



September 9th, 2025

Ms. Beth Magnani, Board Secretary
Borough of Sayreville Planning Board
167 Main Street
Sayreville, NJ 08872

Re: Borough of Sayreville Planning Board Application No. **PB-25-03**
Applicant: CaraVan, LLC
Application: Preliminary & Final Major Site Plan
Zone: B-3: Highway Business Zone
Block/Lots: 277/1-5, 13-14
Site Address: Intersection of Kearney Rd. & US Route 9 South
Borough of Sayreville, Middlesex County, New Jersey
Completeness & Technical Review Letter #1
Morgan Municipal, LLC - Project No SAYRPB25-06

Dear Ms. Magnani:

Enclosed please find a completeness & technical review for the above referenced application.

A. COMPLETENESS

The following documents were reviewed in support of this report:

1. Checks Submitted
 - a. Escrow Fee: \$2,200.00 (Check No. 12756)
 - b. Escrow Fee: \$7,582.00 (Check No. 12757)
2. Standard Development Application, consisting of (3) pages, signed by applicant, dated 07/08/2025;
3. Preliminary Major Subdivision and Site Plan Checklist, consisting of (5) pages, unsigned, undated;
4. Variance Application Checklist, consisting of (2) pages, filled out by Applicant's Attorney, dated 07/03/2025;
5. Cover Letter prepared by Wisniewski & Associates, LLC, signed by John S. Wisniewski, Esq., dated 07/08/2025;
6. Certificate of Ownership of Property Owner, signed by Michael Caracappa, undated;
7. Certificate of Ownership of Applicant, signed by Michael Caracappa, undated;
8. Proof of Taxes Paid as of the second quarter of 2025, signed by Borough Tax Collector, dated 07/04/2025;
9. Middlesex County Deed, signed by seller, dated 01/13/2023;
10. W-9 Form, unsigned, undated;
11. Traffic Impact Report, prepared by McDonough & Rea Associates, Inc., signed by John H. Rea, P.E. and Scott T. Kennel, dated 06/06/2025;
12. **Stormwater Management Report**, prepared by Menlo Engineering Associates, Inc., signed by Scott Turner, dated 06/09/2025;
13. **Drainage Area Maps**, prepared by Menlo Engineering Associates, Inc., consisting of (3) sheets, unsigned, dated 06/09/2025;
14. **Architectural Plans** entitled, "Construction Drawings For: CaraVan US Highway 9 South, Sayreville, New Jersey" consisting of (2) sheets, prepared by Canzani Architects, signed by Thomas R. Canzani, R.A., dated 11/11/2024, last revised 06/23/2025;

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15. **Survey** entitled, “Boundary & Topographic Survey, Lots 1-5 & 13-14, Block 277, Kearny Road, Borough of Sayreville, County of Middlesex, State of New Jersey” consisting of (1) sheet, prepared by Gallas Surveying Group, signed by Gregory S. Gallas, P.L.S., dated 12/05/2016, last revised 09/11/2024;
16. **Site Plan** entitled, “Preliminary and Final Site Plan for CaraVan, LLC, Borough of Sayreville, Middlesex County, NJ” consisting of (15) sheets, prepared by Menlo Engineering Associates, Inc., signed by Scott H. Turner, P.E., dated 06/09/2025;

Based upon our review, we recommend that this application be deemed **COMPLETE** subject to the applicant paying all applicable fees and complying with all applicable notification requirements as set forth in the Borough of Sayreville Land Use Ordinance and the Municipal Land Use Law. Applicant to contact Planning Board Secretary to be placed on the next available meeting.

B. SUMMARY

The subject property is located on the western side of US Highway Route 9 at the corner of Kearny Road and US Highway Route 9. The existing property consists of multiple concrete pads, overgrown grassy vegetation, broken asphalt/gravel areas & an existing sanitary sewer system that connects the main within Kearny Road to the Main within US Highway Route 9. The current parcel consists of Block 277, Lots 1-5 & 13-14, and contains a total tract area of 89,725 SF (2.06 acres). There is also an existing 50-ft wide sanitary sewer easement and approximately 84” sanitary sewer pipe that partially encroaches on the site along the northern part of the property. All existing conditions are to be removed, except for the sanitary sewer main which is to be repurposed the service the proposed site improvements.

