

TO: Kenneth D. McPherson III, 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 2026-04
111 Prospect Avenue
Block 151, Lot 17.01
Completeness Review #1 (Amended Preliminary and Final Site Plan Approval)
Status: Incomplete

DATE: May 15, 2026

1. Materials Reviewed

The following materials have been reviewed:

- Township of West Orange Application for the Planning Board, prepared by Orange Prospect LLC, dated March 30, 2026. Including the following exhibits:
 - Project Description for 111 Prospect Avenue prepared by FBT Gibbons LLP, dated April 2026.
 - Township of West Orange Site Plan Checklist, undated
 - Township of West Orange Tree Removal and Replacement Permit Application for 111 Prospect Avenue, prepared dated March 14, 2026
 - Corporate Ownership Disclosure for Orange Prospect LLC, undated.
 - Township of West Orange Planning Board Resolution for Application PB 25-02, memorialized on June 4, 2025.
 - Township of West Orange Planning Board Resolution for Application PB-92-10, dated December 1, 1993.
 - Township of West Orange Planning Board Resolution for Application PB-96-08, dated October 9, 1996.
 - Township of West Orange Planning Board Resolution for Application PB-97-21, dated October 8, 1997.

- Township of West Orange Board of Adjustment Resolution for ZB-98-07 Use Variance, dated May 14, 1998.
- Eleven (11) pages of Environmental Impact Statement for The Estate at 111 Prospect Avenue, prepared by Petry Engineering, LLC, dated February 27, 2026.
- Thirty-two (32) sheets of Amended Preliminary and Final Site Plan for The Estate at 111 Prospect Avenue, prepared by J. Michael Petry, PE, PP, RA, dated December 19, 2025.
- Eight (8) sheets of Restaurant Building Architectural Plans prepared by J. Michael Petry, PE, PP, RA, dated December 19, 2025.
- Three (3) sheets of Main Building Architectural Plans prepared by J. Michael Petry, PE, PP, RA, dated December 19, 2025.
- One (1) sheet of Boundary and Topographic Map of Bow and Arrow Manor, Inc on Lots 15.03 & 17.01 of Block 151 and Lots 5 & 6 of Block 151.02, prepared by Petry Engineering, LLC., dated February 29, 2012.
- Two-hundred and three (203) pages of Stormwater Management Report for The Estate at Block 151, Lot 17.01, prepared by Petry Engineering, LLC, dated December 19, 2025.
- Two (2) pages of Soil Moving Permit Request for The Estate, prepared by Petry Engineering, LLC, undated.

2. Proposed Application

This application initially received major site plan and bulk variance approval and was adopted on June 4, 2025 by Planning Board Resolution 25-02. The Applicant is seeking amended preliminary and final site plan approval along with soil removal permit, stormwater permit, tree removal and replacement permit, and extension of time to install replacement trees. The extent of this amended application includes amended parking (increasing from 471 to 486 spaces), circulation, grading, drainage, landscaping, and related building and site work. The subject property is adjacent to an existing county road.

3. Application Checklist

Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
<i>Administrative Requirements § 25-51.2</i>				
a. Properly completed application forms	X			
b. Plans, maps and construction details as required (See appropriate checklist) <i>Applicant to provide missing items noted in the following sections.</i>		X		

c. Fees and escrow deposits paid (See Section 25-55)	Defer to Board Secretary to Confirm			
d. Payment of taxes, liens and assessments. Provided as of March 23, 2026.	X			
e. Site inspection authorization form.	X			
f. Compliance with legal notice requirements. Certified list of property owners for purposes of public notice provided.	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. Note included on the site plan lists government approvals required.	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	
Completeness Requirement	Complete	Incomplete	Waiver Request	Not Applicable
Major Site Plan Requirements - Preliminary Stage § 25-51.7.1				
Basic Data				
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.				

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.	X			
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. We are not in receipt of soil survey data. Applicant to provide or request a waiver.		X		
Building Data.				
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. Heights of buildings are missing from plans. Applicant to provide.		X		
b. A preliminary floor plan of all buildings.	X			
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.	X			
f. Circulation plans and loading areas for all expected truck and tractor-trailer traffic. Fire Truck Turning Template provided.	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. Existing steep slopes plan also provided as part of Site Plan.	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.	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
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. 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			
c. The location and size of all proposed sanitary sewer mains as well as the location and construction details and calculations to indicate adequacy.	X			
d. Plans for the storage and collection of all solid waste. <i>Applicant further indicated that a Solid Waste Management Plan was submitted as part of the previous application, and an update can be provided if necessary.</i>			X	
e. All off-site and on-site easements which may be required together with copies of legal documentation to support the grant of such easements. <i>Easements noted on Site Plan and copies of existing recorded easements are included in Exhibit F of application.</i>	X			
f. 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.	N/A			
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. <i>We are not in receipt of a developer's agreement.</i>		X		
d. A statement indicating the reasons for any deviations from approved preliminary site plan.	X			
e. Any off-tract improvement contributions if required.				X
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, 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. <i>Applicant to provide or request a waiver.</i>		X		
"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			

Waiver Requests

When requested in writing, the Board shall have the power to grant waivers from the submission of requirements of the completeness checklist. Your waiver requests may be granted if the Board finds that your request is reasonable, and that an informed decision can be rendered without the information. If the Board denies any waiver request, the application will be incomplete and the Board does not have to make a decision on the application until such time as the required information is provided.

4. Next Steps

The planning staff has determined that the application is **incomplete** at this time. 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.