

October 2, 2026

Michael Greco, Board Secretary
Zoning Board of Adjustment
Borough of Demarest
118 Serpentine Road
Demarest, NJ 07627

232 County Road
Block 63, Lot 5
Borough of Demarest, Bergen County, NJ
Zoning Board Application Completeness Review
Colliers Engineering & Design Project No. DEZ0064

Dear Mr. Greco,

Pursuant to your request, our office has reviewed the following plans and other documents filed by the Applicant in support of a Variance Application. The Applicant is proposing to construct a new multi-family development consisting of seven (7) residential units contained in two (2) three-story buildings. Building 1 which will consist of three (3) units and Building 2 which will consist of four (4) units and other related improvements.

- a) Architectural plans consisting of four (4) sheets, prepared by Raymond J. Virgona, R.A., of Virgona & Virgona Architects, dated August 4, 2026;
- b) Cover letter from Capizzi Law Offices dated August 14, 2026;
- c) Site plans consisting of eleven (11) sheets, prepared by Matthew G. Clark, P.E of MCB Engineering Associates, LLC, dated August 7, 2026;
- d) Topographic survey of the property consisting of one (1) sheet, prepared and signed by Andrew Schmidt, PLS, of Schmidt Surveying, dated August 4, 2026;
- e) Stormwater calculations, consisting of thirty-six (36) pages, prepared by Matthew G. Clark, P.E of MCB Engineering Associates, LLC, dated August 7, 2026;
- f) Variance Application for the subject property and attachments dated August 14, 2026;
- g) Ownership Disclosure form dated August 19, 2026; and
- h) Completeness review letter from Bergen County dated September 22, 2026.

The Property Owner/Applicant is:

232 County Development LLC
46 Duane Lane
Demarest, NJ 07627

The Applicant/Owner shall notify the Borough of Demarest Zoning Board of Adjustment of any changes to the above information.

Based on the requirements outline in Section 153-5 of Borough Ordinance and our review of the submitted documents, this application is deemed **incomplete** for the purposes of scheduling a hearing. The following checklist is from Borough Ordinance where **"OK"** designates compliance or substantial compliance:

General Requirements:

Variance Application (and affidavits) **OK**

Application Contact Sheet **OK**

Application Fees **Deferred to Board Secretary**

Escrow Deposit **Deferred to Board Secretary**

W-9 Form **Deferred to Board Secretary**

Denial Letter from Zoning Officer **Not provided**

Signed and sealed survey and plans **Survey and site plans are signed but not sealed**

Digital Copies of all Forms and Plans **OK**

Site Plan Requirements:

§153-5(C)(1) The site plans shall be prepared by a professional engineer licensed in the State of New Jersey and shall be duly signed and sealed. Said site plan shall be certified as to accuracy of everything represented thereon. **Site plans are signed but not sealed.**

§153-5(C)(2) Places for signatures of the Chairman and Secretary of the Planning Board and Mayor and Borough Clerk, and County Planning Board, where applicable. **OK**

§153-5(C)(3) A place for the signature of the Borough Engineer. **OK**

§153-5(C)(4) The name and address of the applicant and the owner and the name and address and title of the person preparing the plan, maps and accompanying data. **OK**

§153-5(C)(5) The name of the development, the Municipal Tax Map sheet numbers, and the block and lot numbers or lots included in the site plan. **OK**

§153-5(C)(6) Date, scale and North arrow. **OK**

§153-5(C)(7) The zone district in which the site in question is located and the zone district or districts of all immediately adjoining properties. **OK**

§153-5(C)(8) Topographical details, as follows:

- a. Topography of existing grades and proposed grades with contour intervals not exceeding five feet in elevations except at two-foot intervals where the grade is less than 10%. All contour lines shall be referenced to the New Jersey Geodetic Control Survey Datum. **OK**
- b. Topography of existing and proposed grades within 200 feet of the site when there will be a modification of existing grades and contours or a material change in the existing drainage. **OK**

§153-5(C)(9) All existing and proposed setback dimensions, landscaped areas, trees and fencing; and the size and type of existing and proposed plantings upon the site. **OK**

§153-5(C)(10) All existing and proposed signs and lighting standards, utility poles and their size, type construction and location on the site. **OK**

§153-5(C)(11) The existing and proposed principal building and all accessory structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said structures, and floor plans thereof, including the number of square feet to be occupied by the existing and proposed buildings. **OK**

§153-5(C)(12) Complete building elevation drawings of any proposed structure or structures and any proposed appurtenances to be placed on any structure on the ground. **OK**

§153-5(C)(13) The location, type and size of existing and proposed catch basins, storm drainage facilities, including all required design data supporting the adequacy of the existing or proposed facility to handle future storm flows, and all utilities, both above- and below-ground. The location of easements to accommodate all of the foregoing shall be clearly indicated on the plan. **OK**

§153-5(C)(14) The location, type and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking space areas, and the layouts thereof, and all off-street loading areas, together with all the dimensions of all the following:

- a. Adjacent roadways, curbs, curb cuts, and driveway entrances or exits within 100 feet of both sides of the lot and across the street. **OK**
- b. Sidewalk areas with dimensions and construction cross sections, including location of existing or proposed street trees. **OK**
- c. Type of paving and construction cross sections for parking, aisles and driveways, curbing, walkways, exterior stairways and railings. **OK**

§153-5(C)(15) The number and type of proposed uses to occupy the building. **OK**

§153-5(C)(16) The number of units and the number of tenants, employees or occupants of each unit. **Number of bedrooms is provided for each unit. Number of tenants or occupants has not been provided. There are seven (7) three-bedroom units. OK**

§153-5(C)(17) Water use and connections and details of any specific fire protection connection systems. **OK**

