

November 10, 2020

**VIA ELECTRONIC FILING**

Dawn M. Farrell, Planning/Zoning Board Clerk  
Township of Monroe Planning Board/Zoning Board  
125 Virginia Avenue  
Williamstown, NJ 08094

**Re: Distributed Solar Development, LLC  
Solar Development Project  
Williamstown Middle School  
561 Clayton Road, Williamstown, NJ 08094**

Dear Ms. Farrell:

On behalf of the Co-Applicant(s), Distributed Solar Operations, LLC<sup>1</sup> and Monroe Municipal Utilities Authority, enclosed please find the following:

1. Preliminary Major Site Plan Application; and
2. Overview of Phase 2 Solar Projects.

Kindly process the enclosed Application for the Informal Hearing Meeting scheduled on November 12, 2020 at 6:00 p.m.

Thank you for your attention in this matter.

Very truly yours,

**HULSE & WYNTER**

*/s/ Gracy Hulse Wynter*

Gracy Hulse Wynter

GHW/mlm  
Enclosure(s)

c: William Vogt, P.E. (*via electronic mail, w/ enc.*)  
Susan Ficke, Superintendent (*via electronic mail, w/ enc.*)  
Client (*via electronic mail, w/ enc.*)

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<sup>1</sup> Distributed Solar Operations, LLC is a wholly owned subsidiary of Distributed Solar Development, LLC  
Hulse & Wynter, LLC • *We protect what matters.*

MAJOR SITE PLAN CHECK LIST

- Township Application Form (4 copies) MUST be signed by applicant and owner.
- County Form (2 copies) signed. PLEASE FILL IN THE CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE REJECTED.
- N/A Township Fees:
  1. Nonrefundable Filing Fee – \$1,000.00
  2. Major site plan preliminary approval.  
Nonresidential: \$6,000 plus \$300 per acre or fraction thereof; or  
Residential: \$6,000 plus \$100 per dwelling unit.
  3. Major site plan final approval.  
Nonresidential: \$6,000 plus \$150 per acre or fraction thereof; or  
Residential: \$6,000 or \$50 per dwelling unit.

Note: Please submit the above fees in two separate checks, made out to “Monroe Township”.

County Fees: Please see County Application Form for proper fees. Checks must be made out to “Gloucester County”.

Certificate of Filing (If property is located in the Pineland Area)

Updated Tax Statement (obtain from the Tax Collector’s Office)

N/A Corporate/Partnership Disclosure (If Applicable)

Also, provide a certified resolution authorizing this development and stating the authorized agent. **Non-commercial development - Corporate Disclosure not required. N.J.S.A. 40:55D-48.1.**

W-9 Form (Taxpayer Identification Number and Certification)

Deed Restrictions or Protective Covenants (If Applicable) 4 copies.

Agreement of Sale or Lease (If applicant is not owner)

Number of Required Plans:

1. 9, signed by Owner and Applicant  
(This includes the required copies for the County Planning Board)
2. 12 of reduced size 11” x 17”
3. email a PDF of plan to [dfarrell@monroetownshipnj.org](mailto:dfarrell@monroetownshipnj.org)

Architectural Prints – 3 copies of preliminary architectural plans and elevations

Drainage Calculations – 6 copies

Environmental Assessment – 6 copies

Traffic Study – 6 copies

IMPORTANT

**DO NOT FORWARD YOUR APPLICATION TO THE COUNTY PLANNING BOARD**  
**BRING YOUR ENTIRE APPLICATION TO THE MONROE TOWNSHIP PLANNING BOARD.**  
**WE WILL FORWARD THE APPLICATION TO THE COUNTY FOR YOU. FAILURE TO**  
**ADHERE TO THIS PROCEDURE WILL CAUSE DELAYS TO YOUR APPLICATION.**

Application # \_\_\_\_\_

**SITE PLAN APPLICATION**

Monroe Township Planning Board/Zoning Board of Adjustment  
125 Virginia Avenue,  
Williamstown, NJ 08094  
(856) 728-9800 Ext. 271/279

ALL INFORMATION MUST BE COMPLETED BEFORE ACCEPTANCE BY EITHER BOARD. PLEASE USE THE ATTACHED CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE DELAYED.

