

February 9, 2020  
Via Hand Delivery

*Rec'd  
2-11-2020*

Andover Township  
Land Use Board  
134 Newton Sparta Road  
Newton, NJ 07860

**CIVIL ENGINEERING  
ENVIRONMENTAL  
SURVEYING  
LANDSCAPE ARCHITECTURE  
GEOTECHNICAL**

Re: Completeness Review  
Preliminary/Final Site Plan & Variance Application  
BHT Properties Group Property Located at  
248 Stickle Pond Road  
Block 151 Lot 22  
Andover Township  
Sussex County  
HPA No. 19-324

To Whom It May Concern:

This letter is in response to comments provided within a completeness review, prepared by Cory L. Stoner, PE, CME, Land Use Board Engineer in regard to the above referenced application. Point by point responses to the comments are provided below.

Comments provided by Cory L. Stoner, PE, CME dated January 31, 2019

a. Checklist #1 - General Requirements:

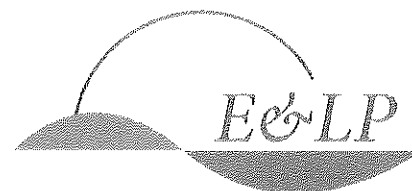
- Item #7 - Affidavit of Ownership: An affidavit of ownership has been provide as required. The Site Inspection Authorization Form and the Owner's Authorization have been signed by do not list the Applicant's name. These forms need to be updated to illustrate that the owner is specifically approving of the application by BHT Properties Group. The Applicant's and Owner's Acknowledgement of Fees That May Become Liens on the Subject Property form is also not filled out correctly. This form is signed by the Applicant but is not signed by the Owner.

Response:

The requested documents will be provided under separate cover.

- Item #12 - CD Containing PDF files of plans, maps and details: I assume that this CD was delivered to the Board Secretary. If not, this CD is required so that these items can be easily distributed if needed.

Response: A CD containing PDF files of plans, maps and details have been attached as part of this submission.



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- Item #13 - Checklist #7 Variance: The application does not list that a variance is required with the approval that is being requested. The applicant package does include a written description of why a use variance should be permitted for this project but no checklist has been provided.

Note: There is no other reference to a use variance being requested and the proposed notice advertisement provided with the application package also does not list that a use variance is needed. The application needs to be updated to clearly include a use variance application request if it is needed.

Response: The application has been updated to clearly describe the required use variance per the above comment.

b. Checklist #5 - Preliminary Site Plan:

- Item #1 - Sixteen copies of preliminary site plan clearly drawn at a scale not smaller than 1" = 30' showing metes and bounds of entire tract. The site plan sheets are at a scale of 1" = 30' as required. The plans, however, are very hard to follow as presented. The site plan package includes a sheet index plan that depicts the layout of each individual site plan sheet. In order to adequately review this application and make sure that each sheet agrees to the sheet before it, I need to take the site plan package apart and piece together each individual sheet. If the entire site plan package is pieced together, the resulting combined sheet would be 9 feet tall x 12 feet long.

The plan sheets need to be modified to make it easier for the Board to review what is being proposed with this application. I would recommend that the scale of the individual plan sheets be reduced to 1" = 60' or additional overall plans for site plan, grading and landscaping be provided to provide a better picture of what is being proposed.

Response: The plan sheets have been revised to be at a scale of 1"=60' and additional overall plans have been added to properly show the site plan, grading plan, landscaping plan and soil erosion and sediment control plan.

- Item #7 - Key map showing location of entire tract and 500' outside of the perimeter of the subject property: A waiver of providing a key map of not less than 1" = 400' was requested because the size of the 100 acre property makes providing a key map at this size impractical. I have no objection to the size of the key map, however, the key map does not adequately depict all properties that are adjacent or are located in close proximity to this project. The map needs to be updated to properly show the block and lot of every property located within 500 feet of the subject property.

Response: The key map shown on the Cover Sheet has been revised to show all properties within 500 feet of the subject property.

- Item #10 - Tract Information: The required survey information is not adequately shown on the plans. The area of the tract is shown on the zoning table on the front sheet but is



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not properly depicted on any of the other maps in the site plan package. Additionally, the property line information is shown very faintly in grey on the various site plan sheets. This information needs to be depicted more clearly on one or multiple plans.

Note: The front sheet includes a reference to survey of the subject property. The survey was entitled "Boundary & Topographic Survey", prepared by Carroll Engineering, dated May 02, 2019. A signed and sealed copy of this survey map needs to be provided as part of this application package.

