



Paul W. Ferriero, PE, PP, CME, LEED AP, CFM  
Robert C. Brightly, PE, PP, CME

Steven B. Bolio, PE, CME  
Joseph P. Byrne, PE  
Mark S. Denisiuk, PE, CME, LEED AP  
Mark W. Kataryniak, PE, PTOE  
Joseph S. Kosinski, PG, CFM, LEED AP  
C. Richard Quamme, PE, CME  
Jess H. Symonds, PE

January 9, 2023

Lisa Smith, Secretary  
Mendham Borough Joint Land Use Board  
2 West Main Street  
Mendham, New Jersey 07945

Re: Accordia Realty Use Variance Application  
Block 2301, Lot 13  
350 Bernardsville Road  
FEI Project No. 22MB215

Dear Lisa:

The above referenced application use variance approval for the conversion of the existing, unoccupied convent building (Mother House) on the Sisters of Christian Charity property, lot 13 in block 2301 along Hilltop and Bernardsville Roads. The following documents have been submitted in support of the application:

1. Land Development Application, dated December 19, 2022, prepared by Thomas J. Malman, Esq.
2. Checklist
3. Planning Report, dated September 23, 2022, prepared by M. McKinley Mertz, PP, AICP
4. Zoning Officer's Denial Letter, dated May 5, 2022, prepared by Neil Schetelick
5. Corporate Ownership Disclosure Statement
6. Photographic Documentation, dated May 4, 2022, prepared by M. McKinley Mertz, PP, AICP
7. Planning Board Resolution, dated May 9, 2016
8. Property Deeds and Encumbrances
9. Certified Property Owners List, dated September 14, 2022
10. Certification of paid taxes, dated September 12, 2022
11. Traffic Impact Assessment, dated October 4, 2022, prepared by Gray W. Dean, PE and Rianna S. Kirchhof, PE
12. Architectural graphics booklet, dated December 14, 2022
13. Architectural site plans and drawings, dated December 14, 2022, unsigned
14. Boundary and Topographic Survey, dated April 11, 2022, prepared by Kurt T. Hanie, PLS
15. Variance Plans, consisting of three sheets dated December 9, 2022, prepared by Robert C. Moschello, PE

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Ferriero Engineering, Inc.

January 9, 2022

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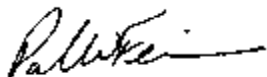
Re: Accordia Realty Use Variance Application  
Block 2301, Lot 13  
350 Bernardsville Road  
FEI Project No. 22MB215

A review of the above documents results in the following comments relative to the completeness of the application:

1. Checklist Item 2 – Certification of Property Owners Authorization – The checklist indicates that this has been provided but it is not included in the documentation submitted. **Incomplete**
2. Checklist Item 3 – Certificate of paid taxes – The form has been provided but it is out of date. An updated certificate should be provided prior to the public hearing.
3. Checklist Item 5 – Site Inspection Form – Not provided. **Incomplete**
4. Checklist Item 6 – Sewer Permit Application – The checklist indicates that this has been provided, however it was not in the documentation submitted. **Incomplete**
5. Checklist Item 10 – Morris County Planning Board application – The checklist indicates a waiver has been requested. It should be noted that while the application is for a use variance only, the roads on which the property fronts are County roads. A waiver is not recommended since the County should opine on the traffic impacts on its roads as an element of the negative criteria for the use variance. **Incomplete**
6. Checklist Item 29 – Stormwater facilities – This office has no objection to a waiver of this item for the use variance portion of the application.
7. Checklist Item 31 – Total acreage of drainage basin – This office has no objection to a waiver of this item for the use variance portion of the application.
8. Checklist Item 34 – Existing and proposed contours – This office has no objection to the requested waiver for the use variance portion of the application.
9. Checklist Item 37 – Soil types – This office has no objection to the requested waiver for the use variance portion of the application.
10. Checklist Item 40 – Building height – The height of the building is not provided. **Incomplete**
11. Checklist Item 41 – Signage plan – This office has no objection to the requested waiver of this item for the use variance portion of the application.
12. Checklist Item 52 – NJDEP Letter of Interpretation – The checklist indicates that has been provided but it was not in the documentation submitted. **Incomplete**

Based on the above, the application is incomplete.

Very truly yours,



Paul W. Ferriero, PE, CME  
Borough Engineer

cc: Board members  
Thomas Germinario, Esq.  
Jessica Caldwell, PP/AICP