**I. TYPE OF APPLICATION**

Minor Site Plan \_\_\_\_\_ Preliminary Major Site Plan X Final Major Site Plan \_\_\_\_\_  
Preliminary & Final Major Site Plan \_\_\_\_\_

**II. GENERAL INFORMATION:**

- A. Applicant's Name Distributed Solar Operations, LLC  
Address 200 Harborside Drive, Suite 200 City Schenectady  
State NY Zip Code 12305 Email robb.jetty@dsdrenewables.com  
Phone 315-283-0324 Fax \_\_\_\_\_
- B. Owner's Name Monroe Township Board of Education  
Address 75 E. Academy Street City Williamstown  
State NJ Zip Code 08094 Phone 856-629-6400 Fax 856-262-2499
- C. Attorney Gracy Hulse Wynter, Esquire / Hulse & Wynter, LLC  
Address 1624 Jacksonville Road, Suite 1 City Burlington  
State NJ Zip Code 08016 Email gwynter@hulseywynter.com  
Phone 609-387-5300 Fax 609-387-9169
- D. Engineer/Surveyor William R. Vogt, PE / L2A Land Design, LLC  
Address 60 Grand Avenue City Englewood  
State NJ Zip Code 07631 Email wvogt@l2alanddesign.com  
Phone 201-227-0300 Fax 201-227-0001
- E. Is Applicant a Partnership or Corporation X Yes \_\_\_\_\_ No \_\_\_\_\_
- F. If Applicant is a Partnership or Corporation:  
1. Attach certified resolution authorizing this development and stating authorized agent.  
2. Provide Partnership or Corporate Disclosure Statement as per N.J.S.A. 40:55D-48.1 through 40:55D-48.4.
- G. If Applicant is other than Owner, attach a copy of the Agreement of Sale or document conferring a legal or equitable interest upon the Applicant.

III. INFORMATION REGARDING THE PROPERTY:

A. The location of the property is: 561 Clayton Road, Williamstown, NJ 08094

B. The location of the property is approximately 4,391 / 350 feet from the intersection of Corkery Lane and Railroad Avenue

C. The Block number(s) is 13001

D. Lot number(s) 22, 23, 24, 25 & 26

E. Existing Use of Property: School  
Proposed Use of Property: Installation of eight (8) solar array carports and roof mounted solar panels to primarily service the existing site.

F. The zone in which the property is located is RG-MR and RG-C  
(The Zoning Office can help determine this information)

G. Acreage of the entire site is 74.69 Being developed is 0.11 AC / 4,900 SF

H. Is the subject property located on a County Road? Yes \_\_\_\_\_ No X  
Is the subject property located on a State Road? Yes \_\_\_\_\_ No X  
Is it within 200 feet of a Municipal Boundary? Yes X No \_\_\_\_\_

I. The name of the business or activity (if any) Williamstown Middle School

J. Are there deed restrictions that apply or are contemplated? Yes \_\_\_\_\_ No X  
(If yes, attach a copy)

K. Are any variances and/or waivers required? Yes \_\_\_\_\_ No \_\_\_\_\_  
If your answer above was yes, please answer the following:

(l) Type of variance(s) and/or waiver(s) \_\_\_\_\_  
TBD - Potential Bulk Variances.  
\_\_\_\_\_  
\_\_\_\_\_

L. Improvements: List all proposed on site utility and off-tract improvements.  
The proposed development will include the installation of eight (8) ground mounted solar carports over the existing asphalt parking lots and installation of several roof mounted solar panels on the existing school structures which will primarily service the school.

M. Plat submission: List maps and other exhibits accompanying this application.  
Visual rendering of solar array carports and roof mounted panels at project site.  
\_\_\_\_\_  
\_\_\_\_\_

Application # \_\_\_\_\_

**IV. Submission Requirements, Fees, Authorization & Verification**

Attached hereto and made part of this application, I have submitted the appropriate documents along with the appropriate fees for a site plan application.

The Applicant, as a condition of submission, agrees to pay, in escrow, all reasonable and necessary costs for professional review of the application and plans for inspection of required improvements and for other professional services required by this application. The escrow fee is an estimate only. You will be required to pay additional escrow fees if the total invoices exceed this amount. If there is remaining escrow money after all invoices are paid, it will be returned to you.

I certify the statements and information contained in this application is true.

Co-Applicant Robert H. Jetty Date 11/10/2020  
Print Name Robert H. Jetty, COO (Distributed Solar Operations, LLC)

Owner \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Susan Ficke, Superintendent  
Monroe Township Board of Education

Date received by the Board \_\_\_\_\_

Application # \_\_\_\_\_

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I certify the statements and information contained in this application is true.

Co-Applicant \_\_\_\_\_ Date 11/9/2020  
Print Name Susan Ficke, Superintendent  
Monroe Township Board of Education  
Owner \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

Date received by the Board \_\_\_\_\_

Application # \_\_\_\_\_

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Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name Robert H. Jetty, COO (Distributed Solar Operations, LLC)

Owner *Susan Ficke* Date 11/9/2020

Print Name Susan Ficke, Superintendent  
Monroe Township Board of Education

Date received by the Board \_\_\_\_\_