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Neil I. Van Cleef, P.E., L.S. & P.P.
Robert J. Clerico, P.E., P.P., CME, CPWM
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Herbert J. Seeburger, Jr., P.E., CME, CPWM

May 17, 2021

Chairman William Duffy
Town of Phillipsburg Planning Board
120 Filmore Street
Phillipsburg, NJ 08865

RE: Completeness Review
PN Restaurant, Inc. C/O Phillipsburg Dev, LLC
680 Memorial Parkway
Block 1004 Lot 3
Preliminary & Final Major Site Plan Approval
PB Application #
Our Project Number: 9102.066

Dear Chairman Duffy and Board Members:

We are in receipt of the following documents related to an application for the above-referenced property, ultimately the project will require a Preliminary and Final Major Site Plan Approval.

- A. Preliminary & Final Major Site Plan entitled by Bohler Engineering NJ, LLC, dated March 12, 2021 consisting of 21 sheets.
- B. ALTA/NSPS Land Title Survey, prepared by Control Point Associates, LLC, dated November 12, 2020 consisting of 1 sheet.
- C. Stormwater Management Report, prepared by Bohler Engineering, LLC, dated March 2021
- D. Stormwater Management Facilities Operations & Maintenance Manual, prepared by Bohler Engineering NJ, LLC, dated March 2021.
- E. Sign Package prepared by Design Team Sign Company, LLC dated March 8, 2021 consisting of 26 sheets.
- F. Traffic Impact Statement for Proposed Popeyes & Arby's prepared by Dolan & Dean Consulting Engineers, LLC dated March 31, 2021.
- G. Proposed Architecture Plans for Popeyes prepared by Zelta Design dated March 15, 2021 consisting of 3 sheets.
- H. Proposed Architecture Plans for Arby's prepared by G141 Architecture, LLC dated October 8, 2020 consisting of 4 sheets.

VanCleeEngineering.com

Please Reply To:

PHILLIPSBURG NJ OFFICE

755 Memorial Parkway, Suite 110 • Phillipsburg NJ 08865
908.454.3080 • Fax: 908.454.1397

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- I. Denial of Application from Town of Phillipsburg dated February 19, 2021.
- J. Town of Phillipsburg Application for Conventional Site Plans dated March 23, 2021
- K. Town of Phillipsburg Preliminary Site Plan Checklist for Conventional Site Plans dated March 23, 2021
- L. Town of Phillipsburg Final Checklist for Conventional Site Plans dated March 23, 2021

I. Project Description

The applicant is seeking approval for a preliminary and final major site plan which includes approvals of 2 principal structures on an individual lot and other bulk variance reliefs. The applicant will be seeking approval for demolition of an existing commercial building with an area of 16,236 square feet to build 2 proposed fast food restaurants with a drive-thru having building areas of 2,579 square feet and 2,340 square feet respectively and inclusive of all ancillary improvements such as parking, utilities, lighting, and landscaping.

II. Completeness Review

The application for hearing of the Site Plan Approval for portion of the application requires relief from the Board to be deemed complete which was requested by the Applicant (listed below). The application for the Preliminary and Final Site Plan Approval requires granting of relief from the Board to be considered complete. Below is a list of waivers that require consideration from the Board:

1. General Submission Checklist

- a. §510-6 – As a condition for site plan approval, the applicant must submit proof from the Tax Collector of the Town of Phillipsburg or other designated official that no taxes or assessments for local improvements are due or delinquent on the property for which the site plan application is made.
Verification Required – The Board shall confirm all taxes and/or assessments for local improvements have been paid.

2. Preliminary Site Plan Check List

- a. §510-7E – Notice and a public hearing pursuant to the Municipal Land Use Law (N.J.S.A. 40:55D-10, 55D-11 and 55D-12 et seq., its amendments and supplements thereto) shall be required for major and minor site plans for which review shall not have been waived, and in cases of development of multiple dwelling groups (Chapter 625, Zoning, of the Code of the Town of Phillipsburg) or planned developments.
Verification Required – The Board shall confirm proper notice was provided for the hearing of the Preliminary and Final Site Plan portion of the application.
- b. §510-11.C.(3)(h) – The location of all existing buildings, drainage and parking areas within 200 feet of the lot.
Temporary Waiver Required – The Applicant shall revise the limits of the survey to extend to 200' of the property line or request a temporary waiver.