Response: A signed and sealed copy of the Boundary and Topographic Survey prepared by Carroll Engineering for the subject property has been attached as part of this submission.

- Item #23 – Freshwater Wetland Permits: The completed checklist depicts that a letter of exemption from the NJDEP has been obtained stating that the proposed activities are exemption from the Freshwater Wetlands Protection Act. It then states that a copy of the application to the NJDEP for permits is provided. This does not make sense because the project will clearly require NJDEP Freshwater Wetland and Flood Hazard Area permits. The application should be revised accordingly and a better description of the permits that will be needed with this project should be provided.

Response: The checklist for Andover Township has been revised per the above comment.

- Item #34 – Environmental Impact Statement: An Environmental Impact Statement (EIS) has been provided. A number of items required to be included in the EIS as stated in Section 131-13 of the Township Code have not been provide. These items include but may not be limited to method and schedule of construction activities, detailed description of onsite sewer systems, detailed drainage information, impact to surrounding areas during construction activities, fire protection, and need for additional police protection. The EIS should be updated to address as much as possible all items listed under Section 131-13 of the Township Code.

Note: While the EIS addresses impact does mostly address the normal impacts of impervious coverage and construction activities, it does not provide a review of spill prevention measures that will be taken in the situation that there is a leak from one of the many vehicles that are stored on this property. This needs to be addressed in the EIS for this application.

Response: The Environmental Impact Statement (EIS) has been revised per the above comment.

- Item #35 – Existing and proposed driveway locations with sight distance profiles: A waiver has been requested for this item. No reason for the waiver request has been provided. It is my recommendation that this information be provided and not waived.



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Response: The Site Plan (Sheets 6 - 8) have been revised to show all locations of existing driveways along the frontage of the subject property. A plan sheet titled "Sight Distance Plan and Profile" has been added as part of the plan set per the above comment.

- Item #49 - Location of model home, temporary sale office, construction office, temporary parking, landscaping, lighting, fencing, sanitary facilities and signs. A waiver has been requested but no reason for the waiver has been provided. An explanation of why this waiver is being requested needs to be provided.

Response: The Soil Erosion and Sediment Control Plan (Sheet 19 - 21) have been revised to show the existing building that will be used as construction office during construction and the designated area for temporary parking and material storage.

- Item #52 - Preliminary architectural plans and elevations depicting dimensional floor plans and building height, rooftop mechanical unit screening, and general materials and colors. No architectural plans or elevations have been provided for the proposed office building. These need to be provided for the Board's review.

Response: Preliminary architectural plans have been attached as part of this submission.

- Item #58 - Written description of proposed use of any buildings, including number of employees, hours of operation, truck traffic, emission of noise, glare air and water pollution, safety hazards, and description of industrial processes. No written description of the proposed project providing a detailed review of the proposed vehicle storage facility and office use has been provided. The only descriptions that have been provided are brief descriptions in the application, EIS and Stormwater Management Report.

Response: A written description has been provided and is also included as appendix C in the EIS.

- Item #61 - Locate any public or private well, including block and lot, within 500 feet of the property line. A temporary waiver has been requested for this item. It is assumed that the Applicant is proposing to ask for the waiver and then provide this information as a condition of any approval. The Applicant should explain why the waiver is being requested.

Response: A temporary waiver is requested for this item. We will be requesting a well search from the town for all of the lots directly adjacent to the subject property. The proposed well and septic are located greater than 100 feet from any neighboring property.

- d. Checklist #7 - Variances: The variance checklist has not been completed and submitted for the use variance that is needed for the development proposed with this application. The majority of the items required in this checklist are the same items required under Checklist #5 and #6. This checklist, however, will still need to be completed.



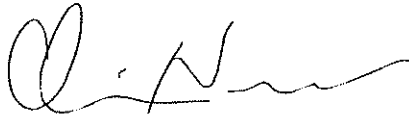
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February 10, 2020  
BHT Properties  
248 Stickles Pond Road

Response: The variance checklist has been completed and attached as part of this submission.

At this time, we believe that all of the review comments for this application have been addressed. Should you have any questions, or require additional information, please do not hesitate to contact me.

Sincerely,  
Engineering & Land Planning Associates, Inc.



Christopher R. Nusser, PE, PP  
Sr. Program Manager, Civil Engineering



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