
VIA ELECTRONIC MAIL

April 13, 2026

Trisha Scipio, Zoning Board Secretary
City of Orange
City Hall
29 North Day Street
Orange, New Jersey 07050

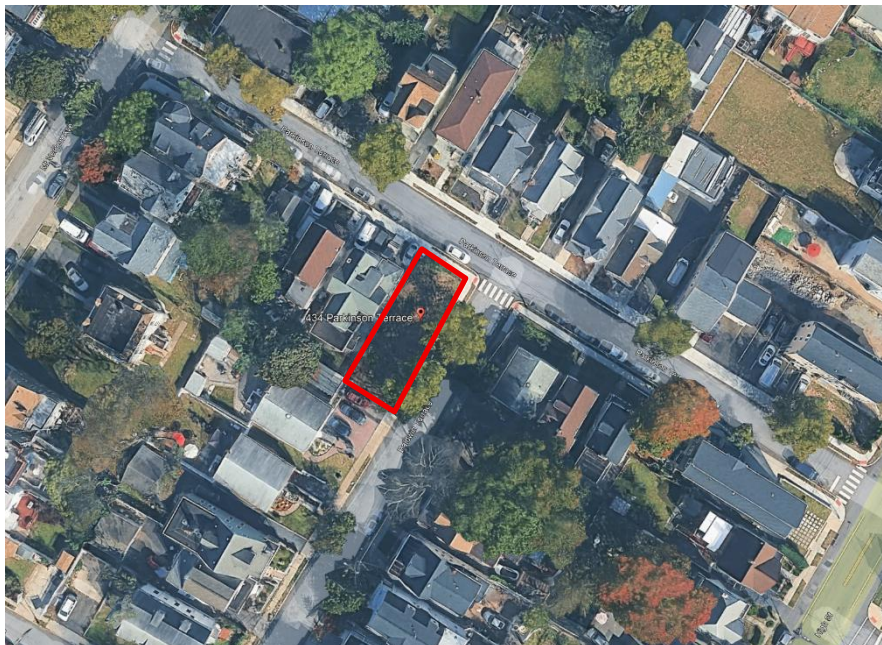
Re: City of Orange Township, County of Essex, State of New Jersey
434 Parkinson Terrace
Block 1205, Lot 11
Completeness and Technical Review #1

CP Project No.: 580.542, CP-373

Members of the Zoning Board:

Overview:

The Applicant, Jean Annulyse, requests a density and floor area ratio variance approval to construct a two-family dwelling on a vacant, undersized lot. The property is at 434 Parkinson Terrace, Block 1205, Lot 11 in the City of Orange Township. The project site is in the Urban One and Two Family Residential (R-2) Zone. Two-family dwellings are a permitted use in the in the R-2 Zone.



The following drawings and documents have been reviewed:

1. Zoning Board of Adjustments Application, dated February 19, 2026 containing:
 - Notice to Adjacent Property Owners
 - Affidavit of Ownership
 - Notice of Appeal from Decision of Zoning Officer or Building Inspector
 - Zoning Approval Denial
 - Proof of Tax Payment
 - 200 foot Property Owner’s List
2. Copy of survey titled “Boundary and Topographic survey of Tax Lot 11, Block 1207, AKA 434 Parkinson Terrace, City of Orange, Essex County, New Jersey” prepared by DMC Associates, Inc., unsigned and unsealed by Robert L. Cigol, P.L.S., dated May 30, 2025, no revisions, consisting of one sheet.
3. Architectural plans titled “New Two Family House, 434 Parkinson Terrace, Orange, NJ, Block 1205, Lot 11” prepared by Crearc LLC, dated July 14, 2025, **REVISED 3/27/26 as per comments at TRC of March 19, 2026**, signed by Jorge P. Fernandes, R.A., consisting of the following sheets:

<u>Sheet</u>	<u>Description</u>	<u>Latest Revision Date</u>
T-1	Title Page	March 27, 2026
S-1	Existing Plan, Proposed Site & Lighting Plan	March 27, 2026
S-2	Grading, Drainage & Utility Plan	July 14, 2025
A-1	Floor Plans	July 14, 2025
A-2	Elevations	July 14, 2025

Completeness Review:

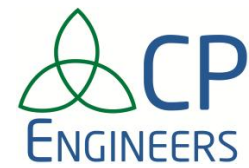
As directed, CP has reviewed the subject application and documents for completeness in accordance with the applicable City of Orange Township Development Regulations. From an engineering perspective, it is our recommendation that this application be deemed **administratively complete**, subject to comments from the Board Planner, Board Attorney, and Zoning Board Secretary.

