant's Phone Number 609-705-6809 e-mail address mark.meakim@gmail.com

Applicant is a: Corporation Partnership Individual

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporation or partnership must be disclosed. Attach list.

NATURE OF APPLICATION, check appropriate items:

- ☐ Appeal of action of administrative officer
- ☐ Interpretation of development ordinance or map
- ☐ Variance: "C" Variance (Hardship)
- ☐ "D" Use Variance
- ☐ "D" Non-Conforming Use
- ☐ Conditional use
- ☐ Subdivision - Minor
- ☐ Subdivision - Major
- ☐ Site Plan - Waiver
- ☐ Site Plan - Minor
- ☐ Site Plan - Major
- ☐ Other C variance under N.J.S.A. 40:55D-70(2) Advancing the purposes of the

Municipal Land Use Act

Proposed use, Building, or Subdivision is contrary to:
List Article and Section of the Ordinance from which Variance is sought:

ART. 215-152 Section B(2) Required 25' Proposed 21.13'

ART. _____ Section _____ Required _____ Proposed _____

ART. _____ Section _____ Required _____ Proposed _____

If additional space is needed, attach list to the application

INFORMATION REGARDING PROPERTY:

Address: 2278 Burroughs Ave., Northfield, New Jersey 08225

Tax Map BLK 5 LOT(S) 1 Dimension of Property 25,026.28 SF

BLK _____ LOT(S) _____ Dimension of Property _____

Zoning District R-1

Location approximately 38 feet feet from intersection of Zion Road
and Burroughs Ave.

Last Previous Occupancy Presently occupied by Mark & Rachel Meakim Family

	Size Existing Building - house	Proposed Structure - Pool
Front (feet)	81'	31'
Deep (feet)	34'	14'
Square (feet)	3,300 '	434'
Height (feet)	24' approx	n/a
Story	2	n/a
Building Coverage	8.17%	n/a

SET BACKS ZONING REQ.			Present	Proposed	
Frontage	Burroughs Ave.	Building	30.72'	same	Corner Lot
Y or N		Pool	n/a	same	
				same	
Front Yard	Zion Ave.	Building	159.51'	same	
		Pool	n/a	same	
Front Yard	Cedarbridge Ave.	Building	23.46'	23.46'	
		Pool	n/a	21.13'	- Variance required
Side			48.32'	same	
Side			n/a	n/a	
Rear			n/a	n/a	
Lot Size Area			25,026.28 SF	same	

Prevailing Setbacks of Building within one Block 31.08' +/- Burroughs Ave.
31.08' +/- Cedarbridge Road.

Present use Single family home proposed use same - single family home

Has there been any previous appeal or application involving these premises?

Yes or No

If yes, when n/a

and to whom n/a

Nature of appeal or application n/a

Disposition n/a Date n/a

Application for Subdivision n/a site plan - conditional use approval n/a

The relationship of the applicant to the property in questions is:

Owner X Tenant

Purchaser under Contract (submit copy) n/a Other n/a

If the applicant is not the owner of the property, the applicant must obtain and submit a copy of this application signed by the owner in the space provided.
n/a

Owner's Authorization: I hereby certify that I reside at:

In the County of n/a State of n/a

and that I am the owner of all that certain lot, n/a; Piece or parcel of land known as

Block n/a Lot(s) n/a commonly known as n/a

which property is the subject of the applicant, and said application is hereby authorized by me.

