

April 21, 2026

Board Chair Barret Windrem
Borough of Raritan Planning Board
22 First Street
Raritan, New Jersey 08869

**RE: Completeness Review 1
IAAT Services, LLC
Preliminary & Final Minor Site Plan
1137 US Route 202, Raritan, New Jersey
Block 31, Lot 1
Our Project Number: 3330114**

Dear Board Chair Windrem and Board Members:

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

- A. Certification of Taxes Paid for Block 31, Lot 1 prepared by Tori B. Cesario, Tax Collector for the Borough of Raritan, signed, dated February 3, 2025.
- B. W-9 Form for IAAT Services, signed by Isabel Amado, dated April 21, 2025.
- C. Certificate of Ownership of Property Applicant, signed by Isabel Amado, dated April 29, 2025.
- D. Outdoor Advertising Permit for IAAT Services, signed by Kimbrali Davis, dated December 29, 2025.
- E. Topographic Survey entitled "Topographic Survey of Property", prepared by Jeffrey S. Grunn, P.L.S. of Lakeland Surveying, signed, dated February 5, 2026, last revised February 10, 2026, consisting of one (1) sheet.
- F. Owner's Consent for Property Inspection and Filing of Land Use Development Application, signed by Jeff Bellew, dated February 12, 2026.
- G. Environmental Report entitled "Freshwater Wetland Investigation and Development Review" prepared by Alex Stollery of Trident Environmental, signed, dated March 4, 2026, consisting of seven (7) pages.
- H. Site Plans entitled "Site Plan Proposed Multimessage Billboard" prepared by William R. Vogt, Jr. P.E., signed, dated March 4, 2026, consisting of three (3) sheets.
- I. Borough of Raritan Site Plan Application Form, signed by Isabel Amado, dated March 9, 2026.
- J. Cover Letter prepared by Stephen P. Sinisi, Esq. of the Law Offices of Stephen P. Sinisi, Esq., LLC, signed, dated March 13, 2026 .
- K. Borough of Raritan Checklist 2 for Determining Completeness of Application for Minor Site Plan, unsigned, undated.
- L. Variance Justifications entitled "Planner's Variance Justifications" unsigned, undated.

OFFICE LOCATIONS

www.vancleefengineering.com

Lebanon, NJ
908-735-9500

Hamilton, NJ
609-689-1100

Toms River, NJ
732-573-0490

Freehold, NJ
732-303-8700

Bethlehem, PA
610-332-1772

Hillsborough, NJ
908-359-8291

Mt. Arlington, NJ
862-284-1100

Phillipsburg, NJ
908-454-3080

Doylestown, PA
215-345-1876

Leesport, PA
610-670-6630

- M. Borough of Raritan Combined Land Use Board Public Notice of Hearing, signed by Stephen P. Sinisi, Esq. of the Law Offices of Stephen P. Sinisi, undated.
- N. Borough of Raritan Application for Sign Permit, signed by Isabel Amado, undated.

I. **Project Summary:**

A. **Project History**

On March 13, 2026, the Borough of Raritan received the above-referenced application via email to the Interim Planning Board Secretary, Lou Gara, and via hand delivery.

B. **Project Description**

This Application is for Minor Site Plan approval of a double-sided electronic billboard located at Block 31, Lot 1, further described as 1137 US Route 202 in the Borough of Raritan, New Jersey. The tract is located within the Borough's OM-3 (Limited Industrial) District. The existing lot is approximately 43,615 SF (± 1.00 Ac) in size.

Block 31, Lot 1 fronts US Route 202 and is currently occupied by a one-story masonry structure located in the southern portion of the tract. Further to the south there are two (2) metal accessory structures, and two (2) frame sheds. These structures make up an auto body repair shop, therefore, the existing principal use of the site as commercial. North of the auto body repair shop on the property, there is an existing asphalt parking lot for customers and cars waiting to be repaired. A long asphalt drive lined with wooden bollards leads to the parking lot. A wood fence divides the front and rear of the property, and a chain link fence lines either side of the property. Overhead wires provide power to the site from the electrical grid. A manhole exists on the property; it is unclear if this manhole is part of the sanitary sewer service to the property. An asphalt pad is located in the rear of the property as well. Lastly, there is a metal utility pole located to the rear of the one-story masonry building.

