

June 20, 2024

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

12 Irene Court
Block 84.04, Lot 2
Borough of Demarest, Bergen County, NJ
Zoning Board Application Completeness Review
Colliers Engineering & Design Project No. DEZ0041

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 single-family dwelling with associated walkways, patio, in-ground pool, drainage improvements, and other related improvements at the subject property.

- a) Site Plans consisting of three (3) sheets, prepared by Azzolina & Feury Engineering, Inc. dated April 11, 2024;
- b) Boundary Survey Map consisting of one (1) sheet, prepared and signed by John A. Loch, PLS of Azzolina and Feury, Inc., dated August 11, 2023;
- c) Architectural Plans consisting of ten (10) sheets, prepared and signed by Peter J. Dito, RA, of FDS Architects, dated January 24, 2024;
- d) Deed for the subject property;
- e) Zoning officer denial letter, prepared by Kevin Burnette, dated May 26, 2024;
- f) Variance Application for the subject property and attachments; signed and dated June 11, 2024;

The Property Owner/Applicant is:

RRF Properties LLC
199 Whitman Street
Haworth, NJ 07641

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. One Original and 15 Copies of all fully executed application forms.
The Applicant is in compliance.

2. One Original Signed and Sealed Set of Plans and 15 Copies.
The Applicant is in compliance.
3. Digital Copies of all Plans.
The Applicant is in compliance.
4. Sixteen Copies of the Zoning Officer Denial Form.
The Applicant is in compliance.
5. Payment in full (with Separate checks) of all application fees and escrow deposits with W9.
The Applicant is in compliance.
6. One certificate from the Tax Collector stating all taxes are paid and up to date.
The Applicant is in compliance.
7. One certificate of applicant (must be notarized).
The Applicant is in compliance.
8. One owner's affidavit (must be notarized).
The Applicant has not supplied this information. The Applicant shall submit an ownership affidavit listing the stakeholders and percent ownership of the LLC.

Requirements for Application to the Zoning 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 has submitted a landscaping plan but has not provided a lighting plan. Due to this being a residential application, we take no exception to the omission of a lighting plan.

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.

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 address checklist item 8 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)
Michael Greco, Zoning Board Secretary (mgreco@demarestnj.gov)
Julie Falkenstern, Borough Administrator (boroadmin@demarestnj.gov)
Perry Frenzel, Azzolina & Feury Engineering (p.frenzel@afenginc.com)
Matthew Capizzi, Esq. (via mail)