

#1854

7/21/2020

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July 15, 2020  
MSS File No. 20-003

Ms. Dawn Farrell, Administrative Clerk  
Monroe Township Zoning Board of Adjustment  
125 Virginia Avenue, Suite 5  
Williamstown, NJ 08094

Re: Monroe Township Zoning Board of Adjustment  
Preliminary Major Subdivision Application  
Completeness Review  
The Greens (NWD Development)  
Block 14801, Lot 12  
Monroe File: #1854

Dear Dawn:

- A. We have received the following documentation, submitted by the applicant and have reviewed same regarding completeness of the above referenced application:
1. Major Subdivision application #1854;
  2. Preliminary/Final Major Subdivision Plan Set, The Greens, Plate 148, Block 14801, Lot 12, Monroe Township, Gloucester County, New Jersey, prepared by Consulting Engineer Services, dated 04/01/20, consisting of:
    - a. Cover Sheet, Sheet 1 of 31, revised 06/23/20;
    - b. Existing Conditions and Demolition Plan - Sheet A, Sheet 2 of 31;
    - c. Existing Conditions and Demolition Plan - Sheet B, Sheet 3 of 31;
    - d. Surrounding Site Features, Sheet 4 of 31,
    - e. Overall Development Sectioning/Traffic Circulation Plan, Sheet 5 of 31, revised 06/19/20;
    - f. Subdivision Plan – Sheet A, Sheet 6 of 31, revised 06/19/20;

- g. Subdivision Plan – Sheet B, Sheet 7 of 31, revised 06/19/20;
- h. Subdivision Plan – Sheet C, Sheet 8 of 31, revised 06/19/20;
- i. Grading and Drainage Plan – Sheet A, Sheet 9 of 31, , revised 06/19/20;
- j. Grading and Drainage Plan – Sheet B, Sheet 10 of 31, , revised 06/19/20;
- k. Utility Plan – Sheet A, Sheet 11 of 31, revised 06/19/20;
- l. Utility Plan – Sheet B, Sheet 12 of 31, revised 06/19/20;
- m. Drainage Divide Plan – Sheet A, Sheet 13 of 31;
- n. Drainage Divide Plan – Sheet B, Sheet 14 of 31, revised 06/19/20;
- o. Landscape & Lighting Plan – Sheet A, Sheet 15 of 31, revised 06/19/20;
- p. Landscaping & Lighting Plan – Sheet B, Sheet 16 of 31, revised 06/19/20; ,
- q. Landscaping & Lighting Notes & Details, Sheet 17 of 31, revised 06/19/20;,,
- r. Road Profiles, Sheet 18 of 31:
- s. Profiles, Sheet 19 of 31;
- t. Profiles, Sheet 20 of 32;
- u. Construction Details - Sheet A, Sheet 21 of 31;
- v. Construction Details - Sheet B, Sheet 22 of 31;
- w. Storm Sewer Details - Sheet A, Sheet 23 of 31;
- x. Storm Sewer Details - Sheet B, Sheet 24 of 31;
- y. Storm Sewer Details - Sheet C, Sheet 25 of 31;
- z. Sanitary Sewer Details, Sheet 26 of 31,

- aa. Water Details, Sheet 27 of 31;
  - bb. Soil Erosion and Sediment Control Plan – Sheet A, Sheet 28 of 31,  
revised 06/19/20;
  - cc. Soil Erosion and Sediment Control Plan – Sheet B, Sheet 29 of 31,  
revised 06/19/20;
  - dd. Soil Erosion & Sediment Control Notes and Details, Sheet 30 of 31,  
and
  - ee. Test Pit Logs, Sheet 31 of 31;
  - ff. Plan of Survey & Topography, Sheet 1 of 1, dated 03/31/2020;
  - gg. Final Plan of Lots, The Greens – Section 1, Sheet No. 1 of 2; dated  
06/24/20;
  - hh. Final Plan of Lots, The Greens – Section 1, Sheet no. 2 of 2; dated  
06/23/20;
  - ii. Final Plan of Lots. The Greens – Section 2, Sheet no. 1 of 1, dated  
06/24/2020; and
  - jj. Final Plan of Lots, The Greens – Section 3, Sheet No. 1 of 1, dated  
06/24/2020.
3. Preliminary Major Subdivision Checklist;
  4. Tax records;
  5. N.W.D. Development, L.L.C. Corporate/Partnership Disclosure;
  6. Request for Taxpayer Identification Number and Certification;
  7. MTZBA Meeting Minutes of November 19, 2019;
  8. MTZBA Resolution #43-2019;
  9. Phase I Environmental Site Assessment of Block 14801, Lot 12 (A.K.A. The  
Greens Subdivision), prepared by Consulting Engineer Services, dated April  
6, 2020;
  10. Traffic Impact Study for the Greens, Block 14801, Lot 12, Monroe Township,  
Gloucester County, New Jersey, prepared by Consulting Engineer Services,  
dated March 2020;

