

TO: Frank J. Materia, 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 26-01
15 Ridgeway Avenue
Block 158, Lot 28.01
Completeness Review #2 (Minor Subdivision with "C" Variances)
Status: Conditionally Complete

DATE: March 3, 2026

1. Materials Reviewed

Application was previously reviewed and deemed incomplete by the Township of West Orange Planning and Development Department on January 23, 2026. We have reviewed the documents submitted prior to this determination as well as the resubmitted documents, inclusive of the following:

- Six (6) pages of Township of West Orange Minor Subdivision Application Form, dated January 14, 2026.
- Four (4) sheets of Civil Plans for 15 Ridgeway Avenue prepared by ENSURPLAN, Inc., dated November 25, 2025 and revised January 6, 2026.
- One (1) sheet of Property Survey for 15 Ridgeway Avenue prepared by ENSURPLAN, Inc., dated August 21, 2025.
- Five (5) sheets of Architectural Plans for 15 Ridgeway LLC., prepared by Theodora Boyadjis Designs, dated December 1, 2025.
- Two (2) pages of Transmittal Letter for Planning Board Application at Lot 28.01 Block 158, prepared by Frank J. Materia, Esq., dated January 14, 2026.
- One (1) page of W-9 form, dated January 14, 2026.
- Seven (7) pages of Site Plan/Subdivision and Sustainability Checklist for 15 Ridgeway, LLC., undated.

- One (1) page of Verification of Taxes & Sewer Charges Paid for 15 Ridgeway LLC., dated December 15, 2025.
- Four (4) pages of 200' Buffer List, dated December 15, 2025.
- Nine (9) pages of 15 Ridgeway Avenue Deed and related documents from the Essex County Register of Deeds & Mortgages made on September 8, 2025.
- Five (5) pages of Proposal and Reasons for Relief Letter, prepared by Frank J. Materia, Esq. and Michael J. Pessolano, PP/AICP, dated February 9, 2026.
- One (1) page of Incompleteness Letter prepared by Township of West Orange Planning and Development Department, dated January 23, 2026.

2. Proposed Application:

Applicant is requesting a minor subdivision approval along with bulk "c" variances to subdivide the subject property into two lots. One of the proposed lots shall contain the existing dwelling and the second proposed lot shall be developed with a two-story single-family dwelling. The existing lot is a flag lot with 29.56 feet of frontage on Ridgeway Avenue. The proposal includes an easement to use the "stem" as the driveway for the two lots. **Variances are required for minimum lot frontage and minimum lot width. A variance will also be required from the MLUL provision, NJ Rev Stat § 40:55D-35 (2025), stating that a building lot is to abut a street.**

3. Application Completeness Checklist:

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
Minor Subdivision Requirements § 25-51.3				
a. The entire tract including the proposed lots to be created as well as the remainder of the subject property, drawn at a scale of not less than one inch equals 100 feet. The boundary data shall be based on the most accurate information that is reasonably available such as tax map data, deeds or surveys.	x			
b. The zoning district in which the subject property is located as well as all zoning district boundaries within 200 feet.	x			
c. Key Map showing a sufficient number of natural and man-made features so that the subject property can be located in the field.	x			
d. Tax Map Sheet Number(s) and filed map data, if applicable.	x			

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
e. Existing and proposed block and lot numbers.	x			
f. Zoning district dimension, setback and area requirements and the relationship of the subject proposal to those requirements.	x			
g. Bearing and distance data for all existing and proposed lot lines as well as any lines to be deleted.	x			
h. North arrow, signature block, graphic scale, title block, name of individual preparing the map together with the individual's raised seal and signature.	x			
i. Date of map preparation and any revision dates.	x			
j. Sewage disposal information for all proposed lots including the remainder of the tract.	x			
k. The name of the owner of the subject property and all property owners within 200 feet.	x			
l. All existing structures and wooded areas within the subject property as well as within 200 feet of same. Applicant to provide information on wooded areas within 200 feet of property or request a waiver.		x		
m. All roadways within 500 feet of the subject property showing the right-of-way limits as well as approximate pavement locations. Ridgeway Court is not shown on survey or site plan. Applicant to provide revised drawing or request waiver.		x		
n. All waterways within 500 feet of the subject property showing the location, size and direction of flow.				x
o. The location of all easements, within the subject property and within 100 feet of same.	x			
p. 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. Applicant to provide or request a waiver.		x		
Administrative Requirements § 25-51.2				
a. Properly completed application forms	x			
b. Plans, maps and construction details as required (See appropriate checklist)	x			

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
c. Fees and escrow deposits paid (See Section 25-55) Verification of payment not included in application materials. We defer to Board Secretary to confirm payment has been received.		X		
d. Payment of taxes, liens and assessments.	X			
e. Site inspection authorization form.	X			
f. Compliance with legal notice requirements.	X			
g. Corporation or partnership form. Owner is 15 Ridgeway, LLC. Applicant to provide 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. Applicant to provide list of approvals needed.		X		
j. A listing of all variance requests, waiver requests of miscellaneous design standards and checklist waiver requests. Applicant to provide a list of waiver requests for items mentioned above.		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
"C" Variance Requirements § 25-51.9				
A map signed and sealed by an architect, engineer, planner or surveyor which provides sufficient data (i.e., setbacks, lot area, existing and proposed structures, etc.) upon which a decision can be based.	X			
A statement or legal brief which clarifies why the "c" variance should be granted. Particular attention should be paid to the contents of N.J.S.A. 40:55D-70c, applicable case law and relevant Township Ordinances and N.J. Statutes.	X			

4. Next Steps

The planning staff has determined that the application is capable of being deemed **conditionally complete** at this time, provided that the Applicant submits the outstanding application items or waivers for items indicated above. Please submit the missing application components alongside a transmittal sheet outlining the revisions as soon as possible.

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