Owner's Signature n/a

Applicant's Attorney James P. Swift, Attorney at Law Phone # 609-484-3300 609-442-5700 (cell)

Address 1335 Tilton Road, Northfield, New Jersey 08225 jimswift@swiftlawfirm.com (email)

Applicant's Engineer Arthur Ponzio, Jr. Phone # 609-344-8194

Address 400 N. Dover Ave., Atlantic City, New Jersey 08401

Applicant's Architect Craig Dothe, Architect Phone # 609-348-2236

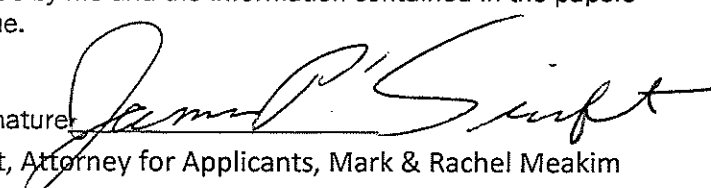
Address 33 N. Brighton Avenue, Atlantic City, New Jersey 08401

Applicant's Planner _____ Phone # _____

Address _____

Applicant's Verification:

I hereby certify that the above statements made by me and the information contained in the papers submitted in connection with application is true.

Applicants Signature 

James P. Swift, Attorney for Applicants, Mark & Rachel Meakim

Notice: The applicant is responsible to publish and serve notice of this application after receiving a hearing date from the Secretary of the Planning Board, ten (10) days prior to the hearing date.

SWIFT LAW FIRM, LLC
James P. Swift, Esquire
1335 Tilton Road
Northfield, NJ 08225

RACHEL MEAKIM
MARK C MEAKIM
2278 BURROUGHS AVE
NORTHFIELD, NJ 08225

55-7035/2312

133

DATE 6-3-25

DELUXE SECURITY SQUARE
SECURITY BLUE INK SECURITY



PAY TO
THE ORDER OF

City of Northfield \$ 350.00
Three hundred and fifty ⁰⁰/₁₀₀ DOLLARS

Heat
Reactive
Ink

OCEANFIRST BANK N.A.

MEMO

2278 Burroughs Rachel Meakim

+ 23 12703531 980687768 0133

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

RACHEL MEAKIM
MARK C MEAKIM
2278 BURROUGHS AVE
NORTHFIELD, NJ 08225

55-7035/2312

134

DATE 6-3-25

DELUXE SECURITY SQUARE
SECURITY BLUE INK SECURITY



PAY TO
THE ORDER OF

City of Northfield \$ 500.00
Five hundred ⁰⁰/₁₀₀ DOLLARS

Heat
Reactive
Ink

OCEANFIRST BANK N.A.

MEMO

escrow 2278 Burroughs Rachel Meakim

+ 23 12703531 980687768 0134

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

Re: Planning Board Application
Mark & Rachel Meakim
2278 Burroughs Ave., Northfield, NJ 08225
Block: 5 Lot: 1

City of Northfield Planning Board
SUMMARY OF PLANNING BOARD FEE SCHEDULE

Consult Fee Ordinance (Revised Ordinance 9-2012) For Details and Clarification

SUBMIT COPY OF THIS SCHEDULE WITH CHECKS

The fee to be paid shall be the sum of fees for the component elements of the plat or plan. Proposals requiring a combination of approvals such as subdivision, site plan, and/or variance, shall pay a fee equal to the sum of the fee for each element, except in cases where a preliminary and final application is applied for and decided by the Planning Board at the same time, in which case the greater of the two fees shall be paid. Additional fees may be assessed for extraordinary review costs not otherwise covered herein. One check must be submitted for all required fees (including the required Publication fee set forth in subparagraph K), unless otherwise specifically excepted, and a second check must be submitted for Professional Escrow. Please call the Planning Board Secretary at 641-2832 (ext. 127) with any questions.

All fees are non-refundable and are calculated as follows:

A. Application for Development Permit, Submit to Zoning Office (amended as per Ordinance 9-2012)

- | | |
|------------------------|-----------|
| 1. Commercial | \$ 200.00 |
| 2. Residential-Per Lot | \$ 100.00 |
| 3. Accessory Structure | \$ 50.00 |
| 4. Sheds 100sf or less | No Fee |

B. Minor Subdivision Application

- | | |
|-------------------------|--|
| 1. Each Informal Review | \$100.00 |
| 2. Application Fee | \$250.00 plus \$50.00 per lot |
| 3. Tax Map Revision | \$100.00 per each subdivided (new) lot or \$10.00 per lot, whichever is greater
(Section 3.14 of amended ordinance 8-2001, sub-paragraph X) |