The Applicant is seeking Preliminary & Final Major Site Plan Approval to construct a 9,477 sf Oil Change, Car Wash & Detailing building with associated drainage and utility systems. The building will be one story with a proposed basement underneath the lube bays. The applicant is also proposing to realign the existing sanitary sewer easement in the northern portion of the site so it is more onto the subject property and centered with the existing 84” sanitary sewer pipe. Additionally, the applicant is proposing to dedicate a portion of the southwestern property boundary to the Kearny Road right-of-way. The project is proposed to be serviced by public water and a sanitary sewer, connecting to the respective utilities within US Highway Route 9 and Kearny Road.

C. PLANNING & ZONING

1. The subject property is located entirely within the B-3 (Highway Business) Zone.
2. **B-3 “Highway Business” Zone (Per Zoning Schedule I-B “Use Regulations – Commercial Districts”)**
 - a. We note that the proposed use of “Car Wash, Automobile Sales & Automobile Repair” are all permitted use within the zone.

RELIEF REQUIRED

Variance(s)

1. **Minimum Required Parking Requirement** – where a car wash use requires (3) spaces per wash lane, which results in (3) required spaces, and a gasoline service station/repair garage requires (4) spaces per bay, which results in (36) required spaces for a total of (39) required spaces. Where the applicant has proposed (16) total parking spaces. **(Per Ordinance Section #26-88 (Parking Schedule I)).**

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2. **Maximum Freestanding Sign Requirement** – where a maximum of (1) freestanding sign is permitted, while the applicant proposes (3) freestanding signs. **(Per Ordinance Section #26-89 (Sign Schedule II)).**

Any and all other variances required at the board hearing.

Waiver(s)

Submission Waiver(s):

1. Preliminary Major Subdivision & Site Plan Checklist:
 - a. #16 – A circulation plan showing proposed vehicle, bicycle and pedestrian circulation systems. The plan shall include the locations, typical cross-sections, centerline profiles and type of paving for all proposed new streets and paths. **This office takes no exception to this being waived for completeness, however, an exhibit shall be provided at the hearing demonstrating circulation for the largest design vehicle and a Circulation Plan should be incorporated into the plan set.**
 - b. #29 – The Board may require the applicant to submit an environmental impact assessment as part of preliminary approval if, in the opinion of the Board, the development could have an adverse effect on the environment. **This office takes no exception to this being waived for completeness, however, testimony shall be provided relative to any environmental impacts to the Board's satisfaction.**

Design Waiver(s):

1. **Parking Setback Requirement** – where no off-street parking or loading area shall be located in a minimum required front yard setback area (50 ft), while the applicant proposes 15.6 ft from Route 9 and approximately 10 ft from the proposed R.O.W. boundary along Kearny Road. **(Per Ordinance Section #26-98.1(B.8)).**
2. **Off-Street Loading Zone Requirement** – where loading zones of specific dimensions are required within this ordinance section, while no loading zones are provided. **(Per Ordinance Section #26-98.2(b)). Testimony shall be provided supporting the lack of a loading zone for the proposed use.**

Any and all other waivers required at the board hearing.

D ENGINEERING COMMENTS

Upon review of the submitted materials, we offer the following comments requiring testimony from the Applicant:

1. General Comments
 - a. Applicant to provide testimony on all previous approvals/uses of the subject lots.
 - b. Applicant to provide testimony on all existing and proposed easements.
 - c. Applicant to provide testimony on the status of approvals from outside agencies.
 - d. The aesthetics of the proposed building to be constructed should be reviewed by the Board. Testimony shall be provided as to whether the aesthetic of the proposed building will match that of the neighboring properties within the B-3 “Highway Business” Zone.
 - e. Information on the proposed hours of operation and number of employees should be provided. In addition, information on anticipated traffic patterns, deliveries, etc. should also be provided.

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General Township Ordinances Comments

1. Off-Street Parking and Loading #26-88

- a. We note that the off-street parking calculation provided by the applicant is not in accordance with the requirements set forth within this ordinance section and will require variance relief for site plan approval.
 1. The Applicant has proposed (16) car parking spaces, where (39) parking spaces are required. Calculated using combined:
 - a) Car Wash Use – (1 wash lane) x (3 spaces per wash lane) = 3 spaces.
 - b) Gasoline Service Station/Repair Garage Use – (4 spaces per bay) x (9 bays) = 36 spaces.
 - c) (3 spaces + 36 spaces) = **39 total required spaces**
 2. The Applicant has proposed (1) ADA handicapped accessible parking spaces, where (1) is required based on the proposed (16) parking spaces.
 3. The Applicant has proposed (0) EV parking spaces. Due to NJ State Law, new developments must designate at least 5% of the total parking spaces as EV parking spaces. The applicant shall revise the plan to include at least (1) EV parking space on site.
- b. We note (Per Ordinance Section #26-98.2(b)), there are no off-street loading zones provided. Applicant to provide testimony as to the suitability of this design.

