



May 20, 2020

Dawn M. Farrell, Administrative Clerk  
 Township of Monroe Planning Board  
 125 Virginia Avenue, Suite 5A  
 Williamstown, NJ 08094

Re: File #499-SP – Streamwood Associates/Williamstown, LLC  
 Application for Minor Site Plan Approval  
 1056 S. Black Horse Pike, Williamstown, New Jersey  
 Block 3601, Lots 6, 7 & 8  
 Zoning District: RG-C (Regional Growth Commercial)  
 T&M# MRPBR1360  
 Completeness Review

Dear Board Members:

We have received the following for review:

<u>Sheet</u>	<u>Title</u>	<u>Materials Received for Review</u>	<u>Date/Last Revised</u>
<b>Marathon Engineering &amp; Environmental Services</b>			
1 of 1	Minor Site Plan		12-09-19 / 04-22-20
	Stormwater Summary		04-22-20 /
	Pinelands Certificate of Filing		02-21-20 /

The subject property is 1056 S. Black Horse Pike (Route 322), roughly 250 feet north of the Black Horse Pike and S. Main Street intersection. The site is Block 3601 Lots 6, 7 and 8, totaling 10.975± acres and is the location of the existing Madison Court Apartments. The site is bordered by woods to the north and east, woods and a residential dwellings to the west, and Route 322 to the south.

This application proposes the expansion of the existing parking lot near the northeast end of the complex. Twenty-one (21) new parking spaces are proposed. The Applicant also proposes to relocate the existing dumpsters adjacent to Buildings L & M and restripe the asphalt to provide a handicap parking stall, for a total of twenty-two (22) parking spaces. The proposed development will result in roughly 4,940 square feet of disturbance. The applicant is requesting a bulk variance for providing fewer parking spaces than required by Residential Site Improvement Standards (RSIS). The site currently has 220 parking stalls and will have 242 parking stalls after the proposed improvements are made. However, RSIS requires the site to have 332 parking spaces. The Applicant requested this bulk variance noting that the apartment complex pre-dates RSIS.



These submittals have been reviewed for compliance with the submission requirements of the Monroe Township Land Use Ordinance. We note the following:

Upon review of the requirements set forth in the below mentioned sections of the Ordinance, we believe the application as submitted is **incomplete**.

### **Completeness Review**

1.  §175-60, Minor Site Plan Review
  - A. Minor Site Plans
  - B.  Submission Requirements:
    - (1)  Minor Site Plan
    - (2)  Township and County Application Forms  
**The Applicant shall apply to the Gloucester County Planning Board.**
    - (3)  Protective Covenants or Deed Restrictions (N/A)  
**The provided application states that no deed restriction apply or are contemplated.**
    - (4)  Escrow Fee and Fee Agreements
    - (5)  For Projects in the Pinelands Area – Application Requirements from §175-57F  
**The Ordinance requires USGS Map, Municipal Tax Map, Pinelands management area designation, Soils Map and existing/proposed vegetation to all be shown on the plan. The Applicant stated in their application that they are requesting waivers for any items not included with this submission. Our office believes this application can be reviewed without these items.**
    - (6)  Tax Collector’s Certification  
**The Applicant shall provide a certification from the Tax Collector’s Office stating that all taxes are paid to date.**
    - (7)  Certification of Corporation or Partnership Involvement  
**If applicable, the Applicant shall provide a certification of corporation or partnership involvement.**
    - (8)  Any Additional Documents, including but not limited to:
      - a.  Stormwater Report  
**A Stormwater Summary was provided.**
  
2.  §175-70, Minor Site Plan
  - A. Plan Sheet Requirements:
    - (1)  Plan Sheet Scale
    - (2)  Certification by Licensed Architect or Engineer and Surveyor / Sheet Size / Zoning Requirements / Key Map  
**The Ordinance requires lot lines to be certified by a licensed land surveyor and existing and proposed contour lines based on USGS data within 200**



**feet of the tract. Our office believes this application can be reviewed without these items.**

B. Plan sheet minimum required information:

- (1)  Existing & Proposed Structures
- (2)  Proposed Circulation Plan, Lighting, Parking, Signs, Sidewalk & Cross Section

**The provided plan does not show proposed vehicle circulation or lighting within 100 feet of the tract. Our office believes this application can be reviewed without these items.**

- (3)  Existing and Proposed Wooded Areas, Buffers and Landscaping  
**Existing and proposed wooded areas and landscaping are not provided. Our office believes this application can be reviewed without these items.**

- (4)  Utilities (N/A)

**No utilities are proposed as part of this application.**

- a.  Proposed Drainage, Sewage and Water Facilities
- b.  Proposed Lighting
- c.  Underground Installation of Utilities & As-Builts
- d.  Written Agreement with all Utility Providers
- e.  Written Description of Proposed Building Use/Operations

3.  §175-140, Stormwater Management

**The stormwater management ordinance is not applicable to this application as the proposed improvements do not exceed 5,000 square feet of disturbance. However, the additional impervious surfaces will have an impact on the existing stormwater infrastructure. The Applicant should confirm that the existing stormwater management system has sufficient capacity for the increase in runoff generated by the proposed improvements. They should describe the stormwater system and where the project area drains to.**

A. General Provisions

(1-2) This section establishes minimum stormwater management requirements and controls consistent with all state regulations.

(3)  Applicability. This section shall apply to:

- a. All site plans and subdivisions for major developments that require preliminary or final site plan or subdivision review; and
- b. All major development projects undertaken by the Township of Monroe.  
(Note: This clause is intended to provide consistency with DEP's stormwater management requirements. As per normal practice, all development within the Pinelands Area which is undertaken by a Pinelands Area municipality shall comply with all requirements of the CMP.

➤ Note: A major development as defined by the Ordinance is any division of land into five or more lots; any construction or expansion of any housing



development of five or more dwelling units; any construction or expansion of any commercial or industrial use or structure on a site of more than three acres; or any development, grading, clearing or disturbance of an area in excess of 5,000 square feet. "Disturbance" for the purpose of this section is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.

- B.  Site Development Stormwater Plan Requirements:
- (1-2)  Submission of Site Development Stormwater Plan
- (3) Checklist Requirements:
- a.  Engineering plans submitted in CAD Format 15 or higher and the following:
- (1)  Topography (extending 300' beyond development)
  - (2)  Environmental Site Analysis and Detailed Soils Report
  - (3)  Project description and site plans
  - (4)  Land use planning and source control plan (nonstructural strategies)
  - (5)  Stormwater management facilities map
  - (6)  Calculations
    - a.  Stormwater runoff rate reductions
    - b.  Water quality
    - c.  Groundwater recharge
    - d.  Groundwater mounding analysis
  - (7)  Inspection, maintenance and repair plan

**A separate letter will be issued with technical review comments.**

Should you have any questions regarding these comments, please do not hesitate to contact this office.

Very truly yours,  
T & M ASSOCIATES

Douglas A. White, P.E., CME  
Planning Board Engineer

cc: Stephen Boraske, Board Solicitor  
Pamela Pellegrini, P.E., P.P., C.M.E., Board Planner

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