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COMPLETENESS MEMORANDUM

To: Village of Ridgewood Planning Board
From: Brigette Bogart, PP, AICP, CGW
Re: Hopper Condominium Association
Date: July 25, 2017

INTRODUCTION

The applicant, Hopper Condominium Association Inc., has submitted application for an informal review for site located at the end of Durar Avenue. According to municipal tax records it is identified as Block 4104 Lot 3. The site is currently developed with a thirty six (36) unit condominium complex. The proposal calls for the reconstruction of several retaining walls through the center of the site. The site is located in the R-1A zone district wherein single-family attached residences are a permitted conditional use. The following review is for completeness only; a full planning review will follow.

SUBMISSION ITEMS

Our office is in receipt of the following information:

1. Land Use Office Application for Informal Review received by the Planning Board on June 20, 2017;
2. A letter from Conklin Associates dated July 20, 2017 addressed to Mr. Michael Cafarelli;
3. One (1) sheet entitled, "Retaining Wall Reconstruction" prepared by Conklin Associates dated November 28, 2016.

COMPLETENESS

The applicant has submitted an application for an informal review. The Village Code in § 190-68 states that Applications for informal review of conceptual site plans and/or subdivisions shall be required to submit a plan of the proposed development. *The procedures for completeness review of formal applications shall not apply to such plan, except as provided below; however, the Board Secretary shall refer the plan to the appropriate persons and agencies, who shall provide suggestions as to any additional information that may be helpful to the Board in reviewing the plan. The applicant may choose to proceed without providing such additional information or may provide some or all of the suggested information. Detailed below is the recommended additional information which should be submitted by the applicant for the Board's review.*

1. **Prior Resolution of Approval.** This application has been subject of a previous site plan approval. The applicant should submit that resolution of approval in order to determine how the current proposal complies with the previous requirements.
2. **Conditional Use Requirements.** Further the existing attached single-family development is a permitted conditional use in the R-1A zone district. Section 190-123D states that single-family attached residential units shall be permitted in the R-1A District only after the following requirements are met:

A. No building or structure shall be located closer than:

- (a) Fifty feet to any public street or highway.
- (b) Twenty feet to the curblineline or edge of pavement of any internal private road.
- (c) Ten feet to the pavement edge of a driveway where said driveway traverses the setbacks between buildings as hereinafter regulated in § 190-123D (7).
- (d) Forty feet to any other property line.

The applicant should identify the property lines in order to determine compliance with this regulation.

B. Section 190-123D of the Village Code also requires a landscaping plan shall be submitted and be subject to review and approval by the Planning Board at the same time as the site plan. The landscaping plan will show in detail the location, size and type of all plantings, including lawns, to be used on the site. All areas not used for buildings or off-street parking shall be included in the landscaped plan. The proposed walls are clearly located in areas that were preserved for landscaping. The applicant should provide information on how the proposal would modify the landscaping on site.

3. Section 190-67. While Section 190-67 of the Village Code does not technically apply to Informal Review, given the nature of the application it is recommended that the application submit the following for the Board's review:

- A. Statements as to any requirements from which a waiver or variance is sought.
- B. Existing and proposed boundaries of the site(s) in question, with bearings and dimensions of the same..
- C. Location and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.
- D. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details and barrier-free access design.

4. Amount of Disturbance. The applicant should provide information regarding the amount of disturbance that will be required for this project. If the project meets the definition below it would be considered a Major Development and the applicant would have to also submit the 190-67M of the Village Code.

MAJOR DEVELOPMENT Any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.

If the proposal does not meet the definition above, it would be considered a Minor Development and the applicant would have to submit the information required under 190-67N of the Village Code.

5. Site Plan. Given the extent of the walls, the potential variances required for wall height, change in the landscape plan, disturbance of the riparian buffer, retention basin and proximity to the sanitary system, it is recommended that a full site plan application should be submitted

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