

TO: Richard Schkolnick, Esq.

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

RE: PB Application 26-03
750 Eagle Rock Avenue
Block 174, Lot 1.01
Completeness Review (Preliminary and Final Major Site Plan Approval with "C" Variances)
Status: Complete

DATE: April 14, 2026

1. Materials Reviewed

As requested, we have reviewed the following materials:

- Five (5) pages of Township of West Orange Application Form, dated March 10, 2026;
- One (1) page of revised first page of Township of West Orange Application Form, undated;
- Three (3) pages of Variance Request Narrative, dated March 10, 2026;
- Six (6) pages of Township of West Orange Site Plan Checklist, undated;
- One (1) page of Sustainability Checklist, undated;
- Twenty-three (23) pages of Township of West Orange Tree Removal and Replacement Permit Application, dated March 10, 2026;
- Five (5) pages of Tree Removal and Replacement Application Explanation to Prohibitions prepared by Langan Engineering and Environmental Services, LLC, dated March 10, 2026;
- Two (2) pages of Site Plan Waiver Requests prepared by Langan Engineering and Environmental Services, LLC, dated March 10, 2026;
- One (1) page of Verification of Taxes and Sewer Charges Paid prepared by Township of West Orange Tax Collector, dated February 11, 2026;
- Seven (7) pages of Township of West Orange 200' Property Owners List prepared by Sr. Assessing Clerk, Shayne Radice, dated February 12, 2026;
- Nine (9) pages of Borough of Roseland 200' Property Owners List prepared by Kevin Esposito, CTA, dated April 5, 2024; **This list would have to be updated.**
- Ten (10) pages of Township of Livingston 200' Property Owners List prepared by Lidia Dumytsch, dated February 9, 2026;

- Seven (7) pages of Planning Board Resolution for Application PB23-06 for Minor Site Plan Approval at Crestmont Country Club, prepared by Township of West Orange Planning Board, memorialized July 19, 2023;
- Ten (10) pages of Zoning Board Resolution for ZB-24-07 Crestmont Country Club prepared by Zoning Board of Adjustment of the Township of West Orange, dated November 21, 2024;
- One (1) page of W-9 Form for West Essex Highlands, Inc. dated March 5, 2026; **We defer to the Director of Planning on this item, however W-9 form for the applicant on record may be required.**
- Nine hundred and ninety four (994) pages of Stormwater Management Report for Crestmont Country Club & Eagle Rock Avenue Improvements prepared by Langan Engineering and Environmental Services, LLC, dated February 12, 2026;
- Twenty-two (22) pages of Stormwater Operation and Maintenance Manual for Crestmont Country Club & Eagle Rock Avenue Improvements prepared by Langan Engineering and Environmental Services, LLC, dated February 12, 2026;
- Sixty-one (61) pages of Environmental Impact Statement for Crestmont Country Club & Eagle Rock Avenue Improvements prepared by Langan Engineering and Environmental Services, LLC, dated February 12, 2026;
- Seventy (70) pages of Traffic Signal Design Report for the Intersection of Eagle Rock Avenue and Oval Road/Laurel Avenue prepared by Langan Engineering and Environmental Services LLC, dated January 21, 2026;
- Thirty-six (36) sheets of Preliminary and Final Major Site Plans for Crestmont Country Club and Eagle Rock Avenue Improvements prepared by Langan Engineering and Environmental Services, LLC, dated February 12, 2026;
- Four (4) sheets of Crestmont Country Club Tree Restoration Plans, prepared by Langan Engineering and Environmental Services, LLC, dated February 12, 2026;
- Six (6) sheets of Crestmont Country Club Right of Way and Partial Site Survey, prepared by Langan Engineering and Environmental Services, LLC, dated February 11, 2026;
- Four (4) sheets of Crestmont Country Club Steep Slope Analysis Exhibits prepared by Langan Engineering and Environmental Services, LLC, dated February 12, 2026;
- Twenty-two (22) sheets of Preliminary Eagle Rock Avenue Roadway Improvement Plans prepared by Langan Engineering and Environmental Services, LLC., dated February 12, 2026

2. Proposed Application

The Applicant is requesting Preliminary and Final Major Site Plan approval with associated "c" variances to construct a new driveway from the existing parking area and other site improvements.

3. Application Completeness Checklist:

Requirement	Complete	Incomplete	Waiver Request	Not Applicable
Major Site Plan Requirements - Preliminary Stage § 25-51.7.1				
Basic Data	X			
a. Name of the project.	X			
b. A Key Map showing the general location of the project within the community, tax map sheet number, block number and lot numbers.	X			
c. Zone district lines within 500 feet of the project.	X			
d. Graphic scale not to exceed one inch equals 50 feet of the project.	X			
e. The limits of the total site together with the acreage to the nearest 1/100th of an acre.	X			
f. Date of the original plan and any subsequent revisions.	X			
g. Appropriate places for the signature of the Planning Board Chairman, Secretary and Engineer.	X			
h. A site data box comparing ordinance requirements to actual site plan proposals.	X			
i. Name of individual preparing the site plan together with an embossed engineer's or architect's seal, applicable signature and license number.	X			
j. The location of all structures, property owners and utility poles within 200 feet of property. An updated list of property owners within 200' is needed for Roseland, as the list is over a year old.	Update Needed			
k. Reference to property survey or other information used in preparing map.	X			
l. Bearing and distance information together with property dimensions.	X			
m. Soil survey data indicating soil type, general constraints and depth to bedrock. Soil Erosion and Sediment Plan provided.	X			
Building Data.				X
a. Size, heights, location of all existing and proposed buildings, including all proposed setback dimensions from property lines. Existing buildings to be removed should be so noted.				X
b. A preliminary floor plan of all buildings.				X