2. Traffic & Circulation

- a. We note that the applicant has NOT submitted a traffic & circulation plan as a part of this application.
 1. We note that there are multiple turnaround areas on site, but cannot confirm adequate turnaround capacity for larger vehicles, such as deliver trucks, refuse vehicles, emergency vehicles, etc. An exhibit and testimony shall be provided at the public hearing relative to traffic and truck circulation.
 2. Applicant to provide testimony on the types of vehicles that will service the site. For example;
 - a) What will be delivered to the site?
 - b) What are the types of vehicles that will be delivering supplies to the site?
 - c) What are the expected time frames and frequencies of supply delivery for the site?
 - d) Applicant shall provide testimony on the ability and necessity of tow trucks to access the site.
- b. We defer to the Borough Fire Official for additional concerns or comments relative to emergency vehicle access and circulation within the site.
- c. Applicant to provide testimony on who will be picking up refuse from the site, the frequency of pickups, as well as the feasibility of pickup from the proposed dumpster pad when vehicles are parked in the parking stalls across from the refuse area.
- d. We note that the applicant has submitted a Traffic Impact Statement, prepared by McDonough & Rea Associates.
 1. They have noted that a permit is required from the NJDOT for access to US Highway Route 9.
 2. The automated car wash tunnel and quick lubrication bays will generate an excess of 500 daily trips and will require a Major Permit without a Planning Review from the NJDOT.

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3. They have concluded that it can be approved and operate compatibly with the existing traffic conditions along US Highway Route 9.
 - a) We note that our office takes no exception to these findings.
3. **Signs #26-89**
 - a. We note the applicant proposes (3) freestanding monument signs, one in the front of the property along US Highway Route 9 and (2) additional signs located on either side of the car wash lane in the northern corner of the site.
 1. The Applicant requires variance relief for proposing (3) Monument Signs when a maximum of one (1) is permitted. We note that the applicant has requested a waiver for the number of signs proposed. Our office takes no exception to a variance being granted, since the additional 2 signed are directional and indicate where the car wash area is located and are not located in any setback area.
4. **Tree Preservation Plan**
 - a. We note that a Borough of Sayreville Tree Removal Permit is NOT required for the proposed site improvements. The applicant has indicated that no existing trees are to be removed on site. The property is vacant with a partially vegetated meadow, no trees currently exist, and the applicant proposes to plant additional trees all over the property.
5. **Landscape Design #26-96.7 –**
 - a. Applicant to provide testimony on compliance with all applicable landscaping design requirements within this ordinance section. We note the proposed improvements depicted on Sheet #7 appear to comply with this ordinance section.
6. **Lighting Design #26-96.8 –**
 - a. Testimony shall be provided to confirm the proposed poles and light fixtures are aesthetically compatible with the surrounding environment.
 - b. We note the applicant is proposing lights with a color temperature of 3000 kelvin which produces an aesthetically pleasing color.
 - c. We note that the lighting plan proposed appears to meet all requirements of this ordinance section and provides adequate illumination throughout the site.
7. **Installation of Improvements or Guarantees #26-112 –** Applicant shall post the required performance guarantees necessary for the improvements proposed. Performance guarantees and inspection fees will be required per NJ MLUL.
8. **Stormwater Management –**
 - a. **Soil Report:**
 1. We note that the applicant has shown the soil testing locations on the grading and utility sheet 5, however the soil testing results should be shown on the plans and in the stormwater management report.
 2. The soil testing information should follow NJDEP BMP, chapter 12 design parameters. Please include soil testing, seasonal-high water tables and permeability testing in the stormwater report.

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b. Green infrastructure

1. In accordance with the NJDEP's adopted N.J.A.C. 7:8 Stormwater Regulations, a major development shall utilize green infrastructure best management practices (BMP's (Section 5.4) and stormwater runoff quality standards (Section 5.5). Green infrastructure can improve the appearance and overall function of a site by using a set of stormwater management practices to mimic the natural water cycle by capturing, filtering, absorbing, and/or reusing stormwater. The proposed stormwater management design does comply with the NJDEP Best management practices as outlined in this review letter.
2. We note that the proposed project utilizes a small-scale infiltration basin to satisfy the green infrastructure requirement.

c. Stormwater Quantity – (peak rate reduction)