§153-5(C)(18) Plans and computations showing existing and proposed sewerage facilities serving the site, including the following:

- a) The location, size and slope of all sanitary sewer lines, pumping stations and connections to existing facilities. **Size and slope of sanitary lateral lines have not been provided.**
- b) The location of any proposed sanitary sewage treatment plants, together with evidence of submission of plans to the appropriate governmental agencies and the Borough Engineer. **Not provided. Applicant to add a note to the site plan indicating they shall apply to the NJDEP-TWA for sewer approval if approved by the board.**
- c) The volume and content of sewage and waste to be produced. **Sewer demand of 2,100 GPD was provided with supporting calculations. OK**

§153-5(C)(19) The location, size and nature of all existing and proposed rights-of-way, easements, deed restrictions and other encumbrances which may affect the site in question and the location, size and description of any lands contemplated to be dedicated to the Borough of Demarest or to the County of Bergen. **OK**

§153-5(C)(20) The location, size, to the nearest tenth of an acre, and nature of the entire plot or tract in question and any contiguous plot or tract owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire properties involved in the site plan for which approval is sought; provided, however, that if it is physically impossible to show the entire plot or tract or contiguous plot or tract on one map, a key map thereof shall be submitted. **OK**

§153-5(C)(21) The location, names and widths of all existing and proposed streets, including cross sections and profiles, abutting the site in question and within 100 feet of said site. The typical cross section of streets shall clearly indicate the type and width of pavement and the location of curbs, sidewalks and shade tree planting areas. **Cross sections and profiles were not provided for the adjacent streets. Additionally, as stated in the County's completeness review, the Applicant shall indicate and call out the surveyed centerline of the right-of-way of Hardenburgh Road. The centerline shall be determined by all available field evidence. If there is no available evidence the Applicant's agent should use existing survey information from other approved development applications to determine the location of the centerline.**

§153-5(C)(22) The property lines of all abutting properties and properties within a distance of 300 feet, together with the names and addresses of the owners as disclosed on the latest Tax Maps of the Borough of Demarest as of the date of the site plan applications. **OK**

§153-5(C)(23) A recycling plan as follows: **N/A**

- a) When any development proposal is for the construction of 50 or more units of single-family residential housing or 25 or more units of multifamily residential housing, the developer shall be required to submit a recycling plan as part of the developer's application to the Planning Board. The plan shall include, at the minimum:
 - 1) The types of recyclable materials to be included in the recycling plan, which shall include those recyclable materials designated in § 189-152A and any additional recyclable materials proposed by the developer.

- 2) Each individual unit of a multifamily residential unit or single-family residential housing unit shall be designated to accommodate a one-cubic-yard storage area for the accumulation of one week's worth of all recyclable material. The location and type of the storage area shall be determined by the developer and approved by the Demarest Recycling Coordinator prior to submission to the Planning Board
 - 3) Multifamily dwelling units shall also have storage space or spaces designed to accommodate the recyclable materials generated by all of the units in the multifamily residential housing complex. The multiunit storage area will be determined by the developer and approved by the Demarest Recycling Coordinator prior to submission to the Planning Board. The amount of storage space required shall be determined by using Charts I and II below. Chart I provides weekly recovery levels for recyclables per unit. Chart II converts weekly recovery levels to cubic yards.
 - 4) The collection of recyclables from a single-unit storage area to a multiunit storage area shall be determined by the developer and approved by the Demarest Recycling Coordinator.
 - 5) The collecting of recyclable materials from the multi-unit storage area shall be provided for by the Borough of Demarest.
- b) When a commercial, industrial or institutional development (i.e., nonresidential development) proposes the utilization of 1,000 square feet or more of land, the developer shall submit a recycling plan along with his application to the Planning Board. Materials to be collected shall depend upon the type of services to be provided by the commercial, industrial or institutional establishment and the amount of storage space required for the accumulation of recyclable materials from said commercial, industrial or institutional establishment. Materials to be collected shall be as recommended and approved by the Recycling Coordinator and approved by the Planning Board, taking into consideration the function of the establishment, the material specification of the markets being utilized and the type of recyclable material generated therein.
 - c) No site plan shall be approved by the Planning Board without the submission to the Planning Board of a recycling plan approved by the Demarest Recycling Coordinator.
 - d) All recycling material storage areas must meet all local building and fire codes.

§153-5(C)(24) Any and whatever information and data necessary to meet any of the requirements of this chapter not listed above **The following additional information is requested:**

- a) **A traffic circulation plan showing the feasibility of navigating the site as shown for Emergency Vehicles, trash removal, and passenger vehicles.**
- b) **Stockpile areas for snow removal.**
- c) **A description of the building materials proposed on the architectural plans.**
- d) **A demonstration of compliance with §175-12(D)(3) on the architectural plans, "Building offsets (projects and recesses) shall be provided every 35 feet to break up the mass of the buildings. These offsets shall be a minimum of eight inches".**

§153-5(C)(25) The proposed route to be followed in accessing the land, which route shall use municipal residential streets as little as possible and, where municipal streets must be used, follows the shortest route through said municipal residential streets. Routes should to the greatest extent possible traverse primary streets before collector streets and collector streets before minor streets as those terms are defined in § 153-13. **The property fronts County Road. OK**

Should you have any questions, you may contact me at (201) 775-1283.

Sincerely,

Colliers Engineering & Design



Nick Chelius, P.E.
Zoning Board Engineer

CC: Board Members (via Zoning Board Secretary)
Darlene Green, Board Planner (darlene.green@collierseng.com)
232 County Development LLC, Applicant (michfein1111@gmail.com)
Matthew Capizzi, Esq. Applicant's Attorney (matthew@capizzilaw.com)