



TOWNSHIP OF WEST ORANGE DEPARTMENT OF ENGINEERING

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

ZAYIBETH CARBALLO
Director/Municipal Engineer

Tel: (973) 325-4160
Email: engineering@westorange.org

MEMORANDUM #1

**TO: THOMAS BIONDI, CONSTRUCTION OFFICIAL
GENIECE GARY-ADAMS, DIRECTOR/ZONING OFFICIAL**

FROM: ZAYIBETH CARBALLO, MUNICIPAL ENGINEER

DATE: MARCH 5, 2026

**SUBJECT: APPLICATION FOR ADDITION TO SINGLE FAMILY DWELLING/
NEW TWO-STORY DWELLING
15 RIDGEWAY AVENUE
BLOCK 158, LOT 28.01**

The Dept. of Engineering is in receipt of the following information on February 25, 2026 pertaining to the above-referenced application:

- A. Plan entitled, "Addition & Alterations for 15 Ridgeway LLC., 15 Ridgeway Drive, West Orange, NJ". The plan prepared by Theodora Boyadjis RA, LEED AP, consisting of seventeen (17) sheets, dated October 20, 2025, last revised November 12, 2025;
- B. Plan entitled, "Addition & Alterations for 15 Ridgeway LLC., 15 Ridgeway Drive, West Orange, NJ, General Notes, Symbols, Site Plan, Zoning Chart". The plan prepared by Theodora Boyadjis RA, LEED AP, consisting of one (1) sheet, dated October 20, 2025, last revised February 20, 2026;
- C. Plan entitled, "Addition & Alterations for 15 Ridgeway LLC., 15 Ridgeway Drive, West Orange, NJ, Exterior Elevations". The plan prepared by Theodora Boyadjis RA, LEED AP, consisting of one (1) sheet, dated October 20, 2025, last revised February 20, 2026;
- D. Plan entitled, "Plot Plan for Addition & Renovation, 15 Ridgeway Avenue, Lot 28.01 in Block 158 (Tax Map Sheet No. 91) situated in the, Township of West Orange, Essex County, NJ". The plan prepared by William S. Scott, P.E., and Nancy J. Scott P.L.S. of Ensurlan Inc., consisting of two (2) sheets, dated November 19, 2025;

- E. Correspondence from Frank J. Materia, Esq., dated January 14, 2026 to the West Orange Planning Board, regarding Planning Board Application for a Minor Subdivision of Property Address: 15 Ridgeway Avenue, Lot: 28.01; Block 158; Township of West Orange, New Jersey; and
- F. Correspondence from William Scott, P.E. of Ensurplan, Inc., regarding Minor or Major Stormwater Permit Application.

I. INTRODUCTION

The subject property is located along the northwest of Ridgeway Avenue between Ridgeway Court and Old Indian Road and is within the Township's Residential (R-4) Zone District on a $\pm$ 1.23 Acre lot. The site is occupied by an existing 2 - story single family dwelling.

The Applicant originally proposed to demolish portions of the existing dwelling as well as various existing improvements including; the existing deck, the existing patio, the existing bocci court, portions of the existing driveway and the detached fabric carport, to construct an addition at the south of the existing dwelling and other associated improvements. However, Applicant has expanded the scope of their initial application and has demolished the existing foundation/dwelling, leaving the existing garage as the only standing structure on-site.

The Applicant further proposes the demolition of existing improvements originally associated with the building addition as well as to construct a new 2 – story dwelling.

II. PROPOSAL

Based on the plans and documents provided and a site visit was conducted on February 27, 2026, and the application qualifies, at minimum, as a Minor Development per the Township's Stormwater Control Ordinance, Section 25-29 of the Township Code. The Applicant proposes to construct a new dwelling, thus meeting the definition of a Minor Development.

A revised site and grading plans have not been provided to reflect the change in the scope of work from the original application. The Applicant's Engineer shall prepare revised plans reflecting the demolition of the existing dwelling and construction of the proposed dwelling. The revised plans will be reviewed to determine if the application meets the definition of a Major Development under Section 25-29 of the Township Code.

Also, the Applicant has submitted an application to the Township's Planning Board for a Minor Subdivision of the subject property and a plot plan to the Building Dept. inconsistent with the original application to segment the construction of two new single-family dwellings by creating a flag lot and evade the definition of a major development.

The minor subdivision and the construction of two new single-family dwellings will impact drainage, utilities, impervious coverage, access by sharing a common driveway. The application should be fully review by the Planning Board as a whole to evaluate the cumulative impact and how the applicant will address stormwater management, slopes, and soil removal ordinances.

