

February 26, 2024

Dorothy Hayden, Chairwoman  
Zoning Board of Adjustment  
Borough of Demarest  
118 Serpentine Road  
Demarest, NJ 07627

74 Pine Terrace  
Block 84.05, Lot 7  
Borough of Demarest, Bergen County, NJ  
Zoning Board Application Completeness Review #2  
Colliers Engineering & Design Project No. DEZ0039

Dear Ms. Hayden:

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 dwelling with associated driveway, walkways, patio, retaining walls, and other related improvements.

- a) Site Plans consisting of three (3) sheets, prepared and signed Robert L. Costa, PE, of Costa Engineering Corporation, dated August 10, 2023; No revisions listed;
- b) Drainage Calculations consisting of three (3) pages, prepared and signed Robert L. Costa, PE, of Costa Engineering Corporation, dated August 18, 2023;
- c) Letter from Bergen County Soil Conservation District, signed by Raymond J. Cywinski and dated September 26, 2023, certifying the soil erosion & sediment control plan.
- d) Architectural Plans consisting of six (6) sheets, prepared and signed by Daniel D'Agostino, AIA, of Plan Architecture, dated January 12, 2024;
- e) Variance Application for the subject property; signed and dated February 1, 2024.
- f) Rider to Application with written description of relief request, prior resolution (File No. 817-21 approved 1/18/23), and Zoning officer denial letter (dated 11/7/23 & signed by Kevin Burnette);
- g) **Topographic survey consisting of one (1) sheet, prepared and signed by Andrew A. Schmidt, of Shmidt Surveying, dated May 2, 2023.**

The Property Owner/Applicant is:

Chad & Rebecca Cutler  
9 Avenue at Port Imperial, Unit 1003  
West New York, NJ 07093

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 must provide a 200' list application to the tax assessor. The Applicant shall provide proof of notice prior to the hearing.**
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.  
*Review 1 - The Applicant has not provided a survey. The site plan references a survey by Schmidt Surveying dated May 2, 2023. The Applicant shall provide the original survey used to establish the site plans.*  
**The Applicant has provided the referenced survey. Due to the date of the site plans in comparison with the submitted survey, we take no exception to the survey being older than 6 months. The Applicant Complies.**

### Requirements for Application to the Zoning Board for a Variance

1. The location of existing buildings and structures, including fences and retaining walls.  
**The Applicant Complies.**
2. The zoning district in which the parcel is located and a zoning schedule listing area and bulk requirements with an indication of variances requested.  
**The Applicant Complies.**
3. A title block containing the name of the Applicant and owner, preparer, lot and block numbers and date prepared.  
**The Applicant Complies.**
4. Zoning Officer Denial Letter.  
**The Applicant Complies.**

5. Scale  
**The Applicant Complies.**
6. North Arrow  
**The Applicant Complies.**
7. All existing and proposed impervious surfaces.  
**The Applicant Complies.**
8. Location of existing and proposed easements and rights-of-way.  
**The Applicant Complies.**
9. Proposed stormwater management measures (if applicable)  
**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

cc: Board Members (via Zoning Board Chairwoman)  
Michael Greco, Zoning Board Secretary ([mgreco@demarestnj.gov](mailto:mgreco@demarestnj.gov))  
Robert L. Costa, Applicant's Engineer (via mail)  
Daniel D'Agostino, Applicant's Architect (via email)  
Carmine R. Alampi, Applicant's Attorney (via email)  
Chad Cutler, Applicant ([chad@cutlerpallets.com](mailto:chad@cutlerpallets.com))