

TO: Gabriella Siboni, Borough Clerk, Board Secretary

FROM: John Barree, AICP, PP, LEED Green Associate

CC: Neil Marotta, Esq
Michael McClelland, PE, PP, CME
Louis Ploskonka, PE

RE: John Dziubeck
19 and 21 Millers Lane
Block 106, Lots 4.09, 4.10, and 4.11
Completeness Review

DATE: July 1, 2020

This memo constitutes the first completeness review for the above referenced application. The following materials were submitted by the applicant and provided to this office for review:

- Cover letter from James M. Curran, Esq dated May 28, 2020
- Borough of Milltown Variance application and checklist, dated May 22, 2020.
- Borough of Milltown Subdivision Sketch Plat application, dated May 22, 2020.
- Borough of Milltown Subdivision Sketch Plat Checklist, dated May 22, 2020.
- Proposed Minor Subdivision plan consisting of one (1) sheet, prepared by Angelo J. Valetutto, P.E., P.P., dated March 12, 2020.
- Boundary and Topographic Survey prepared by Braginsky Surveying, LLC, dated December 3, 2019.
- Affidavit of Ownership
- Affidavit of Applicant
- Tax Clearance Certificate
- 200' Property List
- Planning Board Escrow Deposit Form
- Application and Escrow Fees in the amount of \$1,260.00

The applicant is proposing a minor subdivision to extinguish and relocate lot lines within an existing 58,775.85 square foot tract, consisting of Block 106, Lots 4.09, 4.10, and 4.11. Two of the proposed new lots will be 20,008.8 square feet in area and the third will be 18,758.25 square feet in area. One variance is required for insufficient lot width in the R-10 zone for one of the proposed lots.

The applicant has requested several waivers from the required submission items for a minor subdivision. The requested waivers are:

- Soil Erosion and Sediment Control Plan

The applicant is not proposing any construction as part of this application. Since no soil disturbance is proposed, a soil erosion and sediment control plan is not required. The applicant will have to submit the required plan when construction is undertaken if applicable.

- *Tree save locations, tree save details, and limit of disturbance line. Tree save locations have not been identified, as the existing trees on site have not been identified. No soil disturbance, construction, or tree removal is proposed as part of this application. The requested waiver appears to be justified.*
- *Location and dimensions of subsurface demolition. No subsurface demolition is proposed as part of this application, so the details are not necessary.*
- *Proposed Improvement Details. No improvements are proposed as part of this application, so the submission of details is not necessary.*

The applicant has indicated on the submission checklist that all required details will be submitted in the future when plot plans are prepared for new construction.

The application is complete apart from the requested waivers. The Planning Board typically hears applications for completeness and waivers prior to proceeding with the full presentation. Please contact the Planning Board Secretary to schedule a hearing date.