

October 9, 2024

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

22 Drury Lane  
Block 10, Lot 648  
Borough of Demarest, Bergen County, NJ  
Zoning Board Application Completeness Review **REVISED**  
Colliers Engineering & Design Project No. DEZ0044

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 two-story addition upon the existing single-family dwelling, and other related improvements at the subject property.

- a) Site plans consisting of four (4) sheets, prepared and signed by Michael Dipple, PE, of L2A Land Design, LLC, dated June 4, 2024, last revised August 20, 2024;
- b) Architectural Plans consisting of three (3) sheets, prepared and signed by Peter J. Dito, RA, dated May 30, 2024;
- c) Topographic survey of the property consisting of one (1) sheet, prepared and signed by William Buchok, PLS, of Lakeland Surveying, dated June 4, 2024;
- d) Deed for the subject property.
- e) Variance Application for the subject property and attachments; signed and dated September 27, 2024;

The Property Owner/Applicant is:

Carly Williams  
22 Drury Lane  
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. Variance Application (w/ all Applicable Affidavits)  
**The Applicant is in compliance.**

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 in compliance.**
7. Original Survey (within 9 months) & Plans (Signed and Sealed) x3  
**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 not 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 is in compliance.**
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 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 is 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.**

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., C.M.E.  
Zoning Board Engineer

NHC/mt

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