

May 8, 2025

Michael Greco  
Board Seceretary  
Borough of Demarest  
118 Serpentine Road  
Demarest, NJ 07627

44 Pine Terrace  
Block 84, Lot 3.07  
Borough of Demarest, Bergen County, NJ  
Joint Planning Board Application - Completeness Review  
Colliers Engineering & Design Project No. DEZ0049

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 subdivision Application with ancillary variances related to lot area and lot frontage. The Applicant is proposing to subdivide the existing lot 3.07 into two lots 3.08 & 3.09 and construct two, two-story dwellings, and other related improvements at the subject properties.

- a) Site plans consisting of four (4) sheets, prepared and signed by Robert L. Costa, PE, of Costa Engineering Corporation, dated December 3, 2024, last revised April 10, 2025;
- b) Architectural Plans consisting of three (3) sheets, prepared and signed by Pierre F. Gabuchi, AIA, dated February 24, 2025;
- c) Topographic survey of the property consisting of one (1) sheet, prepared by David Jamiolkowski, PLS, of Costa Engineering Corporation, dated December 3, 2024;
- d) Variance Application for the subject property and attachment signed and undated.

The Property Owner/Applicant is:

BF Development LLC  
c/o Matthew Capizzi  
205 Fairview Avenue  
Westwood, NJ 07675

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

### Completeness Review

Below is the checklist for administrative completeness. Our commentary on these items is provided in **bold**:

### General Requirements

1. Variance Application (w/ all Applicable Affidavits)

**The Applicant has provided a subdivision application form but not a variance application form.**

2. Application Contact Sheet  
**The Applicant is in compliance.**
3. Application Fees (See Fee Schedule)  
**The Applicant is in compliance.**
4. Escrow Deposit (See Fee Schedule)  
**The Applicant is in compliance.**
5. W-9 Form (for Escrow Deposit)  
**The Applicant is in compliance.**
6. Denial Letter from Zoning Officer  
**The Applicant is not in compliance.**
7. Original Survey (within 9 months) & Plans (Signed and Sealed) x 3  
**The Applicant is in compliance.**
8. Digital Copies of all Plans.  
**The Applicant is in compliance.**
9. 16 sets of (1) (6) & (7) for distribution to Board.  
**The Applicant is in compliance.**
10. Tax Certification (Approved within 3 months)  
**The Applicant is in compliance.**
11. Copies of All Notices.  
**The Applicant shall provide prior to the hearing.**
12. Site Visit Consent Form  
**The Applicant has not provided the consent form.**
13. Green USPS Certified Receipts or Affidavit of Service of Notice (*for hand delivered notices*)  
**The Applicant shall provide prior to the hearing.**
14. Affidavit of Public Notice from "The Bergen Record"  
**The Applicant shall provide prior to the hearing.**

#### Requirements for Application to the Joint Land Use Board for a Variance

1. List of Requested Variances and Waivers from any requirements, together with a statement of reasons why same should be granted (if applicable).

**The Applicant is in compliance.**

2. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties and the neighborhood.

**The Applicant is in compliance.**

3. Zoning district in which parcel is located complete with all criteria.

**The Applicant is in compliance.**

4. Title block containing name of applicant and owner, preparer, block and lot numbers and date prepared.

**The Applicant is in compliance.**

5. Scale of map both written and graphic.

**The Applicant is in compliance.**

6. North Arrow

**The Applicant is in compliance.**

7. Location of existing buildings and structures, including fences and retaining walls.

**The Applicant is in compliance.**

8. All existing and proposed impervious surfaces are to be shown.

**The Applicant is in compliance.**

9. All existing and proposed easements or rights-of-way.

**The Applicant is in compliance.**

10. Landscape plan and lighting plan.

**The Applicant is not in compliance.**

11. Proposed Stormwater Management measures (if applicable).

**The Applicant is in compliance.**

12. Existing and proposed contours to determine the natural drainage of the land.

**The Applicant is in compliance.**

**Additional Comments**

1. NJAC 7:8 defines provides the following definition for a major development:

*“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:*

- 1. The disturbance of one or more acres of land since February 2, 2004;*
- 2. The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;*
- 3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021; or*

4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

*Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."*

2. Based on the definition above, the applicant is proposing to disturb more than 1 Acre of land and therefor the development is classified as a "major development" and subject to additional stormwater management regulations. The current stormwater management measures depicted on the plans do not satisfy the requirements and will need to be revised. The Applicant should revise the stormwater design to comply with all applicable regulations within NJAC 7:8 and NJ Stormwater Best Management Practices Manual.

Based on a review of the items listed above, this application can be deemed ***incomplete*** 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., C.M.E.  
Joint Planning Board Engineer

NHC/tc

cc: Board Members (via Board Secretary)  
Julie Falkenstern, Borough Administrator ([boroadmin@demarestnj.gov](mailto:boroadmin@demarestnj.gov))