


TO: Santo T. Alampi, Esq.
Village of Ridgewood Zoning Board of Adjustment

FROM: John Barree, AICP, PP, LEED Green Associate 

CC: Christopher Rutishauser, PE, CPWM, Director of Public Works / Village Engineer
Bruce Whitaker, Esq, Board Attorney
Jane Wondergem, Board Secretary

RE: 55 North Broad LLC
55 North Broad Street
Block 3804, Lot 2.01
Preliminary and Final Site Plan + "D" Variance Completeness Review

DATE: January 21, 2025

This memo constitutes the second completeness review for the above referenced application and replaces the previous memo dated January 13, 2025. Updates are noted in **bold**. The following materials were submitted by the applicant and provided to this office for review:

- Transmittal Letter from Santo T. Alampi, Esq. dated November 26, 2024.
- Village of Ridgewood Development Application dated November 25, 2024.
- Site plan checklists
- Project Description prepared by Aaron Chan, PE, CME, dated October 14, 2024.
- Checklist Waiver Memorandum prepared by Aaron Chan, PE, CME, dated October 14, 2024.
- Zoning Relief Memorandum prepared by Aaron Chan, PE, CME, dated October 14, 2024.
- Outside Agency Approval List prepared by Aaron Chan, PE, CME, dated October 14, 2024.
- Title Report
- Stormwater Management Statement prepared by Aaron Chan, PE, CME, dated October 11, 2024.
- Traffic Impact Study prepared by John R. Corak, PE, and Matthew J. Seckler, PE, PP, PTOE, dated October 11, 2024.
- Elevation Drawings and Renderings consisting of four (4) sheets, prepared by James T. Lalli, AIA, dated October 4, 2024.
- Site Plans consisting of fifteen (15) sheets, prepared by Aaron Chan, PE, CME, dated October 11, 2024.
- Property Survey prepared by Thomas F. Miller, PLS, dated October 14, 2024.

- **Completeness Review Response Letter prepared by Aaron Chan, PE, CME, dated January 17, 2025.**
- **Certification of taxes and assessments, dated January 15, 2025.**
- **Signage “Brand Book” – various dates.**
- **Floor Plan consisting of Sheet A1.1.4, unsigned, undated.**

The applicant is seeking use variance approval along with preliminary and final site plan approval and bulk variances to demolish an existing two-story masonry structure fronting on North Broad Street that was most recently occupied by Blue Foundry Bank, and to construct a new Chase Bank with drive-through.

The applicant has noted in the Checklist Waiver Memorandum that there are several items on the Village site plan checklist that are not applicable to the project. Based on a review of the memorandum, checklist, and plans submitted, the items identified as “not applicable” appear to have been done so correctly.

The following items have been fully addressed by the initial submission:

190-67 General Requirements

E. Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period.

A certificate from the tax collector has not been provided, please confirm that all taxes are current.

This item has been addressed, no further action is required.

I.(16) Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following: signs

The variance list indicates that relief is being sought related to signage. Details for the free-standing and building-mounted signage have not been provided. Please submit them for review.

This item has been addressed, the signage details have been provided.

190-73 Preliminary Major Site Plans

B. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building façade elevations, both at a scale not exceeding eight feet per inch.

Please provide floor plans for the proposed structure.

This item has been addressed, floor plans have been provided.

The application submission is technically complete and can be scheduled for a board hearing. Please coordinate with Ms. Wondergem to identify an available date.