Requirement	Complete	Incomplete	Waiver Request	Not Applicable
c. Architectural elevations of the front, side and rear of all buildings and perspective sketches or three dimensional models where appropriate.				X
d. The location and design details of all sidewalks showing connections between buildings, parking areas, and public areas along all expected paths of pedestrian travel.	X			
e. Parking spaces and access plans for the handicapped which shall be in addition to the parking required by ordinance. The required ADA parking spaces are existing to remain.				X
f. Circulation plans and loading areas for all expected truck and tractor-trailer traffic.	X			
g. A proposed lighting plan identifying the fixtures to be used as to height, location, luminosity and the lighting pattern in relationship to the other features of the site plan.	X			
Grading, Landscaping and Environmental Data				
a. 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			
b. The finished floor elevation of all building floors with direct access to the outside.				X
c. All existing wooded areas and individual specimen trees greater than six inches in diameter indicating what is to be removed and what is to remain. Partial waiver requested. Tree information is provided on tree replacement plan and site plan.			X	
d. 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			
e. All areas to be seeded and/or sodded.	X			
f. The location and construction details of all proposed retaining walls, fencing and earthen berms.	X			
g. All buffer areas proposed to separate land uses and to screen unsightly areas.	X			
h. The location and all proposed construction details for all proposed and existing signs.	X			
i. The location and identification of all proposed open spaces, parks or recreation areas and facilities.				X

Requirement	Complete	Incomplete	Waiver Request	Not Applicable
j. Environmental impact study.	X			
k. A copy of a tree removal permit or application for same if applicable.	X			
Utilities and Drainage Data				
a. The location, size and capacity of all existing storm drainage facilities, including catch basins which are directly impacted by the proposed development, whether on or off-site and the limits of any flood hazard area affecting the site.	X			
b. All proposed storm drainage facilities, transmission lines, fire hydrants, etc., as well as calculations showing their adequacy.	X			
c. The location and size of all proposed water supply facilities including wells, storage facilities, transmission lines, fire hydrants, etc., as well as calculations showing their adequacy.	X			
d. The location and size of all proposed sanitary sewer mains as well as the location and construction details and calculations to indicate adequacy.	X			
e. Plans for the storage and collection of all solid waste. Existing trash collection area shown on Site Plan.				X
f. All off-site and on-site easements which may be required together with copies of legal documentation to support the grant of such easements. None shown. Applicant to confirm.				Applicant to confirm
g. The location and type of all other underground utilities.	X			
Major Site Plan Requirements - Final Stage § 25-51.7.2				
a. Verification that all of the conditions of the preliminary approval have been met. Ongoing.				
b. A map or maps which comply with this chapter depicting that portion of the project for which final approval is being requested.	X			
c. A developer's agreement if required by the preliminary approval. Ongoing.				
d. A statement indicating the reasons for any deviations from approved preliminary site plan.				X
e. Any off-tract improvement contributions if required. Ongoing.				
f. 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,				Waiver recommended

Requirement	Complete	Incomplete	Waiver Request	Not Applicable
and contained on an 8 1/2 inch by eleven-inch paper within an area not to exceed 7 1/2 inches in width and eight inches in height. We recommend the Applicant seek a waiver.				
"C" Variance Requirements - § 25-51.9				
a. A map, either in conformance with subsections 25-51.3, 25-51.4, 25-51.5, 25-51.6 and 25-51.7.1 or if the application is to be bifurcated, a separate 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			
b. 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			
Administrative Requirements § 25-51.2				
a. Properly completed application forms (one original and 19 copies 20 in total).	X			
b. Plans, maps and construction details as required (See appropriate checklist) (one original and 19 copies - 20 in total)	X			
c. Fees and escrow deposits paid (See Section 25-55). We defer to Board Secretary to confirm receipt.				
d. Payment of taxes, liens and assessments. W-9 of West Essex Highlands, Inc. provided. We defer to Director of Planning to determine if the W-9 of the Applicant is required.				
e. Site inspection authorization form.	X			
f. Compliance with legal notice requirements. Ongoing.				
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. Regulatory Agency Contact List provided. Applicant to acquire necessary approvals prior to construction.				
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. Applicant				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

4. Next Steps

The planning staff has determined that the application is capable of being deemed **complete** at this time, provided that the Applicant submits the updated application materials indicated above as soon as possible.

The Planning Department will contact you to schedule a hearing for this application.

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