

February 29, 2024

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

63 Central Avenue
Block 74, Lot 8
Borough of Demarest, Bergen County, NJ
Zoning Board Application Completeness Review
Colliers Engineering & Design Project No. DEZ0040

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 keystone retaining wall and other renovations of existing home at the subject property.

- a) Boundary Survey Map consisting of one (1) sheet, prepared and signed by John A. Lock, PLS of Azzolina and Feury, Inc., dated May 2, 2023;
- b) Retaining Wall and Soil Erosion Control Plan consisting of one (1) sheet, prepared, signed, and sealed by John A. Loch, PLS, and Perry E. Frenzel, PE, dated August 10, 2023;
- c) Variance Application for the subject property and attachments; signed and dated February 9, 2024;

The Property Owner/Applicant is:

Austin and Doreen Siboni
63 Central Avenue
Demarest, NJ 07627

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 has requested a 200' list from 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.

The Applicant has provided a Boundary Survey Map dated May 2, 2023. Although the survey is approximately 9 months old, the submitted site plans are dated August 10, 2023, which is within 3 months of the submitted survey. Due to the nature of the proposed construction, we take no exception to the provided survey. Any deviations from the provided survey or design plans will be field verified should the Application be approved.

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 has omitted variances from the plans. The proposed retaining wall is considered an accessory structure per Borough Ordinance definitions and therefor is subject to accessory structure setback requirements. The Applicant shall revise the plan to include this information.

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 has not provided the zoning officer denial letter with the Application. The Applicant shall provide this information.

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 ***incomplete*** for the purposes of scheduling a hearing. The Applicant shall submit revised plans and/or supporting documentation addressing the outstanding items noted above.

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: Board Members (via Zoning Board Chairwoman)
Julie Falkenstern, Borough Administrator (boroadmin@demarestnj.gov)
Azzolina & Feury Engineering (via mail)
Paul S. Haberman, Esq. (via mail)