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MEMO TO: Borough of Milltown Planning Board

FROM: Michael J. McClelland, P.E.
 Board Engineer's Office

DATE: July 30, 2020

SUBJECT: **Martin & Linda Hipko
 Minor Subdivision Application
 Block 69, Lots 27 through 32
 Our File No.: PMIP0069.01**

In accordance with our authorization, we have reviewed the following materials for the above referenced project and are reporting herein:

- Plan entitled: "Proposed Minor Subdivision for Martin P. & Linda T. Hipko, 4 Center Street, Milltown, NJ 08850, Block 69, Lots 27 through 32 situated in Borough of Milltown, Middlesex County, New Jersey" prepared by AJV Engineering, Inc., dated March 12, 2020, containing one (1) sheet.

The six existing lots in question, totaling 15,000 square feet (S.F.), or 0.344 acres, are located in the R-10 Single Family Residential Zone and have frontage on Centre Street.

The Applicant proposes to subdivide the six existing lots into two new lots of equal area and width. Both proposed lots have frontage along Centre Street and extend the full depth of the tract. Proposed Lot 27.01 is 7,500 S.F. (0.172 acres) and will contain the existing dwelling. Proposed Lot 27.02 is also 7,500 S.F. (0.172 acres), and is intended to be sold by the applicant as an unimproved lot.

A. Zoning Issues

1. Zoning is subject to the review of the Borough Planner.

B. Minor Subdivision Issues

1. The applicant should provide a copy of the Survey for the property (per General Note # 6 on the plan), signed and sealed by the Licensed Land Surveyor.



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2. The applicant should provide a Minor Subdivision Plan in accordance with the "Map Filing Law", signed and sealed by a Licensed Land Surveyor.
3. Add all certifications to the map per Map Filing (Recordation) Law, including Clerk and Engineer certification.
4. Confirm proposed Tax Lot numbers with the Borough of Milltown Tax Assessor.
5. Label the map with the point of beginning (P.O.B.) for each of the Proposed Lots.
6. Provide for a monument to be set where the proposed lot line will intersect with the existing Right of Way of Centre Street will intersect the new proposed Lot line.
7. Provide a minimum of 3 coordinate pairs around the entire tract boundary.
8. If the subdivision is to be perfected by deed, the applicant should submit deeds clearly describing the approved subdivision lots, suitable for recording at the County Clerk's Office. The deeds should be submitted to the Planning Board Attorney for review and the metes and bounds descriptions should be submitted to our office for review. When approved, they are to be signed by the Chairman and Secretary of the Planning Board prior to filing.
9. The location, size, type and specifics of all existing and proposed utilities and storm drainage facilities necessary to service the site are required per Section 34-16.2(i) of the Borough Code. The location of the proposed water services and curb stops and sanitary sewer laterals and clean-outs should be indicated for each Lot.
10. The location, size and use of all existing structures, wooded areas, water courses and drainage facilities on the site and within two hundred (200) feet of the property in question are required per Section 34-16.2(j) of the Borough Code.
11. A copy of covenants, deed restrictions or exceptions that are intended to cover all or part of the tract are required per Section 34-16.2(k) of the Borough Code.
12. The subdivision plan shall indicate the following improvements: curb, sidewalk, site grading, paved driveway, concrete driveway apron, improved roadway pavement or pavement repairs along frontage of all adjoining streets, proposed dwellings and all other improvements required for the development of the proposed subdivision per Section 34-16.2(o) of the Borough Code.



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13. R.S.I.S. requires a minimum of 2.5 spaces per single family unit when the bedroom count is unknown. The applicant should clarify the existing and proposed bedroom counts and demonstrate that the required number of parking spaces will be provided.
14. Structures are subject to the review of the Borough Construction Code Official.
15. The applicant should discuss the anticipated increase in runoff from the site. Dry wells should be considered for the proposed roof drains to promote groundwater recharge and lessen the proposed runoff from the proposed unimproved lot.
16. The proposed grading of the site should incorporate the following standards:
 - a. Positive drainage away from all buildings and structures with minimum slopes on grass and swales of 2%.
 - b. Minimum parking/driveway area grades of not less than 0.5% or more than 6% with 1% minimum preferred. The proposed driveway slope should be added to the plans.
17. All lot grading should direct the surface runoff along the rear and side yard property lines and away from adjacent properties.
18. The applicant should repair all damaged or deteriorated curb, sidewalk and pavement along the frontage of the site.
19. Provide the following note on the plans:

“Where basements are to be provided for proposed dwelling units, the developer shall, by boring or by test pit, determine the depth to groundwater at the location of the proposed dwellings. Where groundwater is encountered in the basement area, basements will not be installed unless special construction methods are utilized, to be reviewed and approved by the Borough Construction Code Official. If and where sump pumps are installed, all discharges shall be connected to the storm sewer when available. A clean out shall be provided to the connection to the storm drain in order that blockages can be addressed”.
20. A proposed lot grading plan should be submitted for review and approval prior to the issuance of a building permit.
21. A Residential lot as-built grading plan should be submitted by the builder for review prior to the issuance of a certificate of occupancy.



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22. The roof drains should be installed in accordance with the requirements of the Borough Plumbing Subcode Official.
23. A note should be added to the plans that a strap on saddle shall be used for all sanitary sewer lateral connections to the main.
24. Applications to the Borough are required for water, sewer and electric service connections.
25. A tree removal, preservation and planting plan shall be submitted in accordance with Chapter 19 of the Borough Code. Trees proposed to be saved should be located and tree save details should be provided. Limit of disturbance line should be shown.
26. Construction details shall be provided on the plans.

C. OTHER AGENCY APPROVALS

1. The applicant should discuss approvals by all other agencies having jurisdiction including the following:
 - a. Freehold Soil Conservation District
 - b. Middlesex County Planning Board
2. Copies of applications and approval permits, waivers, certifications or letters of no interest, as may be required, should be provided as a condition of final approval and prior to the site disturbance.

D. SUMMARY

Any approval by the Board should be conditioned upon the above comments, the submission of a map filing law compliant minor subdivision plan, if same is to be filed, or deed of subdivision for the Board's consideration, proof of approvals and/or waivers from all other agencies having jurisdiction; the applicant's payment of all outstanding professional review fees of the Board and the Borough, the posting of any fair share contributions deemed necessary by the Borough, the posting of any fair share contribution for affordable housing requirements, as may be currently



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mandated by COAH or the Borough, the posting of all required performance guarantees and inspection escrows and the applicant's engineer providing an itemized cost estimate for the improvements to the Borough Engineer in order that the performance guarantee and inspection escrow amounts can be calculated, if required.

MJM/jll

cc: Board Attorney
Board Planner
Board Secretary
Environmental Commission
Shade Tree Committee
Applicant
Applicant's Professionals