Our office is in receipt of the following documents relative to the above referenced property:

- Minor Subdivision Plat dated through 4-21-2023, prepared by Azzolina & Feury Engineering, PC.
- Plot Plan for Addition dated through 4-21-2023, prepared by Azzolina & Feury Engineering, PC.
- Concept Plan dated 2-8-2023, prepared by Albert Dattoli Architect.
- Application for Development, sign date 4-13-2023.

Based on our review of the above reference documents and our initial review of May 4th, 2022, we offer the following:

**SUBDIVISION**

1. The subdivision plan indicates filing by deed. Should the application receive approval, the deed descriptions will require submission to our office for review and approval prior to filing.

2. The title block of the Plat contains a typo for the Block number. Please correct for clarity.

3. The subdivision maintains existing non conformities for the church and for the convent building to be converted. The subdivision also creates
variances. All existing non conformed and the variances the subdivision creates shall be provided on the subdivision plan.

4. The existing parking and layout for the church shall be provided to determine if the subdivision creates a parking variance for the church.

5. Property upgrades for the church fencing, walls, uncontained dumpsters, asphalt and striping should be considered as part of the subdivision.

6. The subdivision may create additional variances for the convent building in its intended conversion to residential housing. A fully designed site plan for the proposed subdivided lot 27.01 shall be submitted.

7. Our initial comments from our survey department are attached and remain applicable.

**SITE PLAN**

8. The subdivision and proposed convent conversion to 6 units of housing results in numerous use, density and bulk variances. We defer to the Planners Report for a comprehensive listing. Once fully realized, the site plan shall list all variances and non conformities.

9. The site plan for lot 27.01 should address all site plan requirements outlined in the Township Site Plan Review Code.

10. The applicant should summarize all modifications/improvements to proposed lot 27.01 and proposed lot 27.02.

11. The dimensions of the addition should be defined both on the site plan and on the architectural layout.

12. A parking analysis shall be provided for each proposed lot.

13. We note the applicant has provided the parking layout and vehicle access for proposed lot 27.01. The applicant is proposing one (1) ADA space and one (1) EV space within an overall total of eleven (11) physical parking spaces.

14. A varied width Easement for vehicle access through the church property has been proposed. The Easement should be defined by metes and bounds. The access contains a 12 foot wide Easement along the south side of the existing convent building providing an access width of 14.5 feet. This is deficient for 2 way access.
15. The parking access minimum aisle dimension is provided at 23.5 feet. This does not appear to be the minimum. Please provide the aisle width dimension from parking space 5 to the guardrail. This will remain slightly deficient to the 24 foot requirement.

16. The trash enclosure emptying procedures and vehicle access shall be addressed. A trash enclosure detail shall be provided.

17. Existing and proposed elevation information throughout proposed lot 27.01 and within the limit of disturbance and a minimum of 10 foot beyond for proposed lot 27.02, shall be provided.

18. ADA compliance in design for elevation information shall be addressed. Post construction ADA compliance certification will be required.

19. The addition is proposed to accommodate the stairwell access to the living units. The entrance is proposed on the south side of the addition. The visibility of an incoming vehicle to a pedestrian accessing this entrance is of concern. Perhaps the entrance should be considered from the west side of the addition to increase the setback and visibility of an incoming vehicle to the pedestrian.

20. The striped off area in the north corner of proposed lot 27.01 should be considered for conversion to a planting area.

21. The parking is proposed 6 inches from the proposed subdivision line. The plan shall address the proposed surface finish of this 6 inch strip.

22. Lighting should be addressed.

23. Landscaping should be addressed.

24. Snow removal should be addressed.

25. The application increases the building coverage by less than 100 square feet. The application is exempt from stormwater management requirements.

   The applicant is requested to address the existing and proposed drainage for each lot. As separated lots, the drainage should be contained within subject properties.

26. The site plan should include utilities. Utilities serving each lot separately will need to be confirmed/provided for. This includes a separated sanitary sewer system for the 6 unit building with flow and capacity calculations and design.
27. Floor plans for each floor shall be provided. Existing and proposed building height calculations should be provided. Building lighting should be addressed. Fully designed architectural plans should be provided for the 6 unit building.

28. The site plan development is exempt from HEPSCD certification, with disturbance limits under the 5000 square foot threshold.

Please address the above. Our office may have additional comments upon receipt of the above referenced information.