

TO: Gabriella Siboni, Borough Clerk, Board Secretary

FROM: John Barree, AICP, PP

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

RE: Heritage Plaza II
290 Ryders Lane
Block 131, Lot 31, 32, 33
Completeness Review

DATE: August 29, 2018

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 Preliminary and Final Major Site Plan application and checklist, dated July 19, 2018.
- Preliminary and Final Major Site Plan, consisting of thirteen (13) sheets, prepared by Amertech Engineering Inc, dated July 10, 2018.
- Operation and Maintenance Manual, prepared by Amertech Engineering Inc, dated July 10, 2018.
- Traffic Impact Analysis, prepared by McDonough and Rea Associates (MRA), dated June 14, 2018.
- Stormwater Management Report, prepared by Amertech Engineering Inc, dated July 10, 2018.
- Planning Board Affidavit of Ownership, dated June 30, 2018.
- Planning Board Affidavit of Applicant, dated February 26, 2018.
- Planning Board Escrow Fee Calculation Sheet, dated July 20, 2018.
- Planning Board Tax Clearance Certificate, dated March 14, 2018.

The applicant has requested several waivers from the required submission items for a preliminary and final major site plan. The requested waivers are:

- An Environmental Impact Statement is not included. A waiver has been requested. *Environmental Impact Statements are required for all site plan applications involving more than one (1) acre of land. Existing Lot 33 is approximately 1.87 acres of wooded land with several areas of steep slopes. The Board may consider this request for a waiver, but other additional information may be needed.*
- A Borough Engineering Statement regarding a Utility Location Map is required. A waiver has been requested.
- A Borough Engineer Statement regarding Improvements and a Performance Guarantee of those Improvements is required. A waiver has been requested.

Both of these items are within the purview of the Borough Engineer. These items are typically addressed as part of an engineering review and/or as a condition of future approval. We have no objection granting these waivers, but defer to the Engineer for confirmation.

The applicant shall appear at the Planning Board to provide justification for the waiver requests. The Board shall make the final determination regarding the appropriateness of the waivers.

The following items on the completeness checklist were either not provided or were incomplete in the application submittal:

- Existing Site Features: Trees (min. 6" cal.) and wooded areas on the site and within 200' of the site have not been shown on the existing conditions plan or the site survey.
- Architectural Details: Building elevations, floor plans, construction materials, roof mounted appurtenances screened from view. No architectural plans were provided.
- Sign location, dimensions, illumination, and area. No details have been provided for freestanding or building mounted signage.
- 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.

The applicant shall provide revised plans to address these items.