

TO: Marsha M. Moore, Esq.

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

RE: PB Application 25-11
525 Northfield Avenue
Block 159.04, Lot 1.01
Completeness Review (Application for Preliminary and Final Major Site Plan with Variances)
Status: Incomplete

DATE: December 12, 2025

As requested, we have reviewed the following materials:

- Township of West Orange Planning Board or Zoning Board of Adjustment Application Package, dated November 3, 2025;
- Township of West Orange Tree Removal Application Procedure, dated November 3, 2025;
- Ownership Disclosure Statement, signed by Pedro Gomes and James Markouris, dated November 3, 2025;
- 525 Northfield Avenue Preliminary and Final Site Plan Application Conditional Use Statement, undated;
- 525 Northfield Avenue Preliminary and Final Site Plan, prepared Anthony Facchino, PE, of Jarmel Kizel Architects and Engineers LLC, dated October 22, 2025;
- Copy of Treasurer's Check for Application Fees, dated November 3, 2025;
- 525 Northfield Avenue Architectural Drawings, approved by Matthew B Jarmel, AIA, of Jarmel Kizel Architects and Engineers, dated October 20, 2025.
- 525 Northfield Avenue 200' Property Owners List and Public Utilities List, prepared by Shayne Radice, Sr. Assessing Clerk, undated;
- Township of West Orange Verification of Taxes and Sewer Charges Paid, prepared by the Office of the Tax Collector, dated November 10, 2025;
- Sustainability Checklist Form, undated;
- Township of West Orange Site Plan/Subdivision Checklist; undated;
- W-9 Request for Taxpayer Identification Number and Certification, prepared by 525 Northfield Ave., LLC, dated November 3, 2025;
- Checklist for Tree Removal Construction Application/Projects, undated;

- Township of West Orange Department of Public Works Tree Removal and Replacement Permit Application, dated November 13, 2025;
- 525 Northfield Ave Traffic Impact Study, prepared by Craig Peregoy and Connor Hughes of Dynamic Traffic, dated November 10, 2025;
- Stormwater Maintenance Plan and Field Manual for 525 Northfield Avenue, prepared by Jarmel Kizel Architects & Engineers, Inc., dated October 22, 2025.
- 525 Northfield Avenue Boundary and Topographic Survey, prepared by Michael Pronesti, PLS, dated May 14, 2025;
- List of All Trees on Property for 525 Northfield Avenue, undated;
- Two (2) Letters to Board Secretary "Preliminary and Final Site Plan Application," prepared by Marsha M. Moore, dated November 10, 2025 and November 18, 2025;
- Flood Hazard Area Applicability Determination, prepared by Dennis Contois, Supervising Engineer, dated February 21, 2025;
- Attachment to Application – Requirements for Variances, undated.

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

a. Basic Data.

4. Graphic scale not to exceed one inch equals 50 feet of the project.

- *We recommend the Applicant seek a written waiver from this requirement. Given the type of application, we have no objection to such waiver being granted.*

13. Soil survey data indicating soil type, general constraints and depth to bedrock.

- Information on soil type and depth to bedrock 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.

c. Grading, Landscaping and Environmental Data.

4. 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.

- *Planting/Landscape Plan was not prepared by a professional Landscape Architect; however, the Site Plan/Subdivision Checklist indicates that a waiver was requested for this item.*

10. Environmental impact study.

- *Environmental Impact Study not included in application. The site does not meet the specific exemptions, and it is noted in West Orange's Land Use Regulations § 25-13.3, "any application requiring a variance pursuant to N.J.S.A. 40:55D-70d may be required, at the discretion of the Zoning Board, to be accompanied by an environmental impact statement." Applicant should either provide this information or seek a written waiver.*

§ 25-51.2 Administrative Requirements.

I. 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.

- *It is indicated in West Orange's Land Use Regulations § 25-18.24 that, "the nonresidential portion of a mixed-use inclusionary or market rate development shall be subject to the fee of 2.5% unless otherwise exempted." It does not appear that this property meets the exemption criteria included in P.L. 2008 Chapter 46, section C.40:55D-8.4. This item should be clarified.*
- *Site Plan/Subdivision Checklist indicates that a waiver was requested for this item.*

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