1. We note that the site improvements will disturb more than an acre of land, and will they increase impervious surfaces on-site by ¼ acre or more therefor is considered a major development.
2. The time of concentration should be calculated and not an assumed or direct entry. *Time of concentrations are to be calculated for each sub area per NJDEP BMP chapter 5. "There is no longer a minimum or default value that may be used for the time of concentration. NJDEP BMP Chapter 5, Pages 23-27.*
3. The NJDEP BMP Manual, Chapter 5, Starting at page 11: *Sub-drainage areas: Each sub-drainage area having different flow patterns and drainage points by which stormwater runoff leaves the sub-drainage area, must be individually identified, and the hydrological analysis of each sub-drainage area must be individually performed. When a site consists of impervious areas and pervious areas, the impervious areas and pervious areas must be separated into sub-different drainage areas in accordance with N.J.A.C. 7:8-5.7. Although some hydrologic modelling software packages allow the user to separately calculate the runoff from impervious and pervious areas by modelling them as one sub-drainage area, this modelling setting may only be used if the impervious area time of concentration is the same as the pervious area time of concentration. The calculation of the time of concentration begins on Page 23.*
4. In the stormwater management report, the sub catchment for "PDA 1A Impervious" indicates a time of concentration of sheet flow through grass. In the plan views the Impervious areas are sheet flowing over pavement and conveyed with piping into the infiltration basin. Please revise the sheet flow in the impervious node.
5. In the stormwater management report, the sub catchment for "PDA 1B impervious" has a sheet flow through grass as well. The impervious TC should match the sheet flow land cover.
6. Additional stormwater management review will be performed with the revised time of concentration revisions for the reduction analysis and BMP compliance.

d. Stormwater Quality – (water treatment)

1. The site includes the use of one (1) small-scale infiltration basin for pervious, impervious and roof runoff that are located throughout the site. The NJDEP BMP manual chapter 9.8, for the small-scale infiltration basins should be designed to hold the water quality storm without overflow.
 - a) The small-scale infiltration basin, forebays and sizing may change with the revisions to the time of concentrations. Please review and revise with updated TC calculations.

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e. Stormwater Recharge – (effects of recharge on groundwater)

1. It appears the applicant meets the stormwater recharge requirements by infiltrating 100 percent of the difference between the site's pre- and post-development 2- Year runoff volumes.

f. Groundwater Mounding –

1. The duration of infiltration for the basin should be included in the stormwater management report. This should also include the modeling of the basin bottom contour area.
2. The mounding analysis should be revised to conform to BMP manual Chapter 13. The revisions should include that the permeability rate should match the stormwater design permeability. The KH should be 5 times the permeability rate used in the stormwater model.

g. Stormwater Operations & Maintenance Manual –

1. An Operations & Maintenance Manual should be provided and includes cost estimates for maintenance tasks in conformance with the BMP manual. We note an Operations & Maintenance Manual should be submitted.
2. If the Board looks favorably upon this application, the Operations & Maintenance Manual shall be recorded on the deed.

h. Grading and Drainage

1. Applicant to provide testimony on any grading impacts to surrounding properties.
2. The applicants engineer should revise the outlet structure in the plan view on sheet 5 to list all orifices and weirs per the stormwater calculations and details.
3. The grading and drainage plans should be revised to include basin access for maintenance per the BMP manual chapter 9.8, page 8. NJDEP Design guidelines recommend 10 ft. wide access at 10% slope for equipment.
4. On the detail sheet, the infiltration basin detail should indicate the storm event water surface elevations to match the plan view.
5. A roof leader detail and typical connection should be provided. Roof leaders should comply with BMP standards with leaf screens and/or diverters.
6. The emergency spillway information should be reviewed for the stormwater management report and match the calculations to the plan view.
7. This office reserves the right to make additional comments upon receipt of the revised documents.

9. Architectural Plan Comments

- a. Testimony to be provided on the proposed basement and its intended use. We note it appears that the basement will be for mechanics working on the vehicles in the lube bays.
 1. Applicant to provide testimony on ventilation within the basement, structural stability, and the number of workers that will be in the basement during peak work hours.
 2. Plans shall be revised to indicate the proposed height of the basement.

10. Survey Comments:

- a. (none).

