

November 4, 2025

Chairman of West Orange
Zoning Board of Adjustment
66 Main Street
West Orange, NJ 07052

Re: Application No. ZB-24-17
Pardo Development Group, Inc.
Variance Application – Review #1
104 Winding Way
Block 46.01 Lot 33

Dear Chairman,

We are in receipt of the review letters from CME Associates dated February 13, 2025, please find the following itemized responses:

1. Based on our review of the submitted documents, the following information remains to be submitted to the Board as stipulated to the Board as stipulated on the Checklist of Required Items for “C” and “D” applications, interpretations and Appeals:
 - a. Floor plans, all dimensions must be shown – prepared by New Jersey licensed Architect, except for an owner occupied, single family home, in which case the property owner may prepare the floor plan.
 - b. List of property owners within 200’ certified by the Municipal Tax Assessor.
 - c. Elevations of three sides.
 - d. Height dimensions to be included on all elevations.
 - e. All plans and documents for West Orange COAH Requirements.

All outstanding documents and plans have been submitted prior to the application being deemed complete.

2. The applicant should provide testimony to the Board to demonstrate that the design of the dwelling complies with the requirements in §25-9.7 of the Land Use Regulations.

Applicant will provide testimony in regards to compliance with the Architectural Requirements in the Land Use Regulations.

3. It shows on sheet 1 of the Variance Plans that 11 existing trees are proposed to be removed. As stipulated in §28-4e of the Township Code, the Applicant must submit a report from a Qualified Tree Expert outlining the reasons stated for the removal of trees on the lot. The applicant must also submit a tree replacement plan and a report from the Township Forrester outlining his approval or disapproval of the tree removal application. In addition, as stipulated in §28-8, every tree removed shall be replaced as stipulated in the Township Code.

John Linson, Tree Expert #198 performed a field analysis of trees on the project site and performed a tree removal/replacement analysis. Findings have been added to Sheet 4.

4. It shows on sheet 2 of the Variance Plans that the applicant proposed to disturb 50.4% of the lot area which exceeds 25% in slope, whereas no disturbance is permitted within these slopes.

A variance is being requested to disturb in slopes greater than 25%.

5. It shows on sheet 2 of the Variance Plans that the Applicant proposed to disturb 69.4% of the lot area which varies in slope from 20% to 24.99% whereas only 20% disturbance is permitted within these slopes.

A variance is being requested to disturb in slopes between 20%-24.99%.

6. It shows on sheet 3 that the Applicant proposes retaining walls along both sides of the driveway, along the northerly side of the dwelling into the rear yard, along the southerly side of the property and 2 retaining walls in the rear yard behind the dwelling. The retaining walls will be up to 20.5 ft high whereas §25-28.8.f.11 stipulates that retaining walls greater than 4ft high require a variance.

A variance is being requested for all walls greater than 4 feet in height.

7. Due to the height of the retaining walls that are proposed, it is our recommendation that safety fences be installed along the top of any retaining wall which exceeds a height of 3 feet.

Safety fences have been proposed on all walls greater than 3 feet in height.

8. The property in question has a street address of 104 Winding Way. However, the plans show that the driveway will connected to the end of Undercliff Terrace South. In order to avoid confusion for 911 responders and mail delivery, the Applicant should contact the Tax Assessor to determine if the property in question should be assigned a new street address on Undercliff Terrace South.

Applicant has reached out to the Tax Assessor's office and waiting a response on the request to change the address.

9. The applicant should address the Board regarding their plans to mitigate the increase in runoff resulting from construction of the new dwelling.

The Applicant has proposed a drywell system that will collect all the new roof runoff water to mitigate the increase in impervious coverage.

10. Sheet 3 of the Variance Plan should be revised to provide cleanouts at each of the bends in the sanitary lateral.

Cleanouts have been provided, see sheet 3.

11. It shows on sheet 3 of the Variance Plans that the Applicant proposes to install overhead electric/telephone/cable wires. The Applicant must demonstrate that it is impossible to install utility lines underground as stipulated in §25-9.4.

The applicant has revised the plans to show the electric, telephone and cable lines to go underground to a proposed utility pole.

12. It shows on sheet 4 of the Variance plans that the proposed area of disturbance will be 7,138 s.f. As a result, the Applicant must obtain Soil Erosion and Sediment Control Plan Certification from the Hudon-Essex- Passaic Soil Conservation District prior to construction.

The applicant has submitted a Soil Erosion Application for approval. A copy of the certification will be provided upon receipt.



13. The Variance Plans should be revised to include the following details:

- a. Water Service Connection
- b. Sewer Service Connection
- c. Sewer Cleanout
- d. Retaining Wall
- e. Roadway Restoration
- f. Curbing
- g. Driveway

All details have been provided on Sheet 3, retaining walls design will be submitted as part of the building permit package. As a final wall design has not been selected and will need to be designed by a structural engineer.

Please find the Enclosed:

- Five (5) copies of variance plans entitled " 104 Winding Way, Block 46.01, Lot 33, 104 Winding Way, Township of West Orange, Essex County, NJ, Tax Map Sheet #4" dated August 8, 2023, last revised November 4, 2025, as prepared by Manterra Design, LLC.

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

Sincerely,

Manterra Design, LLC

A handwritten signature in dark ink, appearing to read "Giovanni Manilio".

Giovanni Manilio, PE
President