



YOUR GOALS. OUR MISSION.

February 21, 2020

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

Re: File #494-SP – Richard Schmidt – Off-Road Rider Training Center
Application for Preliminary & Final Major Site Plan Approval
3208 South Blackhorse Pike, Monroe Twp., New Jersey
Block 5601, Lot 22
Zoning District: RD-C (Rural Development - Commercial)
T&M #MRPBR1320
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>
Prepared by The Pettit Group, LLC			
1 of 8	Cover Sheet		4-16-19 / 12-5-19
2 of 8	Existing Conditions and Demolition Plan		4-16-19 / 12-5-19
3 of 8	Overall Site Plan		4-16-19 / 12-5-19
4 of 8	Site, Landscaping & Lighting Plan		4-16-19 / 12-5-19
5 of 8	Grading & Utility Plan		4-16-19 / 12-5-19
6 of 8	Soil Erosion & Sediment Control Plan		4-16-19 / 12-5-19
7 of 8	Soil Erosion & Sediment Control Notes and Details		4-16-19 / 12-5-19
8 of 8	Construction Details		4-16-19 / 12-5-19
	Stormwater Management Report		April '19 / July '19
	Environmental Inventory Narrative		12-10-19 /
	Operations Building Exhibit		12-18-19 /
	Sales Office Exhibit (WillScot.com)		
Prepared by C. Barry Cooper			
1 of 1	Outbound Survey		10-15-18 /
Prepared by R. Alan Mounier			
	Archaeological Survey		6-29-19 /



Prepared by Dubois Environmental Consultants

Endangered and Threatened Wildlife and
Plant Species Habitat Evaluation

12-1-18 /

This property is Block 5601 Lot 22, with an address of 3208 Black Horse Pike, comprised of approximately 30.89 acres. The site has 476 feet of frontage on Rt. 322 and is approximately 1.4 miles SE of Whitehall Road and 0.6 miles NW of Coles Mill Road. The site is predominately wooded and is vacant, previously used for East Coast RV's recreational vehicle sales. This application proposes to clear approximately 6.2 acres of trees to construct an off-road vehicle rider training center. Improvements consist of a 3,600 SF building for storing and maintaining vehicles and outfitting riders; 14 ft x 60 ft sales office; gravel parking lot for 40 vehicles, including two ADA parking spaces; grass overflow parking area; two rider training areas each consisting of an open dirt area and 12 FT wide dirt training trails, and a stormwater management basin. The remaining wooded area has existing dirt trails and would be augmented with additional dirt trails.

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**. However, missing items are limited to the following: signed architectural plans; traffic report; digital copies of plans; contours extending 300 feet beyond the property; plans signed by the owner; and a stormwater operations and maintenance manual. Based on the submitted information, it seems the site will not generate a significant amount of traffic and a waiver from having to provide a traffic report could be considered. Based on submitted topography, no large off-site areas will drain onto this site. If the proposed stormwater management measures follow State guidelines, downhill properties should not be affected and a waiver from providing off-site contours could be considered. Signed architectural plans, CAD format drawings and an O&M manual could be submitted at a later time without jeopardizing the technical review process or the integrity of the project as a whole.

Completeness Review

1. Section 175-61, Major Site Plan Review

A. Preliminary Review:

(1) Site Plans

(2) Items Required to be Submitted:

a. Site Plan

b. Application Forms

c. Protective Covenants or Deed Restrictions

d. Escrow Fee and Fee Agreements

e. For Projects in the Pinelands Area – New Certificate of Filing

f. Tax Collector's Certification



- g. Certification of Corporation or Partnership Involvement (N/A)
- h. Architectural Plans and Elevations
Architectural Plans are provided but are not signed by a licensed architect.
- i. Environmental Assessment
- j. Any Additional Documents, including but not limited to:
 - I. Stormwater Report
 - II. Traffic report

Applicant has not provided a traffic report and states that traffic will peak on the weekends with up to 45 guests. The applicant shall provide testimony regarding traffic generation and circulation, comparing the existing and proposed condition.

2. Section 175-71, Preliminary Major Site Plan Review

A. Plan Sheet Requirements:

- (1) Plan Sheet Size and Scale
- (2) Certification by Licensed Architect or Engineer and Surveyor
- (3) Plan sheet minimum required information:

- a. Survey or Deed Plotting
- b. Topography
- c. Dimensions showing conformity with Zoning Requirements
- d. Contiguous Property Owners/Existing Streets and Wooded Areas
- e. Architectural Plan

Architectural Plans are provided but are not signed by a licensed architect.

- f. Proposed Circulation Plans
- g. Existing & Proposed Stormwater Management
- h. Existing & Proposed Structures
- i. Existing & Proposed Wastewater and Potable Water Facilities

B. Plan signed by Applicant and Owner

Plans are not signed by the Applicant/Owner.

3. Section 175-72, Final Major Site Plan Review

- A. Plan Sheet Size, Scale, and Certifications
- B. Plan Sheet Minimum Required Information
- C. Plan shall include:

- (1) Existing & Proposed Structures
- (2) Proposed Circulation Plans, Lighting, Parking, Signs and Sidewalk



- (3) Existing & Proposed Landscaping and Recreation Areas
- (4) Utilities
 - a. Proposed Drainage, Sewage and Water Facilities
 - b. Proposed Lighting
 - c + d. Written Agreement with all Utility Providers **(N/A)**
The property would be served by private well and septic system.
- (5) Written Description of Proposed Building Use/Operations

4. Section 175-140, Stormwater Management

- A. Applicability. This section shall apply to:
 - (1) All site plans and subdivisions for major developments that require preliminary or final site plan or subdivision review; and
 - (2) 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) All required engineering plans submitted in CAD Format 15 or higher
Applicant shall submit plans electronically in format of at least CAD 2015.
 - (2) Topographic base map extending at least 300' beyond the development
Topography does not extend 300 feet beyond the property boundaries. As submitted, a waiver would be required.
 - (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 rates
 - b. Water quality
 - c. Groundwater recharge



- (7) Inspection, maintenance and repair plan (BMPs)

A stormwater operations and maintenance manual is required.

A separate letter containing any technical review comments will be provided in the future.

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

Very truly yours,

T & M ASSOCIATES

A handwritten signature in blue ink, appearing to read 'Mason DeFrank', written over a faint blue grid background.

Mason DeFrank, P.E.

Planning Board Engineer

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