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11. Engineering Site Plan Comments

- a. Existing Conditions Plan Sheet #3 –
 1. Applicant to provide testimony on abandonment of the existing sanitary sewer manhole on site. Whether it will be removed or restored, as it appears to be located directly where the proposed manhole will be located.
- b. Geometry Plan Sheet #4 –
 1. Building dimensions should be added to this sheet, and shall match the dimensions proposed on the Architectural drawings.
 2. The proposed trash enclosure should be recessed farther into the grassed island (to the north). This will limit the amount the trash truck is protruding into the adjacent drive aisle.
 3. Testimony shall be provided as to what would occur if someone is located within the carwash tunnel approach and desires to leave. Car washes oftentimes have bypass lanes for this situation.
- c. Grading & Utility Plan Sheet #5 –
 1. A crossing table should be provided for all utility crossings proposed within the site.
 2. The approximate location of the existing sanitary sewer pipe connecting downstream to the proposed on-site sanitary manholes should be delineated on the plans to confirm sufficient elevations and minimum slope requirements, as well as to properly ensure that adequate vertical separation for all proposed utility crossings is maintained.
 3. The proposed pipe from B Inlet A3 to the existing inlet located within Kearny Road will be located below the proposed retaining wall. A site specific detail for the retaining wall foundation shall be provided.
 4. The grading should be reviewed to determine if B Inlet A4 can be shifted to the south to eliminate the acute angle for the incoming and outgoing pipes associated with B Inlet A4.
 5. Written confirmation from the Middlesex County Utilities Authority shall be provided indicating approval of the proposed Sanitary Sewer Easement realignment.
 6. Both proposed sanitary sewer manholes have the same “S1” label. Plans shall be revised to differentiate the two manholes.
 7. We note that fire flow conditions in this area may pose an issue for the installation of the proposed fire hydrant or fire suppression systems. Applicant shall provide documentation to demonstrate the existing water mains have adequate pressure to serve the demand of the proposed building.
- d. Lighting Plan Sheet #6 –
 1. The proposed sidewalk along Route 9 is not adequately illuminated. This office recommends coordinating with the NJDOT if the proposed utility poles could include lights to, at a minimum, illuminate the driveway crossing.
- e. Construction Details Sheets #11 through #13
 1. The details shall be reviewed to ensure all proposed concrete has a minimum 28-day compressive strength of 4,500 PSI.

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f. Miscellaneous Plan Comments –

1. A legend should be provided on all applicable plan sheets, detailing all existing & proposed conditions.
2. The proposed basement detailed in the Architectural drawings should be shown on the plans, and shall denote the basement elevation, location and size.
3. Traffic Control Plans should be provided detailing the measures in place for the installation of storm drainage pipes across the middle of US Highway Route 9.
 - a) We note coordination with the NJDOT is required for road/lane closure prior to any installation of storm drainage pipes within US Highway Route 9.

E. CONDITIONS OF APPROVAL

In the event the Board approves the subject application any approval should be conditioned upon the following:

1. Compliance with any all items noted within this report unless specifically noted in the resolution of approval.
2. Compliance with any/all representations made by the Applicant during the course of the board hearing.
3. Any and all conditions specifically desired by the board.
4. Payment of any/all escrow fees.
5. Prior to a building permit being issued, proof of the following outside agency approvals, as applicable:
 - i. Borough of Sayreville Planning Board
 - ii. Borough of Sayreville Sewer and Water Department
 - iii. Borough of Sayreville Fire Department
 - iv. Borough of Sayreville Construction Official
 - v. Borough of Sayreville Board of Health
 - vi. Middlesex County Planning Board
 - vii. Middlesex County Utilities Authority
 - viii. Borough of Sayreville Soil Erosion and Sediment Control
 - ix. NJDOT (Access Permit)
 - x. NJDOT (Major Permit without a Planning Review)
6. Posting of performance guarantees, restoration guarantees, and inspection escrow as required by Municipal Ordinance and MLUL.

We reserve the right to request additional information, and/or plans should additional variances or concerns be indicated during the public hearing. Should you have any questions or require anything additional, please do not hesitate to contact my office.

Respectfully submitted,



By: **MATHEW R. WILDER, P.E., P.P., C.M.E., C.F.M.**
MORGAN MUNICIPAL, LLC
PLANNING BOARD ENGINEER

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MRW:CJA

CC: Peter Van den Kooy, P.P., Board Planner
John S. Wisniewski., Applicant's Attorney
17 Main Street, Sayreville, NJ 08872
Scott Turner, P.E., Applicant's Engineer (sturner@menloeng.com)
261 Cleveland Avenue, Highland Park, NJ 08904
Thomas R. Canzani, R.A., Applicant's Architect
21-00 Route 208 South, Suite 260, Fair Lawn, NJ 08330
Cara Van, LLC., Applicant
(475 Division Street, Building 7, Elizabeth, NJ 07201)

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