C. Major Subdivision Application

- | | |
|-------------------------------------|---------------------------------------|
| 1. Each Informal Review | \$200.00 plus \$25.00 per lot |
| 2. Preliminary Plat Application Fee | \$500.00 plus \$25.00 per lot |
| 3. Final Plat Application Fee | \$500.00 plus \$25.00 per lot |
| 4. Tax Map Revision | \$75.00 per each subdivided (new) lot |

D. Site Plan Application

- | | |
|--------------------------------|---|
| 1. Each Informal Review | \$250.00 plus \$5.00 for each 100 square feet of building area up to 2,000 square feet and \$2.50 for each additional 200 square feet or fraction thereof |
| 2. Preliminary Application Fee | Non-residential \$500.00 plus \$50.00 for building area up to 2,000 square feet and \$25.00 for each additional 200 square feet or fraction thereof |
| 3. Final Application Fee | \$500.00 |

E. Building Permit Appeals

\$500.00 for Non-residential
\$250.00 for Residential

F. Interpretation Request

\$250.00; If interpretation request is accompanied by a variance request, the fee for the variance shall apply

G. "C" Variance

\$300.00 for one variance -- *enclosed*
\$100.00 for each additional variance
\$75.00 for each lot subject to the variance

H. "D" Variance

\$1,000.00 for one variance
\$200.00 for each additional variance
\$150.00 for each lot subject to the variance

I. Conditional Uses	\$500.00
J. Review Fee for Environmental Impact Report (EIR) –for those Applications which require review of an EIR	\$500.00 in addition to Professional Escrow fee
K. Publication Fee- <i>all applications are subject to this fee</i>	\$50.00
L. Waiver of site plan fee	\$500.00
M. Continuance Fee (unless at the direction of the Board) in addition to other applicable fees	\$250.00 for each continuance
N. Variance Request for Time extension-request for extension of time within which any variance must be exercised (per request)	\$250.00
O. Special Meetings	\$250.00 in addition to required fees \$100.00 additional if notice of meeting is required
P. Amended Site Plans and Sub-Divisions	\$150.00 for minor changes (no building, parking or significant changes) plus sufficient copies of the plat incorporating the changes as may be necessary for distribution. No fee if requested by the City. For significant changes, fees are equal to one-half the fee required for initial submission based on the current fee schedule. Sufficient copies of the plat are required as noted above. If the proposed changes involve a change of use, the application will be considered a new application and full payment of fees will be required.
Q. Certificates of Approval of Sub-Division	\$175.00
R. Certificate of existing non-conforming use	\$175.00
S. Copies of Records	\$75.00 for a copy of each meeting tape; \$75.00 for each stenographer session-to be supplied by Applicant.
T. All other applications not specifically mentioned herein	\$500.00 for commercial applications \$250.00 for non-commercial applications

SEE NORTHFIELD LAND USE AND DEVELOPMENT ORDINANCE SECTION 3.14 FOR MORE DETAIL OF FEE SCHEDULE.

REFUNDS AND WITHDRAWALS

There are no refunds of escrow if application is withdrawn within 24 hours of hearing date. Application fees are non-refundable.

If variance application, fee is \$150.00. If withdrawn within 10 days of hearing date, fee is \$250.00.

If other than variance, fee is \$100.00. If withdrawn within 10 days of hearing date, fee is \$100.00.

After payment of fee for withdrawal of application, all other fees deposited, with the exception of fees payable for professional review costs will be refunded. However, for all applications:

WITHDRAWAL WITHIN TWENTY- FOUR HOURS OF TIME OF THE SCHEDULED MEETING WILL RESULT IN NO REFUND TO APPLICANT AND ALL FEES PREVIOUSLY DEPOSITED SHALL BE FORFEITED.

