

July 17, 2024

Marian Hayden, Chairwoman
Planning Board
Borough of Demarest
118 Serpentine Road
Demarest, NJ 07627

The Woodlands in Demarest
Block 119, Lot 1.51 and Block 120, Lots 1.31, 1.32, 1.41, & 1.42
Borough of Demarest, Bergen County, NJ
Planning Board Application Completeness Review
Colliers Engineering & Design Project No. DEP106

Dear Ms. Hayden:

Pursuant to your request, our office has reviewed the following plans and other documents filed by the Applicant in support of an amended site plan application. This property was previously approved for a townhome development by the planning board via resolution adopted May 18, 2020. The Applicant is seeking amended site plan approval for various modifications made during construction. The Applicant has submitted the following for review:

- a) Application for Site Plan & addendum dated June 24th, 2024;
- b) Site and Grading Plans consisting of twelve (12) sheets, prepared by Michael J Hubschman P.E. P.P., of Hubschman Engineering, P.A. dated March 15 2019 with revisions summarized by the following:
 - a. Site Plans, sheets 3750-1 through 12, last revised June 18, 2024;
 - b. Cross Sections & Soil Moving, sheets 3750-14 through 18, last revised June 24, 2021;
 - c. Miscellaneous Drawings, sheets 3750-20 last revised July 11, 2023;
 - d. Miscellaneous Drawings, sheets 3750-21 through 24 last revised June 24, 2021;
- c) Woodlands Holding CO. LLC W-9;
- d) Attorney submission letter signed by John A. Schepisi, dated June 24, 2024;
- e) Ownership Disclosure Statements;
- f) Proof of taxes paid for the subject property;
- g) Consent of property owners forms, signed by Sylco Investments (#6, 8, 9, 10) LLC, dated June 20, 2024.

The Property Owner/Applicant is:

Woodlands Holding Company
270 Sylvan Ave. (RT. 9W),
Englewood Cliffs, NJ 07632

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

Completeness Review

General Requirements

1. Application fees.
The Applicant complies.
2. Proof of notice to property owners, as required by MLUL, 10 days prior to the public hearing date.
The Applicant shall comply.
3. Proof of newspaper published notice, as required within this chapter, 10 days prior to the public hearing date.
The Applicant shall provide proof of notice prior to the hearing.
4. A list of stockholders owning 10% or more of stock (or ten-percent interest) in the corporation; a list of all partners owning ten percent or more interest in the partnership, where applicable.
The Applicant Complies.
5. A survey signed and sealed by a licensed surveyor dated within the last 6 months.
An updated survey has not been provided with the application packet however this project is currently under construction and is coming before the planning board due to several field changes made during construction. Colliers Engineering & Design has been closely monitoring construction throughout the project and is comfortable that the information represented on the plans is accurate and consistent with field conditions. Based on the above, we take no exception to the lack of current survey.

Requirements for Application to the Planning Board

Site Plan Detail Requirements for All Stages

1. Map Details – All maps or other documents submitted for site plan review shall contain the following:
 - a. Title and location of the property.
The Applicant complies.
 - b. Name and address of landowner and applicant. If a corporation is the landowner or applicant, the principal offices and names of the president and secretary shall be included.
The Applicant complies.
 - c. Name, address and professional license number and seal of the professional preparing the documents and drawings. All plans shall be prepared, signed and sealed by a licensed professional engineer or architect.
The Applicant complies.
 - d. Places for signatures of the Chairman and Secretary of the Planning Board.
The Applicant Complies.

