

ATLANTIC HIGHLANDS PLANNING BOARD

APPLICATION FOR VARIANCE

1. I/we Jose D. & Laura Fortune Ortiz, the applicant(s) herein, whose mailing address is 13 E Lincoln Ave  
Atlantic Highlands, NJ 07716  
and whose phone number is 908 670 4708 am/are the owner/contractor of property located at 13 E Lincoln Ave, Atlantic Highlands, NJ 07716  
also designated as Block 101, Lot(s) 8 on the Tax Map of the Borough of Atlantic Highlands.

2. The Property is in the R1 Zone, it has street frontage of 47 feet and an average depth of 135 feet and an area of 6350 square feet.

3. The proposed percentage of lot coverage by both the existing structure and proposed additions will be 55%.

4. The following structures, buildings and/or uses are located on the property:  
Two-story house, detached garage

5. Application is hereby made for a variance to:  
a) Create additional living space by adding a sunroom & patio.  
b) Provide safe access to front door with new landing.  
c) Extend existing drive to allow paved 2-car parking & access to garage.

6. The reason for this request and the grounds urged for the relief are as follows:  
see attachment 1-

7. The section(s) of the Borough Zoning Ordinance upon which this application is based is: see attachment 1-

8. Property Tax & Water Bills have been paid through the 2nd quarter of 2024.

9. Has the property been separated from a larger tract of land? Yes  No  If yes, when?                       
Has the Planning Board approved the subdivision Yes  No  If yes, when?                     

10. If there has been any previous appeal or application to the Planning Board involving the premises, state:  
Date of Filing: 10/8/2009 (memorialized) PB09-12  
Character of Appeal Addition of family room  
Disposition: Variance Approval granted

I/We the undersigned, certify that of all of the statements contained herein are true and correct to the best of my/our knowledge, information and belief.

[Signature]  
Applicant Signature

7/22/2024  
Date

[Signature]  
Applicant Signature

7-22-24  
Date

Location sketch shall include the exact location of the property in question, giving the tax map lot and block numbers, the name of the street, the approximate distance to the nearest cross street and the direction of North. For a variance from the required minimum area or setbacks, the sketch should locate the buildings on the property. Show any other particulars that you would consider important for the Board to render its decision.


## Attachment 1 – ORTIZ RESIDENCE

### Variance application – Sections 6 and 7 -

#### 6. Reason and grounds for relief:

Sunroom – Maintain existing lines of house and have better use and access to backyard (reduce steps and tripping hazards). Due to undersize lot, coverage requirement unduly restricts reasonable use of backyard.

Front door landing - Given current house location on lot, asking for additional 2.7 feet into current setback to provide adequate landing with handrails for safe access and entry.

Driveway – Because of slanted lot side lines (parallelogram shape: ) and undersize lot size, cannot meet 5-foot setback for entry portion of existing driveway.

These changes are designed to improve access and eliminate or reduce tripping hazards. Requested changes have minimal if no adverse impact to neighboring properties.

#### 7. Sections for borough ordinances:

##### Section 5-2

Minimum Lot Area 7,500 sf required; 6,350 exists

Minimum Lot Frontage 75' required; 47' exists

Min Front Yard setback 20' required: 14.3' exists; 10.75' **proposed**

Maximum lot coverage, 1,586.25 permitted 1,835 **proposed**

Max Lot Coverage 50% permitted; 36.4% exists; 55% **proposed**

##### 150-54 (F) Driveway/walkway

Minimum Driveway Side Setback 5' required; 2' exists





# BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NJ 07716  
732-291-1444 FAX 291-9725  
WWW.AHNJ.COM CLERK@AHNJ.COM

MICHELLE CLARK, ZONING OFFICER

To: Jose and Laura Ortiz  
13 E Lincoln Avenue  
Atlantic Highlands, NJ 07716

From: Michelle Clark  
Zoning Officer

Date: July 16, 2024

Re: Block 101, Lot 8, 13 East Lincoln Avenue

I have reviewed your application for the construction of a backyard sunroom and patio, front door steps with landing and resurfacing driveway in the R-1 Zone for compliance with the Borough of Atlantic Highlands Zoning Code.

The following approvals are necessary:

Section 5-2 Minimum Lot Area 7,500 sf required; 6,350 sf exists  
Minimum Lot Frontage 75' required; 47' exists  
Min Front Yard Setback 20' required; 14.3' exists; 10.75' proposed  
Minimum Side Setback 10'/20' required; 6.6'/16.12' exists  
Maximum Lot Coverage 1,586.25 permitted; 1835 proposed

Max Lot Coverage 50% permitted; 36.4% exists; 55% proposed

150-54 (F) Driveway/walkway.

Minimum Driveway Side Setback 5' required; 2' exists

To proceed with an application to the Planning Board please contact Renee Frotton at 731-291-1444 ext 3108 or by email at [planningboard@ahnj.com](mailto:planningboard@ahnj.com)

Should you have any questions, please feel free to contact me.

cc: Renee Frotton, Planning Board Secretary