

TO: Amanda Wolfe, Esq.

FROM: Malvika Apte, PP, AICP, Township Consulting Planner
Langley Oudemans, Associate Planner

MA

RE: PB Application 25-12

262-270 Main Street

Block 114, Lots 50 and 55

Completeness Review: *Application for Preliminary and Final Major Site Plan Approval with Bulk "C" Variances*

Status: Incomplete

DATE: December 23, 2025 (Updated)

As requested, we have reviewed the following materials:

- 262-270 Main Street Township of West Orange Planning Board or Zoning Board of Adjustment Application Package dated September 12, 2025.
- W-9 Request for Taxpayer Identification Number and Certification, prepared by 262 Main Street Realty LLC, undated.
- 262-270 Main Street Proposal and Reasons for Relief Variance Requirement, prepared by Amanda C. Wolfe, Esq., undated
- 262-270 Main Street Waiver Request prepared by Jordan Cecinini, PE of Hudson Engineering, LLC, dated September 17, 2025.
- Township of West Orange Site Plan/Subdivision Checklist for 262-270 Main Street, undated.
- Buffer Report and List of Properties within 200' prepared by the Township of West Orange Office of the Assessor, dated April 21, 2025.
- List of Public Utilities
- Verification of Taxes & Sewer Charges Paid for 270 Main Street and 262 Main Street, prepared by the Township of West Orange Office of the Tax Collector, dated April 22, 2025.
- Township of West Orange Application for Tree Removal and Replacement Permit prepared by Amanda C. Wolfe, dated November 19, 2025.
- Sustainability Checklist Form, undated.
- Block 114, Lot 50 Deed, dated February 19, 2025.
- 262 Main Street, Block 114, Lot 55 Deed prepared by Sara Hansen Wilson, Esq., dated March 12, 2025.

- Adopted Resolution PB-12-28T prepared by the Township of West Orange Technical Review Committee, dated December 6, 2012.
 - Professional Planner's Report in Support of 262 Main Street Realty, LLC and 270 Main Street Realty, LLC, prepared by Kate Keller, AICP, PP and Nikhil Ramachandran, AICP, PP, dated October 2025.
 - Traffic Impact Assessment for Proposed Grocer 262-270 Main Street prepared by Dolan & Dean Consulting Engineers, LLC.
 - 262-270 Main Street Civil Drawings prepared by Jordan Cecinini of Hudson Engineering LLC, dated November 12, 2025.
 - 262-270 Main Street Architectural Drawings prepared by Jorge Mastropietro Architects, dated October 15, 2025.
 - Copy of Application and Escrow Fees prepared by Yusef Siad, dated September 11, 2025.
1. The planning staff has determined that the application is capable of being deemed **incomplete** at this time. All missing drawing elements and other outstanding application items are listed below:

§ 25-51.7.1 Major Site Plan Requirements – Preliminary Stage

Basic Data:

- a. The limits of the total site together with the acreage to the nearest 1/100th of an acre.
 - a. ***Total site acreage to the nearest 1/100th of an acre not included on site plan or survey.***
- b. Soil survey data indicating soil type, general constraints and depth to bedrock.
 - a. ***Information on soil type and depth to bedrock was not included in application materials. Applicant should either provide this information or seek a written waiver. We defer to the Board Engineer to determine the necessity of providing this information on the plan.***

Grading, Landscaping and Environmental Data.

- a. A proposed planting plan and planting schedule indicating the location, the species' common and botanical names, size, quantity and planting instructions for all plant material to be installed including trees, shrubs and ground covers prepared by a professional landscape architect.
 - a. ***A planting schedule was not included with landscape plan to indicate the species to be planted. A list of native and adapted species was included in the notes, but this did not include any evergreen shade trees which are proposed on the plan.***
- b. The location and all proposed construction details for all proposed and existing signs.

- a. ***Signage details were not included in the plan. Architectural coversheet includes signage calculations and proposed square footage of Main Street signage.***
- c. Environmental impact study- Applicant shall submit this item or seek a written waiver.

§ 25-51.7.2 Major Site Plan Requirements – Final Stage

While we understand, some of these items are submitted and others are dependent on the preliminary approval, applicant should confirm that these items are to be submitted on an as needed basis or seek a written waiver from items that cannot be submitted.

- a. Verification that all of the conditions of the preliminary approval have been met.
- b. A developer's agreement if required by the preliminary approval.
- c. A statement indicating the reasons for any deviations from approved preliminary site plan.
- d. Any off-tract improvement contributions if required.
- e. Four copies of a map, referred to as a "Run Card", depicting the location of all fire hydrants within the subject property, and depicting the surrounding streets, based on a scale of one inch equaling 400 feet, and contained on an 8 1/2 inch by eleven-inch paper within an area not to exceed 7 1/2 inches in width and eight inches in height.

2. Waivers Requested

25. Requested or obtained design waivers or exceptions (describes location of all adjacent structures).

- *Based on the nature of the proposal, we agree with the Applicant's request and recommend approval of this waiver.*

31. Existing and proposed contour intervals based on UGS & GS datum. Contours to extend at least 200' beyond subject property as follows: up to 3% grade - 1', >3% grade – 2'.

- *We defer to Board Engineer to determine if this item is required.*

34. Drainage Area Map

- *We defer to Board Engineer to determine if this item is required.*

35. Drainage Calculations

- *We defer to Board Engineer to determine if this item is required.*

41. Road and paving cross-sections and profiles

- *Based on the nature of the proposal, we agree with the Applicant's request and recommend approval of this waiver.*

42. Proposed street names

- *Based on the nature of the proposal, we agree with the Applicant's request and recommend approval of this waiver.*

3. Recommendation

Pursuant to §25- 51.7.1 of the Land Use Ordinance, this application is currently **incomplete**. Please do not hesitate to contact me for any planning related questions at mapte@hgapa.com