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March 29, 2024

**MEMORANDUM TO:** Andover Township Land Use Board

**FROM:** Cory L. Stoner, P.E., P.P., C.M.E., Land Use Board Engineer

**SUBJECT:** COMPLETENESS REVIEW MEMO #3  
Minor Site Plan Application  
For 698 Route 206, LLC  
Property Located at 689 State Route 206  
Block 158 Lot 1  
Andover Township, Sussex County  
HPA No. 23-374

Dear Board Members:

Updated plans have been submitted in support of the above referenced application. These new plans have been submitted to address completeness related items requested by the Land Use Board. Based on a review of the new documents submitted in support of this application, I offer the following comments:

1. The new plans and documents submitted in support of this application included:
  - a. Plan entitled, “Minor Site Plan, 698 Route 206 South, LLC, Block 158, Lot 1, Township of Andover, Sussex County, New Jersey”, prepared by CP Engineering, consisting of one (1) sheet, dated August 25, 2023 and last revised March 12, 2024.
  - b. Plan entitled, “Minor Site Plan, Sign Details/Coverage, 698 Route 206 South, LLC, Block 158, Lot 1, Township of Andover, Sussex County, New Jersey”, prepared by CP Engineering, consisting of one (1) sheet, dated November 30, 2023 and last revised March 12, 2024.
  - c. Updated Application for a Minor Site Plan.
  - d. Letter dated March 14, 2024 prepared by David Clark, P.E. to address completeness items requested by the Land Use Board.
  - e. Certification of David C. Mosner dated March 12, 2024.

2. The items required by the Land Use Board prior to the application being deemed complete is summarized as follows:

a. Application and site plans updated to reflect that this is a Minor Site Plan and not a Site Plan Waiver application.

The Application and site plan has been updated to reflect that this application is a Minor Site Plan.

b. Narrative for the application describing purpose of application, listing the uses of each building on the property and listing all variances and/or design waivers that may be required. The front sheet of site plan submittal includes zoning notes but a written narrative that clearly explains what zoning requirements are to be considered with this application needs to be provided.

A detailed narrative has been provided.

c. The location of all outdoor storage areas needs to be shown on the plans.

The location of outdoor storage has been shown on the updated plans.

d. Fences and/or screening for outdoor storage areas needs to be shown on the plans.

A wood stockade fence is shown on shown on the southeast corner of the building to the property line.

e. Location of the dumpster pad with details for the trash enclosure needs to be provided.

A dumpster pad and enclosure has been shown on the plans.

f. Limits of the 1993 impervious coverage versus the limits of the current impervious coverage shown on the plan.


A plan has been provided to illustrate the impervious coverage that existed in 1993 and what exists in 2023.

g. Provide a certification that all construction permits have been issued for all improvements since the 1993 site plan waiver approval.

A certification has been provided that states to the best knowledge of the owner that all construction permits have been issued for improvements to the property since the time of the 1993 site plan waiver approval.

Based on a review of the updated information and newly submitted documents, I believe the application can now be deemed complete and a date of the hearing of this application can be set. Please note that my full review of the application and the preparation of my final engineering review report will be prepared once the application is deemed completed by the Land Use Board.

Very truly yours,



Cory L. Stoner, P.E., P.P., C.M.E.  
**HAROLD E. PELLOW & ASSOCIATES, INC.**  
Andover Township Land Use Board Engineer

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cc: Via Email  
Stephanie Pizzulo – Land Use Board Secretary  
Richard Briigliodoro, Esq. – Land Use Board Attorney  
Bruce Nimensky, Esq.  
David Mosner  
David Clark, P.E.