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September 21, 2020
MSS File No. 20-004

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 & Final Major Site Plan Application
Cross Keys Airport
Block 14301, Lot 2
1531 Tuckahoe Road, Williamstown, NJ 08094
Monroe File: #503-SP

- A. We have reviewed the following documentation, submitted by the applicant for Preliminary and Final Site Plan approval for addition of a temporary fabric airplane hanger and associated improvements at the existing Cross Keys Airport:
1. Site Plan Application;
 2. Major Site Plan Checklist;
 3. Stormwater Management Report for Cross Keys Airport, Plate 143, Block 14301, Lot 2, 1531 N. Tuckahoe Road, Township of Monroe, Gloucester County, New Jersey;
 4. Architectural Plan Set, prepared by Urban Equipment LLC, dated 10/1/18, revised to 1/23/19;
 5. Pre Developed Drainage Area Plan, Cross Keys Airport, Plate 143, Block 14301, Lot 2, prepared by Site Civil Engineering, dated May 19, 2020;;
 6. Post Developed Drainage Area Plan, Cross Keys Airport, Plate 143, Block 14301, Lot 2, prepared by Site Civil Engineering, dated April 9, 2020;
 7. Site Photographs (6);
 8. Site Plans for Cross Keys Airport, consisting of:
 - a. Cover Sheet, Sheet 1 of 8;
 - b. Site Plan, Sheet 2 of 8;

- c. Grading Plan, Sheet 3 of 8;
 - d. Lighting & Landscaping Plan, Sheet 4 of 8;
 - e. Soil Erosion & Sediment Control Plan, Sheet 5 of 8;
 - f. Soil Erosion & Sediment ControlDetail Sheet,, Sheet 6 of 8;
 - g. Soil Compaction Mitigation Plan, Sheet 7 of 8;
 - h. Detail Sheet, Sheet 8 of 8;
- B. The submitted application does not adequately address the following submission requirements:
- 1. An environmental assessment meeting 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, has not been submitted. *Note: The ordinance requires certification and indemnification statements as per Section 175-99.1.J. (Certification) and Section 175-99.1.K. (Indemnification) to be included in environmental assessments submitted for Site Plan approval.*
The applicant is requesting a waiver of the requirement to submit an environmental assessment.
 - 2. Topographic contours extending 200 feet beyond the boundaries of the Property have not been provided. **This submission requirement has frequently been waived by the Board and a waiver of this requirement, if requested by the applicant, would not be unreasonable for this application.**
 - 3. **Drainage calculations have not been submitted.**
 - a. **The submitted Stormwater Management Report consists of an Executive Summary of supposed existing and proposed stormwater drainage at the site but does not provide calculations for runoff rates from the various storm events, although the report states that “The peak runoff rates for the watershed may be verified by review of the detailed calculations included herein.”**
 - b. **Additionally, although the proposed site plan is not considered to be a major development per NJAC 7:8 stormwater regulations, an increase in proposed runoff is proposed, which the stormwater report identifies as a de minimus increase of less than 0.2 cubic feet per second (<0.2 cfs) for each of the 2-, 10-, 25- and 100-year storm events.**

- c. **The application should be considered to be “incomplete” pending:**
- (1) **Submission of additional documentation addressing comments B.1 and B.2, above and/or granting of submission waivers by the Board,**
 - (2) **Submission of a revised Stormwater Management Report to include drainage calculations indicating the determination of runoff rates from the various storm events, and**
 - (3) **Absent approval from the Board of a de minimus exception for increased stormwater runoff from the site, revised plans and drainage calculations indicating maintenance of proposed runoff from the site at or below preconstruction levels.**
4. If, after the application is determined to be “complete”, Preliminary/Final Site Plan approval is granted by the Board, it should be conditioned upon:
- a. Review and approval by:
 - Gloucester County Planning Board,
 - Gloucester County Soil Conservation District,
 - Monroe Township Fire Marshal, and
 - Monroe Township MUA
 - b. Payment of fees and posting of all required escrows. (Review fees must be paid in full by the applicant prior to endorsement of the plans for construction.)
 - c. Establishment of an inspection escrow account to cover the costs of inspections pursuant to N.J.S.A. 40:55D-53.h. The applicant’s engineer should submit a construction cost estimate to the Township Engineer to assist him in determination of the total applicable project costs to be used for calculation of the required inspection escrow, the amount of which is determined by the Township Engineer.

Should you have any questions, please feel free to contact this office.

Very truly yours,



Martin S. Sander, PE, CME

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