

TO: Matthew P. Posada, Esq.

CC: Jamilet Baquerizo Vite, Planning Board Clerk
Diana McGovern, Esq., Planning Board Attorney
Genice Gary-Adams, Zoning Official/Director of Planning and Development
Ryan McNeil, P.E., Planning Board Engineer

FROM: Malvika Apte, PP, AICP, Planning Board Planner 
Langley Oudemans, Associate Planner

RE: PB Application 26-02
27 Fairway Drive
Block 86.01, Lot 6
Completeness Review (Major Subdivision with "C" Variances)
Status: Incomplete

DATE: March 3, 2026

1. Materials Reviewed

As requested, we have reviewed the following materials:

- Five (5) pages of Revised Township of West Orange Application for Minor Subdivision with C Variances, dated February 12, 2026.
- One (1) sheet of Subdivision Plat for 27 Fairway Drive, prepared by Casey & Keller Incorporated, dated September 17, 2025.
- One (1) sheet of Title and Topographic Survey for 27 Fairway Drive, prepared by Casey & Keller Incorporated, dated September 17, 2025.
- One (1) page of W-9 form prepared by Catalyst Development Group, LLC., dated January 20, 2026.
- Six (6) pages of Township of West Orange Site Plan/Subdivision Checklist, undated.
- Four (4) pages of 200' buffer report for 27 Fairway Drive, prepared by the Township of West Orange Office of the Assessor, dated December 3, 2025.
- One (1) page of Verification of Taxes and Sewer Charges Paid until January 31, 2025 for Michael and Nikan Sandles, dated December 10, 2025.
- Two (2) pages of Proposal and Reasons for Relief for Catalyst Development Group, LLC. at 27 Fairway Drive, undated.
- One (1) page of Affidavit of Ownership & Applicant Authorization, signed by Nikan and Michael Sandles, dated February 12, 2026.

- Three (3) pages of transmittal letter for Minor Subdivision Application at 27 Fairway Drive, prepared by Matthew P. Posada, Esq., dated January 29, 2026.

2. Proposed Application

Applicant is requesting a subdivision approval along with bulk “c” variances to subdivide the property into three lots. Per section §32-5- minor subdivision is defined as any subdivision **containing not more than two lots** fronting on any existing street accepted by the Township and not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance or this chapter. **Based on this, the proposed subdivision creating three separate lots is a major subdivision.**

3. Application Completeness Checklist

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
Major Subdivision Requirements - Preliminary Stage § 25-51.4				
a. All plats containing proposals or designs for drainage, streets and subdivision layouts shall be prepared by a professional engineer licensed to practice in the State of New Jersey and shall bear the address, signature, embossed seal and license number of the professional engineer. Drawn at a scale not less than 100 feet to the inch for subdivision up to 100 acres in size and shall show or be accompanied by the information specified below.	x			
b. Title Block. The title block shall appear on all sheets and include the following:	x			
1. Title of plan.	x			
2. Name, if any.	x			
3. Tax Map sheet block and lot number(s) of the tract to be subdivided as shown on the latest Township Map.	x			
4. Acreage of tract to be subdivided to the nearest hundredth of an acre.	x			
5. Date of original and all revisions.	x			

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6. Names and addresses of owner and subdivider so designated.	x			
7. Name(s), signature(s), address(es) and license number(s) of the engineer and land surveyor who prepared the map. The plat shall bear the embossed seal of the engineer and land surveyor.	x			
c. Detailed Information		x		
1. A key map at a scale of not less than one inch equals 1,000 feet showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which intersect or border the tract, the names of all such streets and any Township boundary is within 500 feet of the subdivision.		x		
2. Names of all owners of parcels and property lines of parcels within 200 feet of the land to be subdivided including properties across the street as shown by the most recent records of the Township or of the municipality of which the property is a part.	x			
3. The preliminary plat shall be based on a current certified boundary survey, with sufficient lines of the adjoining tracts surveyed to establish any overlay or gap between the adjoining boundary lines and boundary lines of the tract in question. Date of the survey and the name of the person mailing same shall be shown on the map.	x			
4. Existing two-foot interval contours based on the United States Coast Geodetic Survey data shall be shown extending a minimum of 100 feet beyond the boundary of the tract in question.		x		
5. All existing streets, watercourses, floodplains, floodways and flood areas within the proposed subdivision and within 200 feet of the boundaries thereof, both the width of the paving and the width of the right-of-way of each street, existing public easements and Township borders within 200 feet of all of the subdivisions.			x	
6. All existing structures within the proposed subdivision and within 200 feet thereof and an indication of those where are to be destroyed or removed and the front, rear and side yard dimensions of those that remain.	x			
7. The boundaries, nature, extent and acreage of wooded areas and other important physical features, including swamps, bogs and ponds,				x

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
within the proposed subdivision and within 200 feet thereof.				
8. The layout of the proposed subdivision drawn in compliance with the provisions of this chapter.	x			
9. All proposed public easements or rights-of-way and the purpose thereof and proposed streets and sidewalks within the proposed subdivision. The proposed streets shall show the right-of-way and proposed pavement width.				x
10. The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.		x		
11. The acreage of the drainage area or areas of each natural or manmade watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.				x
12. All proposed lot lines and the areas of all lots in square feet.	x			
13. North arrow and written and graphic scales.	x			
14. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided, or certification that none exists.		x		
15. Preliminary utility layouts showing methods of connection and sources of service plus the location of pumping stations.		x		
16. The proposed location and area in acres or square feet of all required or proposed open space areas.				x
17. The preliminary plat shall show on the property to be subdivided and within 200 feet of that property all existing paper streets, dirt roads, paved streets, curbs, manholes, sewer lines, water and gas lines, utility poles, pipes, fire hydrants, ponds, swamps and all other topographical features of a physical or engineering nature.				x
18. Preliminary on-site grading and drainage plan.		x		
a. The preliminary plat shall show or be accompanied by a grading and drainage plan which shall show locations of all existing and proposed drainage swales and channels, retention basins, recharge basins, the scheme of surface drainage and other items pertinent to drainage, including the approximate proposed grading contours at two-foot intervals,		x		

