



DEPARTMENT OF ENGINEERING AND PLANNING  
Division of Planning & Economic Development  
Sussex County Administrative Center  
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Newton, N.J. 07860  
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## County of Sussex

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October 2, 2023  
Michaeline Picaro  
Andover Munsee Realty, LLC  
21 Hemlock Avenue  
Newton, NJ 07860

Re: Application: Preliminary Site Plan for Approval  
SCPB#: 29(PSP)23  
Applicant: Andover Munsee Realty, LLC  
Premise: Block 134, Lot 26  
Address: 667 US Route 206, Andover Township

Dear Ms. Picaro,

The application cited above was reviewed and determined to be complete on October 2, 2023. Submitted in support of this application were:

- Fee in the amount of 458.00
- Municipal Application
- Certification of Ownership
- County Application
- Sussex County Preliminary Site Plan Checklist
- One (1) set of Plans, signed and sealed
- Digital PDF (CD or emailed) copy of Plans
- Right-of-Way Source Document Checklist
- Traffic Impact Report
- Site Field Visit

All items on the checklist were submitted and the application is scheduled to be heard at the next Development Review Committee meeting on Monday, October 23, 2023 at 3:00 p.m. The meeting will be held remotely by means of a Zoom Conference. Information on joining the meeting is enclosed. Although you are welcome to attend this meeting, you are not required to do so. If you have any questions, please email me at [asylvester@sussex.nj.us](mailto:asylvester@sussex.nj.us)

Sincerely,

Autumn Sylvester, P.P.  
Director, Sussex County Division of Planning and Economic Development

cc: Phil McEntee, P.L.S., Applicant Surveyor  
Daniel Davies, P.E., Applicant Engineer  
Michael S. Selvaggi, Esq., Applicant Attorney  
Stephanie Pizzulo, Andover Twp. Land Use Administrator  
Andover Twp. Construction Official  
Corey Stoner, P.E., C.M.E., Andover Twp. Zoning Officer  
Bill Koppenaar, P.E., County Engineer