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August 13, 2021

VIA HAND DELIVERY

Diana Chandler-Zimmermann, Zoning Board Secretary
Township of West Orange
66 Main Street
West Orange, NJ 07052

**Re: Altera 769, LLC
Application for Minor Site Plan Approval
769 Northfield Avenue – Block 166.15, Lot 1.09**

Dear Ms. Chandler-Zimmerman:

This office represents Altera 769, LLC (the “Applicant”) with regard to its application for minor site plan approval along with variance relief in connection with proposed improvements to the property located at 769 Northfield Avenue and designated as Block 166.15, Lot 9 on the Tax Maps of the Township of West Orange. More specifically, the Applicant proposes upgrades to the existing building façade along with the addition of a canopy at the building’s entrance, and to reconfigure and improve the existing parking area on-site, including the construction of additional sidewalks and striping, in order to allow for improved site circulation and more efficient vehicular access, as well as compliance with ADA accessibility standards.

On behalf of the Applicant, enclosed are thirteen (13) sets of each of the following documents for filing with the Township of West Orange Planning Board (the “Planning Board”):

- Fully Executed Development Application and Attachment;
- Completed Site Plan Checklist Form;
- Completed Sustainability Checklist Form;
- Completed Application for Tree Removal and Replacement Permit with exhibits and Tree Removal Report;

- Minor Site Plans prepared by Dynamic Engineering, dated August 6, 2021, consisting of fifteen (15) sheets;
- Boundary Location and Topographic Survey prepared by Dynamic Survey, LLC, dated June 25, 2020 and last revised July 30, 2021;
- Architectural Plans prepared by Rotwein + Blake, consisting of four (4) sheets, last revised August 5, 2021;
- Traffic Impact and Parking Assessment prepared by Dynamic Traffic, LLC, dated July 19, 2021;
- Stormwater Management Summary Report, prepared by Dynamic Engineering, dated August 2021; and
- Property Owners List received from the Township of West Orange Tax Assessor's Office on June 23, 2021;
- Verification of Taxes and Sewer Paid received from the Township of West Orange Office of the Tax Collector, dated June 16, 2021; and
- Applicant 10% Disclosure Statement.

Additionally, enclosed are the following:

- One (1) check in the amount of \$461.20 made payable to the Township of West Orange representing the application fee;
- One (1) check in the amount of \$2,250 made payable to the Township of West Orange representing the initial escrow fee; and
- One (1) executed W-9 Form.

Should you require any additional information or documentation related to this application, please do not hesitate to contact me.

Very truly yours
Lauren R. Tardanico /s/
Lauren R. Tardanico
Counsel

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