The Applicant is not proposing any demolition on site as a part of this Application. No improvements are to be made to any of the existing structures on site. As previously stated, the Applicant is proposing an electronic multmessage billboard in the northern portion of the property. The multmessage billboard is to have a 2-sided screen with dimensions of 48' wide by 14' high. The billboard features a 3' apron below the screen and a catwalk. The monopole that the sign is erected upon will have a 4' diameter, with a 6' diameter concrete foundation. The overall height of the proposed billboard is 50 feet. The billboard is proposed to be set back 10 feet from the right-of-way. The limit of disturbance for this project is minimal, only approximately 30 SF. Also included in this Application is a proposed dedication to the New Jersey Department of Transportation right-of-way of US Route 202, with a total area to be dedicated of $\pm 2,191$ SF. This will render the new lot area $\pm 41,423$ SF (± 0.95 Ac) in size. The proposed use will remain a commercial auto body repair shop with the additional use of a multmessage billboard. There does not appear to be any improvements to the existing landscaping, stormwater improvements or lighting as a part of this Application.

II. **Completeness Review**

The Applicant has submitted this application for Minor 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 **incomplete** based on the following commentary:

1. **Minor Site Plan Checklist**

- a. **§207-47.B(2)(1) – Application form, including checklists, 22 copies; one CD, USB flash drive or most recent compatible technology (please contact the Borough to determine its capabilities), with all submission materials, including plans and reports, in PDF format.**
Verification Required – The Borough of Raritan shall provide verification that all listed submission materials have been provided as a part of this Application.

- b. §207-47.B(2)(2) – Plans: Six sets of full-sized plans that have been signed and sealed by a New Jersey licensed professional engineer or New Jersey professional licensed surveyor, as required, and folded into eighths with the title block revealed, and 22 sets in 1/2 size. All submission materials must be collected into 22 packets using the 1.2 size plan sets. All plans must be folded. Non-collated materials and or unfolded plans will be rejected and all materials returned to the Applicant.

Verification Required – The Borough of Raritan shall provide verification that all listed plans have been provided accurately and appropriately, signed and sealed by a New Jersey licensed professional engineer or a New Jersey professional licensed surveyor.

- c. §207-47.B(2)(3) – Protective covenants or deed restrictions applying to the land being subdivided. (20 copies)

Verification Required – The Borough of Raritan shall provide verification if the Applicant has provided 20 copies of a valid deed description describing the updated site boundary as a result of the land dedication to the New Jersey Department of Transportation right-of-way. It is recommended that, at the very least, sample language be provided during the course of a hearing.

- d. §207-47.B(2)(4) – Application fee, executed escrow agreement and appropriate review fee.

Verification Required – The Borough of Raritan shall provide verification that the Applicant has provided the Application fee, executed escrow agreement and the appropriate review fee.

- e. §207-47.B(2)(5) – Separate application (and fee) for any conditional use or variance with the application.

Complies – The Applicant has submitted a separate application from the preliminary and final site plan for the requested variances submitted with this Application.

- f. §207-47.B(2)(6) – Certification from the Tax Collector that all taxes and assessment on the property are paid in full.

Complies – The Applicant has provided a Certification from the Tax Collector stating that all taxes are paid in full.

- g. §207-47.B(2)(7) – Disclosure form pursuant to N.J.S.A. 40:55D-48, providing the names and addresses of all persons owning 10% of the stock in corporate applicant or 10% interest in any partnership applicant.

Complies – The Applicant has provided the required Certificate of Ownership of Property Applicant.

- h. §207-47.B(2)(8) – Proof of filing with the Somerset County Planning Board, Somerset-Union Soil Conservation Service and any other outside agencies from which approval is necessary.

