

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

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

RE: PB Application 25-09
68 Whittlesey Avenue
Block 129, Lot 58
**Completeness Review (Application for Minor Site Plan Approval
with Variances)**
Status: Incomplete

DATE: December 16, 2025

As requested, we have reviewed the following materials:

- Township of West Orange Planning Board Application, dated September 24, 2025;
- Revised Application Letter prepared by applicant's attorney, Alan G. Trembulak, Esq., dated October 15, 2025
- 200 Foot Buffer Report for Block 129, Lot 58, prepared by the Township of West Orange Office of the Assessor, dated August 20, 2025;
- 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;
- Township of West Orange Site Plan/Subdivision Checklist for PB-25-09 for applicant Johny Perez, undated;
- List of Public Utilities, undated;
- Verification of Taxes and Sewer Charges Paid, prepared by the Township of West Orange Office of the Tax Collector, dated August 8, 2025; and
- W-9 Request for Taxpayer Identification Number and Certification, prepared by Johny R. Perez, dated September 24, 2025.

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:

§ 25-51.3 Minor Subdivision Requirements:

- **The zoning district in which the subject property is located as well as all zoning district boundaries within 200 feet**
 - Information on all zoning district boundaries within 200' was not submitted.
- **Zoning district dimension, setback and area requirements, and the relationship of the subject proposal to those requirements**
 - Township of West Orange Site Plan/Subdivision Checklist indicates this is complete; however, it was not included in the application materials received. This should be provided on the subdivision plat to determine compliance/non-compliance with regulations.
- **Sewage disposal information for all proposed lots including the remainder of the tract**
 - Township of West Orange Site Plan/Subdivision Checklist indicates waiver has been requested.
- **All existing structures and wooded areas within the subject property as well as within 200 feet of same.**
 - Information was not submitted with application materials.

§ 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.
- **Copies of approvals of other government/agencies as may be required or an affidavit indicating that application has been made to such agencies**
 - Township of West Orange Site Plan/Subdivision Checklist indicates waiver has been requested for required regulatory approvals.
- **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**

- Township of West Orange Site Plan/Subdivision Checklist indicates waiver has been requested for compliance with COAH Ordinances.

Recommendation:

Please incorporate the missing application components listed above and submit a copy of the same to the Board Secretary. Please submit this information as soon as possible together in one package.