- c. §510-11.C.(3)(k) – An analysis of all existing and proposed utilities and an analysis of the capacity of the existing utilities to accept the proposed facility.
Incomplete – The Applicant shall provide analyses on existing and proposed utilities as they pertain to the proposed buildings.
- d. §510-11.C.(3)(l) – The location of all existing and proposed sidewalks, driveways, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing on the site in question and within 100 feet of said site.
Temporary Waiver Requested – The Applicant shall revise the limits of the survey to include the above within 100 feet of the property lines or request a temporary waiver.
- e. §510-11.C.(3)(n) – The location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question and the location, size and description of any lands to be dedicated to the township or to the county.
Verification Required – The Applicant shall verify that no easements or encumbrances interfere with the subject site.
- f. §510-11.C.(3)(p) – The plans and profiles of streets adjoining the property for a distance of 500 feet in either direction, including the location of driveways and intersecting streets and an indication of the maximum available sight distance.
Waiver Requested – The Applicant shall request a waiver from this requirement.

3. **Final Site Plan Check List**

- a. §510-11.D(3)(h) – A boundary survey in accordance with N.J.S.A. 45:8-28(e) prepared and certified to the Town of Phillipsburg by a New Jersey licensed land surveyor. The survey shall indicate that it is based upon a field survey performed by or under the supervision of the certifying licensed land surveyor and the date of the field survey. Such field survey shall have been performed no more than two years prior to the date of application to the Board. The survey shall have an error of closure of not less than one part in 10,000.
Temporary waiver required – The Applicant shall revise the survey to include the closure error or request a waiver from this requirement.
- b. §510-11.D(3)(p) – The location, type and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing on the site in question and within 100 feet of said site.
Temporary Waiver Required – The Applicant shall revise the limits of the survey to include the above within 100 feet of the property lines or request a temporary waiver.

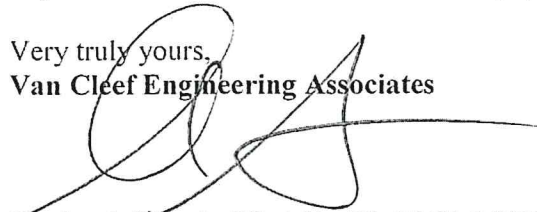
- c. §510-11.D(3)(q) – The location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question and the location, size and description of any lands to be dedicated to the Town or to the county or other agency.
Temporary Waiver Requested – The Applicant shall verify that no easements or encumbrances interfere with the subject site.
- d. §510-11.D(3)(r) – The location and size of all sanitary sewer lines and profiles thereof.
Incomplete – The Applicant shall provide sanitary sewer profiles.
- e. §510-11.D(3)(s) – Location, size and type of all proposed utility lines and structures, including but not limited to telephone, electric, water, sanitary sewer, gas and CATV, and letters from each that the facilities are adequate to serve the site development.
Temporary Waiver Required – The Applicant shall provide proof of adequate serviceability for each proposed utility.
- f. §510-11.D(3)(w) – All points of vehicular ingress and egress for the site, indicating the size of driveways and sight triangles.
Temporary waiver required – The Applicant shall revise plans to include sight triangles or request a temporary waiver.
- g. §510-11.D(3)(z) – The location and design of all fire prevention measures, including emergency lanes, hydrants, sprinkler and siamese connections and fire zones.
Incomplete – The Applicant shall revise the plans to clearly note all fire prevention measures on-site.
- h. §510-11.D(3)(aa) – The present and proposed number of units and number of tenants, employees, customers or occupants of each unit and a summary of the total number of each expected to be on the site each day.
Temporary Waiver Required – The Applicant shall include the number of employees, customers etc. anticipated each day.
- i. §510-11.D(3)(ee) – A complete list of the site improvements, except principal and accessory buildings, by item, and the quantities thereof to be constructed.
Temporary Waiver Required – The Applicant shall provide a construction estimate or request a temporary waiver.
- j. §510-11.D(3)(ff) – A complete list of the site improvements, except principal and accessory buildings, by item, and the quantities thereof to be constructed.
Temporary Waiver Requested – The Applicant proposes to provide all pertinent documents upon request.

The Applicant must provide Letters of Approval of No Interest from but not limited to the following Agencies with respect to this application:

- Phillipsburg Police
- Phillipsburg Fire
- Soil Conservation District
- NJDOT
- Sewer Allocation
- Warren County

We reserve the right to provide additional comments based upon the information requested above. If you require additional information or have any questions, please feel free to contact me at my office.

Very truly yours,
Van Cleef Engineering Associates



Stanley J. Schrek, PE, AIA, PP, CME, LEED AP
Town/Planning Board Engineer

cc: All Board Members via Planning Board Technical Assistant
Applicants Attorney via Email
Board Attorney via email
Applicant's Engineer via email