

September 15, 2026

Board Chair Barret Windrem
Borough of Raritan Planning Board
9 West Somerset Street
Raritan, New Jersey 08869

**RE: Completeness Review
Ann Armahizer
Minor Site Plan Application
411 Victoria Street, Raritan, New Jersey
Block 47, Lot 13
Our Project Number: 3330118**

Dear Board Chair Windrem and Board Members:

This office is in receipt of the following items pertaining to the above-referenced application:

- A. Borough of Raritan Application for Site Plan – Subdivision Plan – Variance.
- B. Land Use Development – Checklist 2 – For Determining Completeness of Application for Minor Site Plan – Land Use Ordinance – Borough of Raritan, Somerset County, New Jersey.
- C. Letter from Applicant’s Architect entitled “RE: 411 Victoria Street – Competence Review – Variance Application”, dated August 11, 2026.
- D. Cover Letter entitled “Rider to Variance Application, Ann Armahizer, 411 Victoria Street, Block 47, Lot 13”, prepared by Ann Armahizer, dated August 25, 2026.
- E. Survey entitled “Plan of Survey, Ann Armahizer, Borough of Raritan, Somerset County, New Jersey, Block 47, Lot 13”, prepared by Richard S. Zinn N.J.L.S., dated August 12, 2025, consisting of one (1) sheet.
- F. Architectural Plans entitled “Additional and Alteration to: Armahizer Residence, 411 Victoria Street, Borough of Raritan, New Jersey 08869, Block 47, Lot 13”, prepared by Anna Maria Petterson, dated August 24, 2026, consisting of one (1) sheet.

I. Project Summary:

A. Project History

In August of 2026, this office received the subject application and associated materials in order to conduct an initial completeness review.

B. Project Description

The subject Application has been submitted to the Board in order to receive minor site plan approval for the construction of an addition to the rear of the existing 2 ½ story frame dwelling. In order to permit these site improvements, “C” variance relief will be required by the Board. The subject tract is located at 411 Victoria Street, also identified as Block 47, Lot 13, and is located within the Borough of Raritan R-3 zoning district. The existing principle structure within the tract is a 2 ½ story frame dwelling, fronted by a covered porch that extends around to the northern face of the dwelling. Along the southern face of the dwelling, an

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existing concrete walkway extends to the rear yard of the tract. Adjacent to the western tract boundary there is an existing masonry garage and stone driveway. It should be noted by the Board that the primary entrance to the tract is the existing stone driveway located on Bell Avenue. The rear yard of the tract is encompassed by a wooden fence. The remainder of the tract is largely open green space, consisting of sparse vegetation.

Applicant is proposing the construction of a 2-story addition to the rear of the existing principle structure, consisting of approximately 450 square feet. Prior to construction, the Applicant will demolish the existing rear yard porch, small portion of the existing dwelling, and concrete sidewalk. The first floor of the addition will consist of a new kitchen, pantry, bathroom, closet area, and entry way to the new rear yard porch. The existing kitchen will be converted into a den and library space. The second story of the addition is proposed to feature three (3) walk-in closets, hallway, and balcony. There are no other improvements proposed within the interior of the dwelling. Within the exterior of the dwelling, the Applicant proposes the installation of a rain garden along the northern tract boundary. No further site improvements are proposed at this time.

Completeness Review

The Applicant has submitted this application for preliminary major site plan Approval. Based upon review of the provided documentation and checklists, it is the recommendation of this office that the Board deem this application **complete** based on the following commentary:

1. Minor Site Plan Checklist

- a. §207-47.B(2)(3) – Protective covenants and deed restrictions applying to lands being subdivided.
Waiver Required – Applicant is not proposing a subdivision of land in connection to the subject application. This office recommends that the Board **grant** this waiver.
- b. §207-47.B(2)(6) – Certification from the Borough Tax Collector that all taxes and assessments on the property are paid in full.
Verification Required – Applicant has not provided documentation from the Borough of Raritan Tax Collector stating taxes have been paid in full. Verification shall be provided prior to approval.
- c. §207-47.B(2)(7) – Disclosure form pursuant to N.J.S.A. 40:55D-48, providing the names and the address of all persons owning 10% of the stock in a corporate application or 10% interest in any partnership application.
Waiver Required – Applicant is the sole owner of the property for which the subject application has been submitted. Therefore, this office recommends that the Board **grant** this waiver.
- d. §207-47.B(2)(8) – Proof of filing with the Somerset County Planning Board, Somerset-Union Soil Conservation Service and any other agencies from which approval is necessary.
Waiver Required – Proof of filing to the Somerset-Union Soil Conservation Service has not been provided by the Applicant, whereas this is required. It should be noted by the Board that the limit of disturbance (LOD) of the proposed work will not exceed 5,000 square feet. Due to the limited disturbance, approval from the Somerset Union Soil Conservation Service is not required. This office recommends that the Board **grant** a waiver for this requirement.
- e. §207-47.B(2)(13) – The names of all adjoining owners and of any and all property located within 200 feet of the site, as shown on the most recent tax list prepared by the Borough Tax Assessor.
Temporary Waiver Required – Applicant has not provided a list of all adjoining property owners within 200 feet of the tract, whereas this is required. This office recommends that the Board grant a **temporary waiver** for completeness purposes only, and that this list be provided prior to final approvals.
- f. §207-47.B(2)(20) – Existing contours at sufficient intervals to determine general slope and natural drainage.
Temporary Waiver Required – Applicant has provided a survey to this office that does not show any topographical information. Due to the nature of the proposed site improvements, and increase

of impervious coverage, this information shall be provided. Contours at a sufficient interval will be utilized to determine the existing and proposed drainage patterns of stormwater within the tract. This office recommends that the Board grant a **temporary waiver** for completeness only, and that a revised survey be provided prior to final approval.

- g. §207-47.B(2)(21) – Existing sewer and water lines to serve the tract.

Waiver Required – Applicant is not proposing the installation, or modification of existing utilities serving the tract. This office recommends that the Board **grant** this waiver.

II. **Zoning Review:**

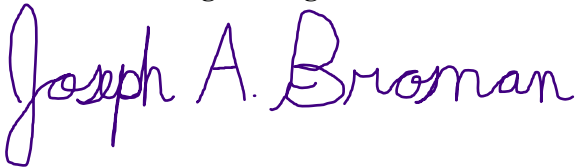
Upon determination that the application is complete, a zoning review shall be conducted.

III. **Technical Review:**

Upon determination that the application is complete, a technical review shall be conducted.

Very truly yours,

Van Cleef Engineering Associates



Joseph A. Brosnan, PE, PP, CME
Borough/Planning Board Engineer

cc: All Board Members, via Board Secretary

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