11. Stormwater Management Report for The Greens, Plate 148, Block 14801, Lot 12, Monroe Township, Gloucester County, New Jersey, prepared by Consulting Engineer Services, dated March 2020.

**B. Completeness. This review is not a technical review and only addresses completeness of the submitted application, which does not adequately address the following submission requirements:**

1. **The environmental assessment submitted does not meet the requirements of Section 175-99.1 of the Comprehensive Land Management Ordinance of the Township of Monroe, County of Gloucester, State of New Jersey:**

**a. Section 175-99.1.J. Certification. The Preliminary Assessment report is required to include a statement as follows:**

*“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement which I do not believe to be true. I am also aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties”.*

**The above statement shall be signed by the principal of the company that performed the preliminary assessment and by the applicant.**

**b. 175-99.1.K. Indemnification. The preliminary assessment report is also required to include the following statement:**

*“The applicant hereby indemnifies the Township, its affiliates and engineer against any liability, loss, expense, lien, claim, demand and cause of action of every kind for damage to property of the applicant and third parties, including fines or penalties, attorney’s fees and other costs that result from activities associated with or the findings of this preliminary assessment.”*

2. **Stormwater Management Report.**

a. The Table of Contents for the report indicates ten (10) Appendices (A –J). The report contains only nine (9) appendices (A – I) with Off-Site Stability Calculations not provided and appendices labeled differently in the Table of Contents from the body of the report.

**Off-site Stability Calculations should be included in the report as Appendix F and Appendices F through I in the body of the report relabeled as Appendices G through J to match the Table of Contents.**

**b. The stormwater management plan submitted does not comply with the requirements of the Township Code. Section 175-140B.3.(a)[7] requires the applicant to submit a detailed inspection, maintenance and repair plan for the stormwater management measures, structural and nonstructural, describing how the proposed stormwater management measures shall meet the maintenance and repair requirements of Section 175-140F of the Code. At a minimum, the plan is to include the following elements:**

- (1) Accurate and comprehensive drawings of the proposed stormwater management measures,**
- (2) Specific locations of each stormwater management measure,**
- (3) Specific preventive and corrective maintenance tasks and schedules for such tasks for each BMP,**
- (4) Cost estimates, including estimated cost of sediment, debris and trash removal**
- (5) Name, address and telephone number of the person or persons responsible for regular inspections and preventive/corrective maintenance (to include repair and replacement)**
- (6) Reporting requirements, and**
- (7) Copies of inspection and maintenance reporting sheets.**

**3. Topographic contours extending 200 feet beyond the boundaries of the Property.** This submission requirement has frequently been waived by the Board and a waiver of this requirement would not be unreasonable for this application.

**4. The application should be deemed to be “incomplete” pending:**

**a. Submission of a topographic plan indicating contours extending 200 feet beyond the proposed site, or a waiver of the submission requirement.**

**b. Submission of a revised Preliminary Assessment/Site Investigation Report addressing items B.1.a and B.1.b, above, and**

**c. Submission of a revised Stormwater Management Report addressing item B.2.a and B.2.b, above.**

C. Additionally, the application form, (**Item II.L.Improvements**) indicates that the project proposes “installing 8-inch sanitary sewer inlets and piping to on-site wet pond basin”. **Sanitary sewage is not to be directed to a basin. This should be modified to “installing stormwater inlets and piping to an on-site wet pond basin and installing 8-inch sanitary sewer & manholes.”**

D. Based on the assumption that the above noted comments will be addressed by the applicant and the subdivision application will be deemed to be “complete” without significantly modifying the application as currently presented, in an effort to not unnecessarily delay the subdivision application, a technical review will be initiated. Should you have any questions or concerns, please feel free to contact this office.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Martin S. Sander".

Martin S. Sander, PE, CME

MSS