- e. Date of the plan and any modifications thereto.
The Applicant Complies.
 - f. The legends as required by §153-6(B.1.f)
The Applicant Complies.
2. Other information. The Planning Board may require other information and data for specific site plans. These data may include but are not limited to geologic information, water yields, flood data, environmental information, traffic counts, road capacities, market information, and similar material.
Not Applicable.
 3. Compliance with other ordinances. Information and documents required for other Borough codes and ordinances, such as environmental impact statements, soil erosion and sedimentation plans and stormwater management plans, shall be submitted as part of site plan approval and may be used to comply with site plan submission requirements for particular stages as applicable.
The Applicant Complies.
 4. Submittal and classification procedure.
 - a. The applicant shall submit sufficient copies of all required exhibits as set forth under the appropriate site plan review stage of this section, together with an application form and all applicable fees to the Secretary of the Planning Board. The time for the Board's review shall not begin to run until the submission of a complete application with the required fee. Unless the applicant is informed by regular mail by the Secretary of the Planning Board within 45 days of the actual submission of the application that it is incomplete, said application shall be deemed complete as of such 45th day after submission. The Secretary of the Planning Board shall forward, upon receipt, one copy each of an application to the Zoning Officer and Borough Engineer for their determination as stipulated in § 153-6B(4)(b) and (c) as may be appropriate. Both the Zoning Officer and the Borough Engineer shall report back to the Planning Board Secretary within 14 days of receipt whether the application is complete or noting items omitted or ordinances violated for forwarding to the applicant. If the application is complete, the Planning Board Secretary shall distribute copies as stipulated within this chapter for the appropriate site plan review stage.
The Applicant Complies.
 - b. Upon receipt of an application, the Zoning Officer and Borough Engineer shall review all documents for completeness and compliance with detailed requirements for submission as stipulated under the appropriate site plan review stage of this chapter as well as their compliance with applicable codes and ordinances.
 - c. The Zoning Officer shall also determine whether the Planning Board or Zoning Board of Adjustment has approval jurisdiction on the application. The Zoning Officer may confer with the Borough Attorney in making its determination.

Preliminary Site Plan

1. Objectives of review. The preliminary plan shall be reviewed to determine the acceptability of the detailed design concept and shall be in sufficient detail to enable the Planning Board to ascertain compliance with the performance standards and other standards of this chapter.

The Applicant Complies.

2. Application. Three or more copies of the preliminary plan, an application in a form approved by the Planning Board and the requisite fee shall be delivered to the Planning Board Secretary, through the office of the Borough Clerk.

The Applicant Complies.

3. Preliminary plan details. The preliminary site plan shall contain the following unless it is determined in a preliminary discussion with the Planning Board that any of these items are not necessary:

- a. Locator map at a scale of one inch equals 200 feet, or larger scale, showing the lot and block number of the parcel in question and the lot and block numbers of adjacent and opposite properties. This map should also show any contiguous lot in which the applicant has any direct or indirect interest, and the nature of the applicant's interest.

The Applicant Complies.

- b. Photographs of the property where necessary to show any unusual topographic, environmental or physical aspect of the site. This would include but not be limited to rock outcroppings, vegetation, natural drainageways, wetlands and existing structures and improvements.

The Applicant Complies.

- c. A preliminary plan at a scale of one inch equals 50 feet or larger scale, and any supplemental plans that are necessary to properly depict the project. In the case of a complex project, a scale other than one inch equals 50 feet may be submitted, provided that one copy of a photo mechanical reduction to a scale of one inch equals 50 feet is submitted. The preliminary plan shall show at least the following information:

- i. North arrow, scale, graphic scale, date and noted and dated revisions.

The Applicant Complies.

- ii. The zoning district in which the parcel is located together with the district boundaries included within the boundaries of the parcel or within 200 feet therefrom. All setback lines, landscape strips, landscape buffers, building height and other bulk requirements shall be shown and dimensioned. Any deviation from requirements of this chapter shall be specifically shown.

The Applicant Complies.

- iii. Survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within 200 feet of

the development. These shall be dimensioned and, where applicable, referenced as to direction.

The Applicant Complies.

- iv. Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application.

The Applicant Complies.

- v. The existing and proposed contours, referred to United States Coast and Geodetic Survey Datum, at a contour interval of not less than two feet. Existing contours are to be indicated by dashed lines, and proposed contours are to be indicated by solid lines. The location of existing rock outcroppings, high points, watercourses and drainageways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features, including previous flood elevations of watercourses, bonds and areas as determined by survey, shall be shown. Trees of six inches or over in caliper shall be specifically located and identified. Any proposed change of such natural features shall be specifically noted.

The Applicant Complies.

- vi. The location, size, elevation, slope and type of storm drainage structures and other utility structures, above and below grade, whether publicly or privately owned. A design calculation supporting the adequacy of proposed drainage structures and/or surface drainage shall be submitted.

The Applicant Complies.

- vii. The location of all existing buildings, bridges, culverts, paving, lighting, signs or any other structures with grade elevations for each structure.

