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January 27, 2022

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 Preliminary and Final Major Site Plan Approval
769 Northfield Avenue – Block 166.15, Lot 1.09**

Dear Ms. Chandler-Zimmerman:

This office represents Altera 769, LLC (the “Applicant”) which is seeking site plan approval along with variance relief in connection with 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 (the “Property”). As the Board is aware, the Applicant had originally filed an application for minor site plan approval in connection with its proposed improvements to the Property.

The Applicant has revised its plans and is now proposing a two-phased development project. More specifically, the Applicant is seeking preliminary and final site plan approval with regard to Phase I, which includes upgrades to the existing building façade along with the addition of a canopy at the building’s entrance, and the reconfiguration and improvement of 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. The Applicant is also seeking preliminary site plan approval for Phase II, which includes the construction of additional parking spaces on site.

On behalf of the Applicant, enclosed are five (5) sets of the each of the following documents for filing with the Township of West Orange Planning Board (the “Planning Board”):

- Updated and Fully Executed Development Application and Attachment;
- Updated Site Plan Checklist Form;

- Updated Sustainability Checklist Form;
- Updated Application for Tree Removal and Replacement Permit with exhibits and Tree Removal Report;
- Site Plans prepared by Dynamic Engineering, last revised dated January 24, 2022, consisting of 25 sheets;
- Letter, prepared by Dynamic Engineering, dated January 26, 2022, responding to the prior comments issued by the Planning Board's Professionals;
- Stormwater Management Report, prepared by Dynamic Engineering, dated January 2022;
- Phase I Stormwater Management Operations and Maintenance Manual, prepared by Dynamic Engineering, dated January 2022;
- Phase II Stormwater Management Operations and Maintenance Manual, prepared by Dynamic Engineering, dated January 2022; and
- Updated Verification of Taxes and Sewer Paid received from the Township of West Orange Office of the Tax Collector, dated January 19, 2022.

Upon receipt and review of the enclosures, please advise as to the amount of any additional application and escrow fees required, and Applicant will promptly submit the same.

Additionally, if you could please advise when this application may be scheduled for the Township's Site Plan Review Advisory Board meeting, it would be greatly appreciated.

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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