PROFESSIONAL REVIEW COSTS

All applications require professional review costs and a separate check for these costs must be submitted with the application and other required fees. Professional review costs for attorney, planner, engineer or other professional retained on behalf of the Planning Board of the City of Northfield for the purpose of review, analysis, inspection or preparation of documents shall be the responsibility of the applicant and are held in escrow. The applicant shall, at the time of filing an application, be required to post the minimum amount specified in addition to all other filing fees.

Review fees shall be held and disbursed according the law by the City Treasurer at the direction of the Planning Board Secretary. An accounting shall be kept of each applicant's deposit, and professional fees shall be paid from the account and charged to the applicant. Any monies not expended for professional services shall be returned to the applicant upon final approval, denial or withdrawal of the application. If, at any time during the procedure, the monies posted shall have been expended, the applicant shall be required to post such additional sums not to exceed the amount of the initial payment for each replenishment. The applicant shall not be entitled to proceed with the application until such time as the necessary monies have been posted to guarantee payment of professional service fees.

Professional Review Costs are paid by the applicant (escrow) and the following minimum deposits are required in addition to all other filing fees:

a.	Interpretation	\$250.00
b.	Interpretation of variance	\$500.00
c.	Building permit appeals	\$500.00
d.	"C" variance	\$500.00
e.	"D" variance	\$1,000.00
f.	Major Subdivision	\$1,000.00
g.	Minor Subdivision with no variances	\$500.00
h.	All other residential	\$250.00
i.	All other commercial	\$500.00

— enclosed

Recreation Impact Fee for all Major and Minor Subdivisions and site plans—The contribution cost is \$2,500.00 per newly created lot (not including the original lot) and dwelling unit. This condition of approval must be satisfied before the signing of the final plat or filing with the County Clerk. This fee must be paid prior to filing of deeds if the applicant perfects the subdivision in that manner. No building permits will be issued for dwelling units created by site plans for residential development until this fee is paid. This is per Ordinance 8-2005 which amends the 1986 Land Use and Development Ordinance.

For additional information and fees for Bonding, Inspection fees, and revised plats see section 3.14 under "Fees" contained within the Land Use and Development Ordinance.

The Planning Board of the City of Northfield shall have the right to waive any fee in accordance with NJSA 40:55D-8.



City of Northfield

TAX ASSESSOR'S OFFICE

1600 SHORE ROAD, NORTHFIELD, NEW JERSEY 08225

May 30, 2025

Swift Law Firm, LLC
1335 Tilton Road
Northfield, NJ 08225

**Block 5 Lot(s) 1
2278 Burroughs Ave
Northfield, NJ 08225**

Dear Mr. Swift,

The following is a list of properties located within 200 feet of the above-mentioned intersection, as it appears on the Northfield Tax map. It is specifically understood that all applications for variances must comply with all existing statutes including the necessary notices to public bodies when applicant and law deems applicable.

Atlantic City Electric
Real Estate & Right of Way Department
5100 Harding Highway, 63ML22
Mays Landing, NJ 08330

South Jersey Gas Co.
Attn.: Ray Wenzel
3800 Atlantic Avenue
Atlantic City, NJ 08401

Verizon Engineering Department
Attn.: Douglas Webb
10 Tansboro Road
Berlin, NJ 08009

Page 2

Comcast Cable
1 Comcast Center 32nd Floor
Philadelphia, PA 19103

New Jersey American Water Company, Inc.
1 Water Street
Camden, NJ 08102

Northfield Sewer Department
1600 Shore Road
Northfield, NJ 08225

Municipal Road
City of Northfield
Mary Canesi, City Clerk
1600 Shore Road
Northfield, NJ 08225

City Streets
Cedar Springs Dr
Cedar Bridge Rd

Department of Regional Planning &
Economic Development
Rt. 9 and Dolphin Ave.
Northfield, NJ 08225

County Roads
Zion Road
CR #615

New Jersey Department of Transportation
P.O. BOX 600
Trenton, NJ 08625-0600

No State Roads
within 200 ft.