Verification Required – The Applicant is proposing a Minor Site Plan that does not normally require approval from any outside agencies besides an NJDOT Outdoor Advertising Permit, which it received on December 29, 2025. It is strongly suggested the Applicant submit to the Somerset County Planning Board due to the impact on the neighboring municipality.

- i. §207-47.B(2)(9) – Certification that applicant is owner or authorized agent, or consent of owner to file application.
Complies – The Applicant has provided an Owner’s Consent signed by the property owner.
- j. §207-47.B(2)(10) – Map scale not less than 1 inch equals 100 feet, showing the entire tract on one sheet, using 1 of 4 standard sheet sizes: 8 1/2 x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance.
Complies – The Applicant has provided an appropriate map scale, on a sheet size that follows the checklist.
- k. §207-47.B(2)(11) – A key map showing the entire tract and lands within 2,000 feet at a scale of 1 inch equals not less than 1,000 feet.
Complies – The Applicant has provided a Key Map at the appropriate scale.
- l. §207-47.B(2)(12) – Name, address and telephone number of the following: a. Professional responsible for preparing the plans. B. Owner or owners of the site. C. Subdivider or developer.
Incomplete – The Applicant has not provided the telephone number of the developer or the owner on the plans.
- m. §207-47.B(2)(13) – The names of all adjoining owners 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.
Incomplete – The Applicant has provided the names of all adjoining owners within 200 feet of the site on the Cover Sheet. It is noted that the sample notice provided as part of this application uses the outdated address for the Borough of Raritan Municipal Building. Kindly revise this letter to indicate “9 W Somerset Street, Raritan, NJ 08869” as the municipal address and location/time of the meeting prior to issuance.
- n. §207-47.B(2)(14) – The Tax Map sheet, and existing block and lot numbers of tract to be subdivided or developed and all adjacent lots.
Complies – The Applicant has provided the Tax Map sheet and the block and lot numbers of all adjacent lots.
- o. §207-47.B(2)(15) – Scale, North arrow and original date, with any revision dates.
Incomplete – It does not appear that the Applicant has provided a North arrow on the all of the submitted plans.
- p. §207-47.B(2)(16) – Zoning district(s), including district names and zone schedule.
Complies – The Applicant has provided the zoning district of the project site and the correct corresponding bulk table.
- q. §207-47.B(2)(17) – Site plan layout, showing boundaries of site, natural features, all developed, undeveloped and to-be-developed portions of tract including buildings, circulation, parking, landscaping.
Complies – The Applicant has provided all existing and proposed features on the Site Plan.

- r. §207-47.B(2)(18) – Preliminary building plans, floor plans and elevations.
Not Applicable – This Application does not include the construction of any buildings.
- s. §207-47.B(2)(19) – The locations of existing streets with names, utilities, easements and their purpose, restriction with description thereof, rights-of-way, streams and natural features, wetlands or floodplains and drain ditches.
Complies – The Applicant has all existing natural and manmade features on the Site Plan.
- t. §207-47.B(2)(20) – Existing contours at sufficient intervals to determine general slope and natural drainage.
Complies – The Applicant has provided existing contours at one-foot intervals, which is sufficient.
- u. §207-47.B(2)(21) – Location of existing sewer lines and waterlines to serve the tract.
Incomplete – The Applicant has not provided existing sewer lines or waterlines that serve the tract or included a note to indicate their absence.

III. **Zoning Review:**

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

IV. **Technical Review:**

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

We reserve the right to further comment based on Applicant's testimony and future submittals.

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



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

cc: All Board Members, via Board Secretary
IAAT Services, LLC, Applicant (via U.S. Mail: 104 Vance Avenue, Lavallette, NJ, 08735)
Jeffrey A. Bellew, Owner (via U.S. Mail: 1137 US Route 202, Raritan, NJ 08869)
Eric L. Keller, Applicant's Engineer (via U.S. Mail: 66 Grand Avenue, 2nd Floor, Englewood, NJ 07631)

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