The Applicant Complies.

- viii. The distance measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets. The proposed use or uses of the land, buildings and structures.

The Applicant Complies.

- ix. The proposed use or uses of the land, buildings and structures.

The Applicant Complies.

- x. The quantitative aspects of the proposal, such as improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc.

The Applicant Complies.

- xi. The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories), and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated.

The Applicant Complies.

- xii. The location and designs of any off-street parking areas, service, trash or loading areas, showing size and location of bays, aisles, barriers, planters, maneuvering areas and traffic patterns.
The Applicant Complies.
- xiii. The means of vehicular access for ingress to and egress from the site, showing the proposed traffic channels, lanes and any other structure or device intended to control traffic.
The Applicant Complies.
- xiv. The location, design and size of any on- or off-site pedestrian parks and bicycle pathways, open space, common open space, plazas and recreation areas or any other public use areas.
The Applicant Complies.
- xv. The location and design of all proposed utility structures and lines, stormwater drainage on-site and off-tract, as well as telephone, power and light, water hydrant locations, sewer, gas, whether publicly or privately owned, with manholes, inlets, pipe sizes, grades, inverts and directions of flow.
The Applicant Complies.
- xvi. The location and design of the proposed screening, landscaping and planting, including a planting plan and schedule of plant materials.
The Applicant Complies.
- xvii. The location of all outdoor lighting (freestanding or on building), the size, nature of construction, lumens, heights, area and direction of illumination, footcandles produced, as well as time controls proposed for outdoor lighting and display.
The Applicant Complies.
- xviii. The location and design of all signs, the size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and arrows, freestanding and facade signs and time control for sign lighting.
The Applicant Complies.
- xix. The location and size of all proposed easements, rights-of-way, public areas to be dedicated to the public or to be restricted or defined by deed or any other arrangement.
Not Applicable.
- xx. Where applicable, the method by which any common or public open space or commonly held building or structure is to be owned and maintained.
Not Applicable.
- xxi. The location and design of all recycling material storage areas.
The Applicant Complies.

- xxii. Where warranted, such other material deemed necessary by the Planning Board to evaluate the physical, fiscal or socioeconomic impact of the proposed development upon the Borough of Demarest.

Not Applicable.

- xxiii. The route to be used in accessing the land. The Mayor and Council may not refuse a permit because of the route recommended by the applicant but may, in its discretion and upon the advice of the Superintendent of Public Works or Chief of Police or their respective designees, designate a route different from the route listed in the application, which different route the applicant must follow as a condition of the permit approval.

The Applicant Complies.

Final Site Plan

1. Objectives of review. The final plan shall be reviewed to ascertain whether the construction documents to be utilized in construction of the project conform to the approved preliminary plan.
2. Application. Three or more copies of the final plan, an application in a form approved by the Planning Board and the requisite fee shall be delivered to the Planning Board Secretary, through the office of the Borough Clerk.

The Applicant Complies.

3. Final plan details. The final plan shall include the following:
 - a. The approved preliminary plan, together with all proposed additions, changes or departures therefrom.
 - b. Final construction documents amongst other items, illustrating:
 - i. The final plans for site development and site improvement.
The Applicant Complies.
 - ii. The first, ground or other floor plans sufficient to show pedestrian, vehicular or other access.
The Applicant Complies.
 - iii. The building facades, including size, structure, materials, colors and textures.
The Applicant Complies.
 - iv. Elevations of any other structure, sign or area visible to the general public.
The Applicant Complies.

Based on a review of the items listed above, this application can be deemed **complete** for the purposes of scheduling a hearing.

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

Sincerely,

Colliers Engineering & Design



Nick Chelius, P.E.
Zoning Board Engineer

NHC/ka

cc: Mike Greco, Planning Board Secretary (mgreco@demarestnj.gov)
Board Members (via Planning Board Secretary)
Julie Falkenstern, Borough Administrator (boroadmin@demarestnj.gov)
Mike Hubschman, Applicant's Engineer (mike@hubschmanengineering.com)
Robert Zampolin, Applicant's Architect (bob@zampolin.com)
John A. Schepisi, Esq. (kschepisi@schepisi.com)
Danielle Cardone, Esq. (dcardone@schepisi.com)