City of Linwood
Leigh Ann Napoli, City Clerk
400 Poplar Ave
Linwood, NJ 08221

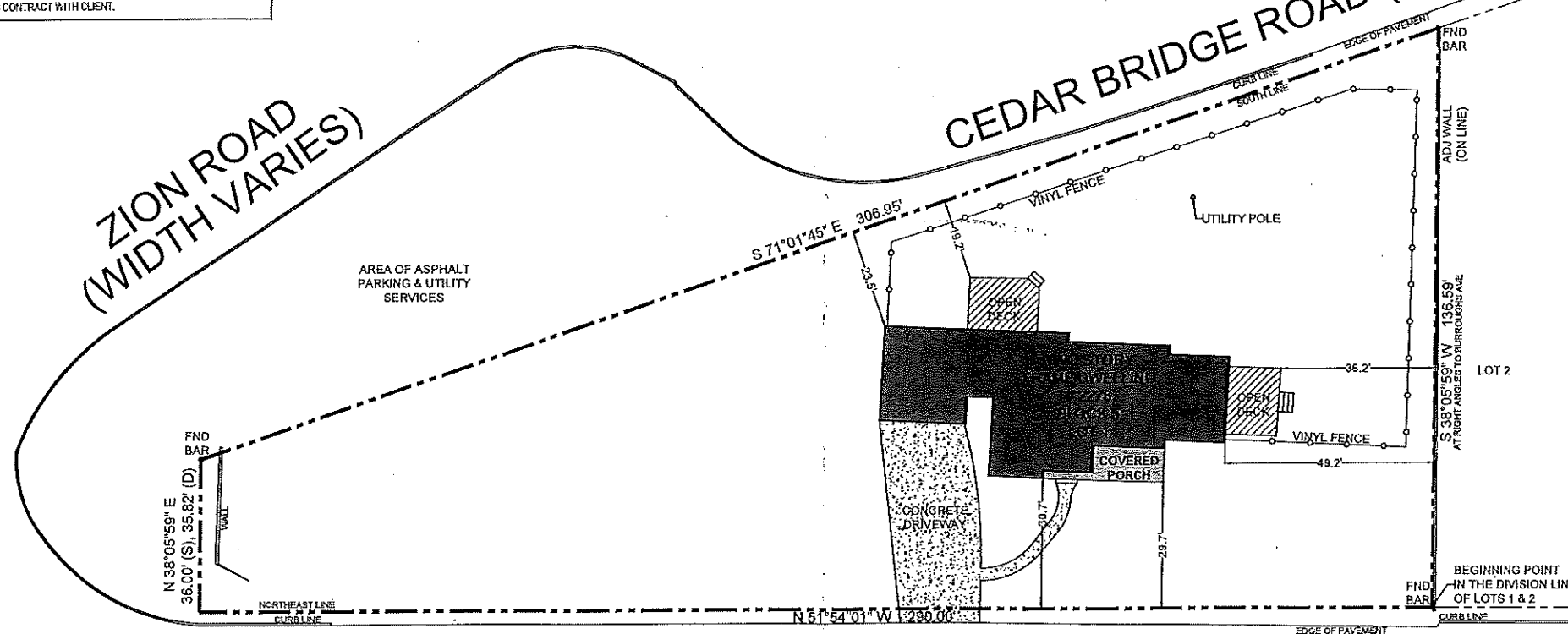
Sincerely,
William M. Johnson, CTA
William M. Johnson, CTA
City of Northfield

