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August 26, 2019

Secretary Jane Wondergem
Zoning Board of Adjustment
Village of Ridgewood
131 N Maple Avenue
Ridgewood, NJ 07450

Re: Application No.: ZBA-19-42
Applicant: 657 Ridgewood, LLC
Block 4703, Lot 14
Location: 657 Franklin Turnpike
Village of Ridgewood, New Jersey
Zone – OB-2 – Office Building District
Our File: HVRZ4703.01
Completeness Review Letter # 1

Dear Chairman Alegre & Members of the Ridgewood Village Zoning Board of Adjustment;

This completeness review letter is in reference to the abovementioned application. The applicant is currently seeking preliminary and final major site plan approval to permit a new combined monument sign for the Shell Gas Station and Dunkin Donuts. Bulk variances are requested.

Please be advised, based on our review of the submitted application package, this is only a preliminary and final major site plan.

We are in receipt of the following items in relation to this application:

- Application form;
- Flood zone exemption certification;
- Historic district/site exemption certification
- Application for Waiver Request;
- Receipt of payment of the required escrow fee and application fee;
- Tax certification; and
- One (1) sheet entitled "Amended Sign Variance Plan" prepared by Dynamic Engineering dated July 8, 2019.

1. Completeness

As Per §190-67 of the Village Land Use Ordinance, the following item is noted as missing or incomplete.

- a. §190-67C Statements as to any requirements from which a waiver or variance is sought, together with a statement of reasons why same should be granted.



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Re: 657 Ridgewood, LLC
Preliminary and Final Site Plan Approval

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All other items required per the checklist have been submitted. It is our recommendation that the applicant submit the outstanding statement that is noted as missing and/or provide a written waiver request for items. Until the missing item is submitted, the application is **deemed incomplete**.

2. Variances

- a. **§190-122H(3)(f)**: A maximum of one (1) freestanding sign is permitted. The proposed sign would be the second freestanding sign on the site. **A variance is required.**
- b. **§190-122H(3)(f)**: A maximum surface area of 10 square feet is permitted. An 18 square foot sign is proposed. **A variance is required.**
- c. **§190-122H(3)(f)**: A minimum 10 foot setback is permitted. Only 0.3 feet is proposed. **A variance is required.**

3. Recommendation

Pursuant to §190-41 of the Land Use Ordinance, the applicant's submission is **currently incomplete** however, upon receipt of the missing items identified above, it may be capable of being deemed complete. **Please provide the desired information or request a completeness waiver.**

When requested in writing, the Board shall have the power to grant waivers from the submission of requirements of the completeness checklist. Your waiver requests may be granted if the Board finds that your request is reasonable, and that an informed decision can be rendered without the information. If the Board denies any waiver requests, the application will be incomplete and the Board does not have to make a decision on the application until such time as the required information is provided.

Please do not hesitate to contact me if you have any questions.

Sincerely,
CME Associates

Maryann Bucci-Carter, PP, AICP
Project Leader

cc: Christopher J. Rutishauser, PE, CPWM
675 Ridgewood, LLC - Applicant
John M. Marmora, Esq. - Applicant's Attorney
James E. Henry, PE - Applicant's Engineer