With Regards to Completeness:

1. The plans provided by Crearc LLC reference a survey prepared by Morgan Engineering, LLC. The application notes DMC Associates, Inc. as the surveyor, and contains a copy of a survey prepared by the same. The Applicant should clarify the correct surveyor and provide an original survey, signed and sealed by a license professional surveyor to the Zoning Board Secretary prior to the Zoning Board providing final action regarding this application.

Technical Review:

As directed, CP has reviewed the subject application for conformance with the City of Orange Township Development Regulations and offer the following:



R-2 Urban One and Two Family Residential Zone

Building Typology: Two Family

Description	Required	Existing	Proposed	Comment
Minimum Lot Area (sf)	5,000	3,060 ^(E)	3,060	Variance
Minimum Lot Width (ft) **	40	30 ^(E)	30	Variance
Minimum Front Yard (ft)	20	N/A	13	Variance
Minimum Rear Yard (ft)	25	N/A	25.25	Compliant
Minimum Each Side Yard (ft)	8	N/A	7	Variance
Minimum Side Yard (Street facing for a corner lot) **	15	N/A	0	Variance
Maximum Building Coverage (%) **	40	N/A	46.7±	Variance
Maximum Impervious Coverage (%) **	75	N/P	78.2±	Variance
Maximum Height (ft)	40	N/A	37.6	Compliant
Maximum Number of Stories	3	N/A	3	Compliant
Maximum Floor Area Ratio **	1.00	N/A	1.39±	Variance
Density (maximum number of units/acre)	17.5	N/A	28.5	Variance
Off-Street Parking Spaces *	4	N/A	2	Variance
Minimum Open Space (%) **	10	N/P	21.8±	Compliant
Fenestration (%)***	20	N/A	20 - 29	Compliant

N/P = Not Provide

(E) = Existing non-conformance

N/A = Not Applicable

(V) = Variance

* Parking: The minimum number of parking spaces required is based on the proposed use.

Required Spaces – Two Family: 2 for each dwelling unit (City Ordinance 78-2023)

Total Required = 2 per dwelling unit x 2 units = **4 spaces**

**Revise Zoning Regulation Chart to include or correct these items. See comment #1 under Sheet T-1 comments below. Provide calculations where applicable.

***Proposed fenestration provided on the architectural plans for each side of the building. The fenestration ranges from 20 to 29 percent.

CHAPTER 210: DEVELOPMENT REGULATIONS

The plans denote the project as a two-family dwelling on a vacant, undersized lot. Two-family dwellings are permitted in the Urban One and Two Family Residential (R-2) Zone. The project requires the following variances and/or waivers:

A **variance** from §210.24.3 is required for a lot size of 3,060 square feet where a minimum of 5,000 square feet is required. This is a pre-existing, non-conforming condition.

A **variance** from §210.24.3 is required for a lot width of 30 feet where a minimum of 40 feet is required. This is a pre-existing, non-confirming condition.

A **variance** from §210.24.3 is required for a front yard setback of 13 feet where a minimum of 20 feet is required.

A **variance** from §210.24.3 is required for a side yard setback of 7 feet where a minimum of 8 feet is required.

A **variance** from §210.24.3 is required for a street facing side yard setback of 0 feet where a minimum of 15 feet is required.

A **variance** from §210.24.3 is required for a building coverage of approximately 46.7 percent where a maximum of 40 percent is permitted.

A **variance** from §210.24.3 is required for an impervious coverage of approximately 78.2 percent where a maximum of 75 percent is permitted.

A **variance** from §210.24.3 is required for a floor area ratio of approximately 1.39 where a maximum of 1.00 is permitted.

A **variance** from §210.24.3 is required for a density of 28.5 dwelling units per acre where a maximum of 17.5 dwelling units per acre is permitted.

A **variance** from §78-2023 is required for two proposed parking spaces where a minimum of four parking spaces is required.

General Comments

1. Revise plans to include a north arrow on all plan sheets.
2. Revise plans to clearly define the property boundary.

In Regards to the Architectural Plans:

Sheet T-1 – Title Page – Crearc (Sheet 1 of 5)

1. Revise the Zoning Regulation Chart label to refer to the R-2 Zoning District rather than C-1, as labeled.
2. The provided zoning key map does not identify the correct lot. Please revise.
3. Revise the approval block to reference “Zoning Board Engineer”, as opposed to “City Engineer”.
4. Revise the approval block to reference the Zoning Board of Adjustment of the City of Orange Township, and correct the referenced year to 2026.
5. The drawing list contains 13 sheets where only five were submitted with the application for review. Please provide all applicable sheets.
6. Revise number of stories in the NJUCC Requirements table from two to three.

