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March 10, 2021
MSS File No. 20-005

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
Minor Site Plan Application
JK United Group, LLC
Block 501, Lot 36
1824 – 1828 N. Black Horse Pike
Monroe File: #506-SP

- A. On December 18, 2020, this office provided a review of the above application based upon the following documentation submitted by the applicant:
1. Minor Site Plan Application Form #506-SP;
 2. Minor Site Plan Checklist, Application #506-SP;
 3. Minor Site Plan Set, JK United Truck Parking, Block 501, Lot 36, Monroe Township, Gloucester County, New Jersey, prepared by Sciallo Engineering Services, LLC, dated 11/09/2020, consisting of:
 - a. Cover Sheet, Preliminary and Final Site Plans, Sheet 1 of 4;
 - b. Information Sheet, Sheet 2 of 4;
 - c. Site Plan, Sheet 3 of 4;
 - d. Grading Plan, Sheet 4 of 4;
 4. Boundary and Topographic Survey, Tax Lot 36, Block 501, Monroe Township, Gloucester County, New Jersey, prepared by Vargo Associates, Surveying and Mapping, dated 8/6/2020;

B. A use variance is required for the site plan and must be approved by the Board prior to consideration of the site plan application.

C. Recently, it has come to the attention of this office that a prior site plan approval, which included a stormwater basin, was granted for the site. Apparently, at some time the basin was filled in. This violation of the prior site plan approval negates the previous report from this office which was based on existing, though unapproved, conditions shown on the plans.

1. The applicant must submit drainage calculations and a revised site plan set showing “existing” conditions at the site based upon the prior site plan approval. **The site plan application should be considered “incomplete” until the drainage calculations and revised plans have been submitted for review.**
2. **Additionally, the requirement of the township ordinance that the rear parking area also be paved must be addressed through revisions to the plans or a waiver from the Board.**

D. As noted previously, the following submission requirements of Section 175-70 of the Comprehensive Land Management Ordinance of the Township of Monroe, County of Gloucester, State of New Jersey have not been met and additional information or waivers from the Board would also be required to deem the revised site plan application “complete”:

1. **Section 175-70.B.(1):** “Size, height, location and arrangement of all existing and proposed buildings, structures and signs . . . including a licensed architect or engineer’s drawing of each building or a typical building and sign showing front, side and rear views and the proposed use of all structures.”
2. **Section 175-70.B.(3):** “Existing and proposed wooded areas, buffer areas and landscaping shall be shown on the plan. . .” **This office defers comments on buffer areas and landscaping to the Board Planner.**
3. **Section 175-70.B.(4)(a):** “The proposed location of all drainage, . . . sewage and water facilities . . . including any drainage easements acquired or required . . .”
4. **Section 175-70.B.(4)(b):** “Proposed lighting facilities shall be included, showing the direction and reflection of the lighting . . .”

E. All utilities modifications (e.g., electrical or telephone connection to the relocated mobile office) must be installed underground and indicated on the revised plan.

- F. **The revised plans should address the numerous cracks that need to be sealed in the paved area at the front of the site.**
- G. **Numerous potholes are present throughout the rear of the site that require filling and compaction, with an especially large pothole at the gate.**
- H. **Review fees must be paid in full by the applicant prior to endorsement of approved plans for construction by Township officials.**
- I. **Upon submission of a “complete” application, any future site plan approval should be conditioned upon the following:**
1. Approval of all agencies with jurisdiction, including but not limited to:
 - a. Gloucester County Planning Board,
 - b. Gloucester County Soil Conservation District,
 - c. Monroe Township Municipal Utilities Authority,
 - d. Monroe Township Fire Marshal.
 2. Submission of plans, revised in accordance with all conditions of approval established by the Board, to the Zoning Board of Adjustment within sixty (60) days of approval. The applicant’s engineer is advised that all plan revisions must be noted on the plan as such and a revision date added to the plan each time it is revised. Notations such as “Revised per Township Review” in the revisions block is not sufficient to meet this requirement. Plan approval will be limited to the original plan and noted revisions.
 3. Payment of fees and posting of an inspection escrow for the project. The applicant’s engineer should submit a construction cost estimate to assist the Township Engineer in determination of the total applicable project costs to be used for calculation of the required Inspection Escrow.

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

Very truly yours,



Martin S. Sander, PE, CME

MSS