

TO: Alan G Trembulak, Esq., Montclair Real Estate Law Group

CC: Jamilet Baquerizo Vite, Planning Board Clerk
Diana McGovern, Esq., Planning Board Attorney
Geniece Gary-Adams, Zoning Official/Director of Planning and Development

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

RE: PB Application 25-09
68 Whittlesey Avenue
Block 129, Lot 58
Completeness Review #2
Application type: Minor Subdivision with Bulk Variance

Status: Complete

DATE: January 29, 2026

As requested, we have reviewed the following materials:

- One (1) copy of Township of West Orange Planning Board Application, dated September 24, 2025;
- One (1) copy of Revised Application Letter prepared by applicant's attorney, Alan G. Trembulak, Esq., dated October 15, 2025
- One (1) copy of 200 Foot Buffer Report for Block 129, Lot 58, prepared by the Township of West Orange Office of the Assessor, dated August 20, 2025;
- One (1) copy of Township of West Orange Site Plan/Subdivision Checklist for PB-25-09 for applicant Johny Perez, undated;
- One (1) copy of List of Public Utilities, undated;
- One (1) copy of Verification of Taxes and Sewer Charges Paid, prepared by the Township of West Orange Office of the Tax Collector, dated August 8, 2025; and
- One (1) copy of W-9 Request for Taxpayer Identification Number and Certification, prepared by Johny R. Perez, dated September 24, 2025.
- One (1) sheet of 68 Whittlesey Avenue Boundary & Topographic Survey prepared by Richard T. Watson of Borre, McDonald & Watson Land Surveyors, dated July 7, 2025, revised October 23, 2025 and December 17, 2025;

- One (1) copy of Response Letter for Planning Board Application for Block 129 Lot 58 prepared by Alan Trembulak, Esq., dated December 31, 2025.

The planning staff has determined that the application is capable of being deemed **complete**, provided the following outstanding items are addressed:

§ 25-51.2 Administrative Requirements:

- **Fees and escrow deposits paid**
 - We defer comment to the Planning Board Secretary.
- **Compliance with legal notice requirements**
 - We defer comment to the Planning Board attorney. List of property owners with 200' was included in the application materials.

Waivers Requested for the following items:

- **§ 25-51.3 Minor Subdivision Requirements:**
 - Sewage disposal information for all proposed lots including the remainder of the tract
 - Information regarding all existing structures and wooded areas within the subject property as well as within 200' of same
- **§ 25-51.2 Administrative Requirements:**
 - Copies of approvals of other government/agencies as may be required or an affidavit indicating that application has been made to such agencies
 - All plans and legal documents for compliance with all West Orange COAH Ordinances included in Chapter 25, Section 25-18 must be submitted to the Township

Next Steps:

This application is capable of being deemed **complete**. The Planning Department will contact you to schedule a hearing for this application.