



## Memorandum

**TO:** Gabriella Siboni, Borough Clerk, Board Secretary  
Larry Sachs, Esq

**FROM:** John Barree, AICP, PP

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

**RE:** Heritage of Milltown  
149, 153, and 161 South Main Street  
Block 76, Lots 1, 2.02, and 4  
Completeness Review

**DATE:** July 6, 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:

- Borough of Milltown Subdivision Sketch Plat application, dated March 9, 2020.
- Borough of Milltown Subdivision Sketch Plat Checklist.
- Affidavit of Ownership
- Affidavit of Applicant
- Tax Clearance Certificate
- Proposed Minor Subdivision plan consisting of one (1) sheet, prepared by Juan J. Rodriguez, P.L.S., dated January 17, 2020.
- 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 consolidate three existing lots (1, 2.02, and 4) and create new lot lines altering the area of the lots. Proposed Lot 1.01 will be 33,042 square feet in area split between the B-3 and R-8 zones. Proposed lot 2.03 will be 5,000 square feet in area split between the B-3 and R-8 zones. Proposed lot 4.01 will be 14,550 square feet in area in the B-3 zone.

The applicant has indicated that several checklist items are "not applicable" to the application. A formal request for waiver of the submission items has not been provided, but it is assumed that the applicant is requesting waivers from the following:

- Survey Certification: Boundaries, Topo, Signed and Sealed.  
*The plan sheet provides boundary dimensions but does not include topographical details. No construction or grading is proposed as part of this application.*
- Utilities, existing and proposed: Water, Sewer, Drainage, Grading, etc.



*No details have been provided for existing and proposed utilities. No construction is proposed at this time.*

- Floodway and Flood Hazard Area Boundaries  
*A note regarding flood hazard area has not been provided on the plans. The subject properties are in the "X" flood hazard area.*
- 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.*
- Location and dimensions of subsurface demolition.  
*No subsurface demolition is proposed as part of this application.*
- Proposed Improvement Details: Water, sanitary sewer, storm sewer; Roadways, curbing, sidewalk, paving, driveways; Site grading and drainage.  
*No improvements are proposed as part of this application.*

The application is complete apart from the items noted in this review. The "not applicable" items appear to be acceptable submission waivers from a planning perspective since no new construction or site work is proposed as part of this application.

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.