

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
Second Completeness Review

DATE: October 28, 2020

This memo constitutes the second 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, revised October 6, 2020.
- Boundary and Topographic Survey, prepared by Juan J. Rodriguez, P.L.S., dated January 8, 2020, revised October 6, 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 submitted revised plans after appearing before the Board on September 22, 2020. The revised plans have addressed outstanding issues of completeness where applicable. Since there is no construction proposed as part of the minor subdivision application, details for several of the checklist items are not applicable and are not required. The application is complete per the Borough's subdivision checklist and is ready to be heard by the Board.

- Survey Certification: Boundaries, Topo, Signed and Sealed.
The applicant submitted a survey with topographical data as required.
- Utilities, existing and proposed: Water, Sewer, Drainage, Grading, etc.
The applicant submitted details for the existing utilities on the survey. No new utilities are proposed as part of this application.
- 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.

The remaining items are not applicable to the project since no construction, demolition, disturbance, tree clearing, or other site work is proposed. The applicant will be required to provide these details as part of any future applications that may entail further development of the site. They are **not** required for the subdivision application at hand.

- 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.
- 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.