Sheet S-1 – Existing Plan, Proposed Site & Lighting Plan – Crearc (Sheet 2 of 5)

1. Revise plans to include all exterior building entrances, including the garage, on the site plan.
2. The applicant is proposing to remove the existing grass strip located between the existing roadway and sidewalk, replacing it with concrete. The applicant shall maintain the grass strip to reduce increasing impervious surface coverage.
3. Provide all proposed sidewalk widths.
4. The applicant shall be prepared to provide testimony regarding refuse removal.
5. The plans contain a detectable warning pad annotation where no detectable warning pad is shown. The proposed sidewalk shall be ADA compliant. Please provide all applicable grades, dimensions, and details associated with ADA sidewalk ramps.
6. Remove all annotations that do not belong on the plans provided on this sheet.

7. The notes for the Existing Site Plan refer to the City of East Orange. Revise to City of Orange Township.
8. The Existing Site Plan shows overhead wires crossing the property. The applicant shall ensure any required reconnections are coordinated with the appropriate utility company.
9. Provide the proposed fence height and type on the Fencing & Lighting Plan. Please note chain link fences are not permitted in residential zones per §210.28.F.
10. Per §210.28.G. of the City Ordinance, all fences shall be erected entirely on the property, a minimum of three inches away from the property boundary. The proposed fence appears to cross the western property line and is on the property line in multiple locations. Please revise.
11. Lighting at driveway entrances require a minimum illumination of 3 footcandles. The proposed lighting has a maximum illumination of 2 footcandles.
12. All lighting shall be installed in a way that does not reflect light onto adjacent properties.
13. Ensure the proposed staircase does not conflict with the windows on that site of the building, air conditioning condensers or refuse enclosure.
14. Define the proposed depressed curb of the driveway along Baldwin Terr. A construction detail of the depressed curb in conformance with city standards should be provided on the plan.

Sheet S-2 – Grading, Drainage & Utility Plan – Crearc (Sheet 3 of 5)

1. Revise the plan to show the proposed grading. The proposed grading shall show how the seepage pit collects stormwater and that it does not impede neighboring properties should it overflow.
2. Seepage Pit Detail indicates no bottom on the seepage pit.
3. Please clarify whether there are any roof drain connections proposed to tie into the seepage pit.
4. All utility connections shall be coordinated with the appropriate utility company.
5. Provide the location of the sanitary connection.

Sheet A-1 – Floor Plans – Crearc (Sheet 4 of 5)

1. The applicant shall be prepared to provide testimony regarding the first-floor recreation area and garage. Are these spaces intended to be shared by both dwelling units?

Sheet A-2 – Elevations – Crearc (Sheet 5 of 5)

1. Three (3) electric service meter locations are shown on the Side Elevation plan. The applicant should explain the need for three electrical services.

Additional Requirements (as applicable):

1. Application is subject to comments from Board Planner, Board Attorney, Board Secretary, and Board Members.
2. The approval of the Hudson Essex Passaic Soil Conservation District may be required for this project.
3. All other State, County, and Municipal regulatory agency reviews that may be necessary must be obtained.
4. No construction permits of any type shall be issued by the Construction Code Official of the City of Orange Township until all Board escrow fees have been paid, a Resolution of Approval has been memorialized and appropriately signed by the Board, and the Construction Code Official has

received final plans appropriately signed by the Board Chairman, Board Secretary, and Board Engineer.

5. Pursuant to the provisions of N.J.S.A. 40:55D-39 and 55D-65, the Applicant shall provide proof that no taxes or assessments for local improvements are due on the property.
6. Prior to initiation of construction activities, the Applicant shall provide inspection escrow funds in accordance with Section 210-56 of the City of Orange Township Ordinance for fees associated with engineering construction inspection of the project.

If you should have any questions regarding the above, please do not hesitate to contact our office.

Sincerely,

CP ENGINEERS, LLC.

A handwritten signature in blue ink, appearing to read "D. Clark", is positioned above the typed name.

David A. Clark, P.E., C.M.E.
Zoning Board of Adjustment Engineer

CC: Gerard M. Haizel, P.P., Nishuane Group (ghaizel@nishuanegroup.com) - email only
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