

***INTER-OFFICE MEMORANDUM***

**To:** Subcode Official for ADA  
Fire Bureau  
Fire Commissioner  
Health Department  
Planner (Chris Kok)  
Superintendent of Water & Sewer  
Supervisor of Landscape and Park Design

**From:** Kathleen Miesch  
Planning Coordinator

**Date:** January 10, 2019

**Subject:** Planning Board Case # PB-037-18  
220-228 Berdan Ave, Block 3200 Lot 16  
220 Berdan LLC (The Learning Experience)  
Preliminary and Final Major Site Plan

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Attached please find the following documents:

- Application form
- Cover letter by Law Offices of Stephen P. Sinisi, Esq., LLC dated January 9, 2019
- Stormwater Management Report signed and sealed by Gerard P. Gesario of Jarmel Kizel dated 10-16-2018 revised 1-4-2019
- Traffic Impact Study signed by Stonefield Engineering & Design, LLC dated 10-19-2018
- Evaluation for Presence/Absence of Wetlands by Stonefield Engineering & Design dated 12-21-2018
- On-Site Wetland Delineation by Stonefield Engineering & Design LLC dated 1-4-2019
- Letter of Transmittal to Passaic County Department of Planning and Economic Development Planning Board by Jarmel Kizel dated 10-25-2018
- Boundary & Topographic Survey signed and sealed by Mark S. Martins of Mark Martins Engineering, LLC dated 8-28-18
- 200' Utility Plan signed and sealed by Mark S. Martins of Mark Martins Engineering, LLC dated 12-18-18
- Proposed Floor Plan signed by Cheryl Schweiker, AIA of Jarmel Kizel Architects and Engineers Inc. dated 8-14-18
- Preliminary and Final Site Plan signed and sealed by Gerard P. Gesario of Jarmel Kizel dated 9-28-2018 last revised 1-7-2019

Please review the package and provide your comments by **January 28, 2019** for distribution in Board packets  
Reviewer's Response (*use additional sheet if necessary*):

*Planning office use*

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**THIS APPLICATION IS CODE COMPLIANT FOR ADA PARKING.**

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**JEFFREY A BRUSCO**

**1/16/19**

*Name*

*Date*