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
except that for slopes exceeding 10%, a five-foot interval is permissible.				
b. The plan shall outline the appropriate area contributing to each inlet.		x		
c. All proposed drainage shall be shown with pipe type and sizes, invert elevations, grades and direction of flow. The direction of flow of all watercourses shall be shown.		x		
d. The preliminary grading and drainage plan shall be accompanied by drainage calculations in accordance with standards set forth herein		x		
19. Preliminary center-line profiles showing all proposed drainage; all existing and proposed finished roadway grades; channel section details; pipe sizes; type; inverts; road crowns and slopes; all other proposed drainage structures and connections.		x		
20. Sight triangle data as required by this chapter.		x		
21. Environmental Impact Statement. <i>(Any application requiring a variance may be required, at the discretion of the Zoning Board, to be accompanied by an environmental impact statement.)</i>		x		
22. Traffic Study.		x		
23. A copy of a tree removal permit or application for same if applicable.				x
Major Subdivision Requirements - Final Stage § 25-51.5				
The final plat shall be the scale of not less than one inch equals 100 feet in conformance with the N.J. Map Filing Law and shall be prepared by a licensed surveyor in the State of New Jersey.	x			
a. Date of map preparation and revision dates.	x			
b. Title, name of preparer of map together with that individual's embossed seal, license number and original signature.	x			
c. Graphic scale.	x			
d. Boundary lines of tract and individual lots within the tract together with bearing and distance data.	x			
e. Right-of-way lines of street, easements, other right-of-way and lands to be dedicated or reserved for public use.	x			

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
f. Street widths.	x			
g. Curve dots, radii, lengths, tangents and central angles.	x			
h. Block and lot numbers.	x			
i. Location and description of monuments.	x			
j. All setback lines.	x			
k. Names of adjacent property owners.	x			
l. Signature blocks for Township Clerk, Planning or Zoning Board Chairman, Planning or Zoning Board Secretary and Township Engineer.	x			
m. Developer's Agreement.		x		
n. Final construction plans which comply with the following items:		x		
1. Signed and sealed by a licensed professional engineer.	x			
2. Plan and profile of all improvements on a scale not greater than one inch equals 50 feet.				x
3. All existing utilities and physical features.	x			
4. All proposed new construction.				x
5. Cross-sections at fifty-foot intervals of all new streets and roads, waterways and drainage ditches.				x
6. Invert elevations, top of curb grades, top of manhole grades, length of pipes, slope of pipes and depth of cover for all proposed utilities.		x		
7. Types, strength and/or class of all materials				x
8. Typical section through street rights-of-way showing location of all existing and proposed construction items.				x
9. Typical details for all items of construction.				x
10. Drainage report including area map, design data, calculations and conclusions.		x		

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
11. Soil Erosion and Sediment Control Plan.		x		
12. 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 8.5 inch by eleven-inch paper within an area not to exceed 7.5 inches in width and eight inches in height.		x		
o. Existing and proposed grading at two-foot contour intervals or five-foot intervals if the grade is more than 15% with spot elevations at all building corners and critical locations.	x			
p. The finished floor elevation with all building floors with direct access to the outside.	x			
q. (Reserved)				x
r. 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.		x		
s. All areas to be seeded and/or sodded.				x
t. The location and construction details of all proposed retaining walls, fencing and earthen berms.				x
u. All buffer areas proposed to separate land uses and to screen unsightly areas.				x
v. The location and all proposed construction details for all proposed and existing signs.				x
w. The location and identification of all proposed open spaces, parks or recreation areas and facilities.				x
x. A copy of a tree removal permit or application for same if applicable, as required by Section 25-27 .	x			
Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
Administrative Requirements § 25-51.2				
a. Properly completed application forms Application for Major Subdivision		X		
b. Plans, maps and construction details as required (See appropriate checklist)		X		
c. Fees and escrow deposits paid (See Section 25-55)		X		

d. Payment of taxes, liens and assessments.	X			
e. Site inspection authorization form. Item provided but unsigned		X		
f. Compliance with legal notice requirements.		X		
g. Corporation or partnership form.	X			
h. Affidavit of ownership/authorization form.	X			
i. Copies of approvals of other government/agencies as may be required or an affidavit indicating that application has been made to such agencies.		X		
j. A listing of all variance requests, waiver requests of miscellaneous design standards and checklist waiver requests.	X			
k. If the site is located within a community or development in which any bona fide board or association exists, the written proof that the board or association has received notice of the application for development is required.				X
l. 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.				X

In addition to the application components above, more information is needed regarding proposed Lot 6.01. This swimming pool, which is an accessory use, is not permitted to exist on a lot without a principal use; therefore, the Applicant must remove the accessory use and make note of this on the plan.

4. Next Steps

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 detailed above. Please submit the missing application components alongside a transmittal sheet outlining the revisions as soon as possible or provide a list of the application items for which a waiver is being requested.

Additionally, we recommend a SPRAB Meeting for this application.

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