September 9, 2020

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

Re: File #501-SP - Monroe Equities, LLC
Application for Preliminary & Final Major Site Plan
Retail/Restaurant Pad Site
Fries Mill Road & Glassboro-Cross Keys Road, Williamstown, NJ
Block 14801, Lot 12.01
Zoning District: C (Commercial)
T&M# MRPBR1380
Completeness Review

Dear Board Members:

We have received the following for review:

Materials Received for Review

<table>
<thead>
<tr>
<th>Sheet</th>
<th>Title</th>
<th>Date/Last Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 8</td>
<td>Cover Sheet &amp; Index of Drawings</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>2 of 8</td>
<td>Ex. Conditions &amp; Demolition Plan</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>3 of 8</td>
<td>Site Plan &amp; Details</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>4 of 8</td>
<td>Grading &amp; Utility Plan</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>5 of 8</td>
<td>Landscape &amp; Lighting Plan &amp; Details</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>6 of 8</td>
<td>Sanitary Sewer Details</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>7 of 8</td>
<td>Soil Erosion &amp; Sediment Control Plan &amp; Details</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td>8 of 8</td>
<td>Turning Movement Plan</td>
<td>05-12-20 /</td>
</tr>
<tr>
<td></td>
<td>Phase 1 Environmental Site Assessment</td>
<td>02-24-20 /</td>
</tr>
<tr>
<td></td>
<td>Parking Analysis</td>
<td>03/2020 /</td>
</tr>
<tr>
<td></td>
<td>Traffic Impact Study</td>
<td>03/2020 /</td>
</tr>
<tr>
<td></td>
<td>Technical Specifications for Sanitary Sewer System</td>
<td>05/2020 /</td>
</tr>
<tr>
<td></td>
<td>Engineer’s Report for Sanitary Sewer System</td>
<td>05/2020 /</td>
</tr>
</tbody>
</table>
The subject property is Block 14801 Lot 12.01 and is located on the west side of Fries Mill Road (CR 655), roughly 140 feet south of the Fries Mill Road (CR 655) and Glassboro-Cross Keys Road (CR 689) intersection. The property is a 39,190 sq. ft. (±0.90 acres) pad site which is currently developed with parking and stormwater improvements associated with the CVS Pharmacy on adjacent Lot 12.02 to the north. The existing parking lot, which stretches across Lots 12.01 and 12.02, currently has 97 parking spaces.

This application proposes to remove a portion of the existing parking lot to construct a 6,000 sq. ft. commercial building with associated parking. The 6,000 sq. ft. building will contain a 4,000 sq. ft. retail space and a 2,000 sq. ft. restaurant with one drive-thru lane. There will be a total on 26 parking spaces for Lot 12.01 and 71 spaces on Lot 12.02.

These submittals have been reviewed for compliance with the submission requirements of the Monroe Township Land Use Ordinance. Upon review of the requirements set forth in the below mentioned sections of the ordinance, we believe this application can be considered complete if the noted outstanding requirements are made a condition of approval.

Completeness Review

1. ☐ §175-61, Major Site Plan Review
   A. Preliminary Review:
      (1) ☒ Site Plans
      (2) Items Required to be Submitted:
         a. ☒ Site Plan
         b. ☒ Township and County Application Forms
         c. ☐ Protective Covenants or Deed Restrictions (N/A)
         d. ☒ Escrow Fee and Fee Agreements
         e. ☐ For Projects in the Pinelands Area – Certificate of Filing (N/A)
         f. ☒ Tax Collector’s Certification
         g. ☒ Certification of Corporation or Partnership Involvement
         h. ☐ Architectural Plans and Elevations

   The major site plan checklist states that architectural plans are to be submitted.
   i. ☒ Environmental Assessment
   j. ☐ Any Additional Documents, including but not limited to:
      i. ☐ Stormwater Report (Waiver Requested)
The applicant has requested a waiver from the requirements of the stormwater management ordinance, as the proposed development creates less than ¼ acre new impervious surfaces and disturbs less than 1 acre of land. However, §175-140 considers a major development any construction disturbing more than 5,000 sq. ft. At a minimum, the applicant should provide a narrative describing treatment of storm water on-site in the existing vs proposed condition and the impacts to Township and County facilities.

II. ☒ Traffic report

2. ☐ §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
            The Applicant shall provide a signed and sealed copy of the Plan of Survey and Topography dated 9/4/2019, last revised 12/5/19 prepared by Consulting Engineer Services.
         b. ☐ Topography (extending 200' beyond the subject property)
            Topography extending 200' beyond the property is not provided. (See 4.B.(3).a.(1) for more stringent topography requirement)
         c. ☒ Dimensions showing conformity with Zoning Requirements
         d. ☒ Contiguous Property Owners/Existing Streets and Wooded Areas
         e. ☐ Architectural Plan
            Architectural Plans are to be provided.
         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

3. ☐ §175-72, Final Major Site Plan Review

A. ☒ Plan Sheet Size, Scale, and Certifications
B. ☐ Plan Sheet Minimum Required Information

   **Topography extending 200’ beyond the property is not provided.**

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

         The applicant has applied for Form A & B approval from Monroe MUA
         and Treatment Works Approval from NJDEP Division of Water
         Quality. **Copies of both approvals shall be provided to the Board
         upon receipt.**

   (5) ☐ Written Description of Proposed Building Use/Operations

      The applicant states that the tenants for the retail space and restaurant are
      unknown at this time. **The applicant shall provide testimony to the Board
      regarding anticipated/desired tenants, including the anticipated number
      of employees and expected operating hours.**

4. ☐ §175-140, Stormwater Management

   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:

         **This project is required to comply with §175-140 of the Township Ordinance
         as it is considered a major development (greater than 5,000 SF disturbance).
         However, the applicant has requested a waiver from the requirements of the
         stormwater management ordinance, as the proposed development creates
         less than ¼ acre new impervious surfaces and disturbs less than 1 acre of
         land, which would not be considered a major development by state**
standards. At a minimum, the applicant should provide a narrative describing treatment of storm water on-site in the existing vs proposed condition and the impacts to Township and County facilities.

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:

         Applicant shall submit plans electronically in format of at least CAD 2015.
         (1) ☐ Topography (extending 300’ beyond development)
          
          Topography does not extend 300 feet beyond the property boundaries. As submitted, a waiver would be required.
         (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 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

Kyle R. Humphreys, P.E.
Planning Board Engineer

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