The following should be incorporated into future submittals to the Land Use Board;

1. The Applicant shall revise the Existing Conditions and Demolition Plan to include existing topography of the site including corner lot elevations, contour and floor elevation of existing structures to remain if any;
2. The “Proposed Condition Plot Plan” provided has not been revised to reflect the expanded scope of the work that differs from original application and does not contain the information necessary to review this application. The Applicant shall revise the plan in accordance with Sections 25-29 and 25-51.6 of the Township Code.;
3. The revised “Proposed Condition Plot Plan” shall include, but is not limited to:
 - a. Topographic base map. The design engineer shall provide sufficient topographic and location data that shows existing contours, at a scale of no greater than one-inch equals 30 feet, to allow the Township Engineer to make an appropriate evaluation of the development proposal. The base map should include, but is not limited to; existing structures, existing patios and/or walkways, existing trees and landscape areas, and existing utilities. The topography and existing conditions must be based on a plan prepared by a NJ licensed surveyor;
 - b. Project development plans. A map at the scale of the topographical base map indicating the location of existing and proposed buildings, proposed contours and other improvements shall be provided;
 - c. Grading and drainage/stormwater management facilities map illustrated on a map of the same scale as the topographic base map, the following shall be included;
 - i. Total area to be disturbed, paved, or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon;
 - ii. Existing and proposed contours;
 - iii. Existing and proposed spot elevations at building corners, property corners, street gutter line, top of curb, top of depressed curb, top and bottom of wall and around structures;
 - iv. Existing and proposed utility connections to the existing and proposed structures;
 - v. Finished floor, basement/cellar and garage floor elevations;
 - vi. Location of roof leaders;
 - vii. Design and calculations of the proposed stormwater management facility, if required;

4. The plans shall be revised to include the demolition/removal of the existing bocci court and fish pond in the calculation for limit of disturbance. Areas to be disturbed as access to the bocci court and fish pond shall also be included in the revised calculation;
5. The plans shall be revised to include proposed Stormwater Control Measures for a Minor Development, consistent with the requirements of the Stormwater Control Ordinance. The Applicant shall include any applicable calculations, based on the proposed Stormwater Control Measures;
6. A Stormwater Maintenance Manual shall be provided, including but not limited to the following;
 - a. Name and phone number of the person(s) responsible for maintenance
 - b. Map to scale showing the location of the stormwater management system
 - c. Inspection schedule of all structural components, at least once annually, for cracking, subsidence, spalling, erosion, and deterioration
 - d. Inspection schedule of components expected to receive and/or trap debris and sediment for clogging, at least twice annually, as well as after every storm event
 - e. Additional maintenance guidance is available at <https://dep.nj.gov/stormwater/>
7. The Applicant/Owner is responsible for ensuring the proposed stormwater control measures are adequately maintained and do not present negative impacts to neighboring properties;
8. The plans shall be revised to show the location of existing and proposed utilities in association with the proposed dwelling. It is recommended that the existing sanitary sewer lateral be video inspected and its condition assessed prior to reconnection;
9. The plans shall be revised to indicate the discharge point of the proposed roof leaders for the new dwelling, and not directing runoff towards neighboring properties;
10. The plans shall be revised to show all existing trees on the property, including species and diameter at breast height (DBH). The Applicant shall verify there are no proposed tree removals. Any proposed tree removals shall be submitted to the Township Forrester for review and applicable permits;
11. The plans shall be revised to provide steep slope calculations in accordance with Section 25-28 of the Township Code;
12. Soil movement calculations for the proposed improvements need to be provided on the plans within the limit of disturbance. Refer to Chapter 30 – Soil Removal of the Township Code;
13. A note should be added to the plans that any excess soil shall be exported off-site;

14. If the proposed improvements meet the definition of a Major Development per 25-29 of the Township Code, it is recommended that a drainage statement be provided by the Applicant's professional;
15. The Applicant proposes to demolish the existing structure, which meets the definition of a "project" under Hudson-Essex-Passaic Soil Conservation District (HEPSCD). A copy of the certification/permit from HEPSCD shall be submitted to the Township's Building and Engineering Departments;
16. Prior to commencing construction activities, soil erosion and sediment control measures must be in place and maintain until the disturbed ground is permanently stabilized;
17. Upon completion of the project an "As-Built Topographic Survey" needs to be submitted and approved prior to the issuance of a Certificate of Occupancy;
18. It is recommended that the Applicant's Professionals prepare a Minor Subdivision Plan, in accordance with Section 25-51.3. The plan shall include, but is not limited to:
 - 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.
 - b. The zoning district in which the subject property is located as well as all zoning district boundaries within 200 feet.
 - c. Key Map showing a sufficient number of natural and man-made features so that the subject property can be located in the field.
 - d. Tax Map Sheet Number(s) and filed map data, if applicable.
 - e. Existing and proposed block and lot numbers. (Proposed numbers). (Proposed numbers should be verified by tax assessor).
 - f. Zoning district dimension, setback and area requirements and the relationship of the subject proposal to those requirements.
 - g. Bearing and distance data for all existing and proposed lot lines as well as any lines to be deleted.
 - h. North arrow, signature block, graphic scale, title block, name of individual preparing the map together with the individual's raised seal and signature.
 - i. Date of map preparation and any revision dates.
 - j. Sewage disposal information for all proposed lots including the remainder of the tract.
 - k. The name of the owner of the subject property and all property owners within 200 feet.
 - l. All existing structures and wooded areas within the subject property as well as within 200 feet of same.
 - m. All roadways within 500 feet of the subject property showing the right-of-way limits as well as approximate pavement locations.
 - n. All waterways within 500 feet of the subject property showing the location, size and direction of flow.
 - o. The location of all easements, within the subject property and within 100 feet of same.

- 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.

Please contact me if you have any questions.

*****ALL REVISED APPLICATIONS, PLANS AND CORRESPONDENCE MUST BE SIGNED AND SEALED BY APPLICANT'S PROFESSIONALS AND SUBMITTED TO THE PLANNING DEPARTMENT LOCATED AT THE 2ND FLOOR OF 66 MAIN STREET.**

ZYC/jrm