Block Lot Qual	Property Location Additional Lot Additional Lot	Property Class	Owner Address City, State	Zip Code
1 2.01	2 CEDAR SPRINGS DR	2	TRACY, DOUGLAS & SANDRA 2 CEDAR SPRINGS DR NORTHFIELD, NJ	08225
1 2.02	4 CEDAR SPRINGS DR	2	ROTHSTEIN, ANDREW & EPSTEIN, BRITAN 4 CEDAR SPRINGS DR NORTHFIELD, NJ	08225
1 2.07	3 CEDAR SPRINGS DR	15F	CAFIERO, CHRISTOPHER & KRISTIE 3 CEDAR SPRINGS DR NORTHFIELD, NJ	08225
1 2.08	1 CEDAR SPRINGS DR	2	PISANO, GIORDANO PAOLA B 1 CEDAR SPRINGS DR NORTHFIELD, NJ	08225
1 5	2819 ZION RD	2	LLOYD, JOHN 2819 ZION RD NORTHFIELD, NJ	08225
1 6	2801 ZION RD	2	BAYVIEW BBC PROP LLC 2717 ZION RD NORTHFIELD, NJ	08225
1 7	2717 ZION RD	2	CUMMINGS, BRUCE & BARBARA 2717 ZION ROAD NORTHFIELD, NJ	08225
1 9	2713 ZION RD	3A	BAYVIEW REALTY, LLC 2713 ZION RD NORTHFIELD, NJ	08225
5 2	2276 BURROUGHS AVE	2	MCCABE, JR BERNARD & TERESA 2276 BURROUGHS AVE NORTHFIELD, NJ	08225
5 3.01	2274 BURROUGHS AVE	2	GLEDHILL, WILLIAM P & COLLEEN M 2274 BURROUGHS AVE NORTHFIELD, NJ	08225
5 3.02	3114 CEDARBRIDGE RD	2	THOMAS, ROBERT J & KATHLEEN B 3114 CEDARBRIDGE ROAD NORTHFIELD, NJ	08225
9.01 1	3111 CEDARBRIDGE RD	2	CAPPELLUTI, DANIEL & HICKEY, KYLIE 3111 CEDARBRIDGE RD NORTHFIELD, NJ	08225
9.01 2	3109 CEDARBRIDGE RD	2	DINOFA, JEFFERY T & TAMMY M 3109 CEDARBRIDGE RD NORTHFIELD, NJ	08225

- ZION ROAD
(WIDTH VARIES)

Diagram showing the plan view of Cedar Bridge Road (33'). The road is defined by a solid line labeled "CURB LINE" and a dashed line labeled "SOUTH LINE". The "EDGE OF PAVEMENT" is indicated by a dashed line, and the "END OF BARRIER" is marked at the right end of the road. The road is shown curving to the right.

DEED NORTH



D- DEED DISTANCE
S- SURVEY DISTANCE

1. NORTHFIELD TAX MAP
2. ATLANTIC COUNTY CLERK'S
OFFICE FILED DEED #2022007135
3. FIELD SURVEY COMPLETED
ON 12/05/2024

BURROUGHS AVENUE (35')
(FORMERLY KNOWN AS QUAKER MEETING HOUSE ROAD)

IMPERVIOUS COVERAGE = 3270 SF.; 13% OF LOT AREA
NOTE: IMPERVIOUS COVERAGE DOES NOT INCLUDE OPEN DECKS AS IT IS
ASSUMED THEY PERMIT WATER TO PASS THOUGH

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ARTHUR PONZIO CO.
ENGINEERS • SURVEYORS • PLANNERS
400 NORTH DOVER AVENUE
ATLANTIC CITY, N.J. 08401
PHONE: 609-344-8194 FAX: 609-344-1594
NEW JERSEY STATE AUTH. NO.: 24GA28001300

[illegible]

ARTHUR W. PONZIO, JR.
PROFESSIONAL PLANNER N.J. NO. 331300267600
PROFESSIONAL LAND SURVEYOR N.J. NO. 24G502831400

PROPERTY SURVEY	
BLOCK 5	LOT 1
NORTHFIELD CITY ATLANTIC COUNTY	NEW JERSEY
SCALE 1"=30'	BY: WER
DATE 12/08/2024	PROJ. NO: 41787

1