



May 14, 2026

Elk Township Planning/Zoning Board
680 Whig Lane
Monroeville, NJ 08343

Attn: Ann Marie Weitzel, Board Secretary

Re: Russo Land Holdings, LLC
Preliminary and Final Major Subdivision
Block 10, Lot 26
1499 Ellis Mill Road
LD – Low Density Residential Zoning District
Review No.1 – Completeness
Bach Associates No. ET2026-5

Dear Chairman Afflerbach and Members of the Board:

The applicant for the above referenced project has submitted an application to the Elk Township Planning Board for Preliminary and Final Major Subdivision Review. We have received the following materials in support of this application:

1. Cover Letter addressed to Ann Marie Weitzel, Secretary from Horner & Canter, LLC, dated April 17, 2026.
2. Elk Township Land Development application, received April 17, 2026.
3. Escrow agreement.
4. Affidavit of applicant and affidavit of ownership.
5. Exhibit A – Ownership Disclosure Statement.
6. Exhibit B – Deed of Block 10, New Lot 26.
7. Exhibit C – Narrative.
8. Exhibit D – Witness List.
9. Exhibit E – Resolution No. 2019-10.
10. Exhibit F - Resolution No. 2024-14.

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11. Exhibit G – Freshwater Wetlands Letter of Interpretation: Line Verification, dated August 14, 2025.
12. Exhibit H – Tax Report, Block 10, Lot 26.
13. Exhibit I-1 – Title Insurance Policy.
14. Exhibit I-2 – Deed of Easement in favor of Atlantic city Electric Company.
15. Exhibit J-1 – Aerial Photo 1 – Elk Tp. Block 10, Lot 26.
16. Exhibit J-2 – Aerial Photo 2 – Elk Tp. Block 10, Lot 26.
17. Report entitled “Hydrological Report for Russo Corporation, Plate 4, Block 10, Lot 26, 1499 Ellis Mill Road (C.R. 641), Elk Township, Gloucester County, New Jersey” prepared by Land Dimensions Engineering, dated March 10, 2026, no revision.
18. Plans entitled Major Subdivision Plan for Russo Land Holdings, Plate 4, Block 10, Lot 26, Township of Elk, Gloucester County, New Jersey ” prepared by Land Dimensions Engineering:

<u>Sheet</u>	<u>Title</u>	<u>Date/Last Revision</u>
1	Cover Sheet	4-2-26 / None
2	Outbound & topographic Survey	4-2-26 / None
3	Major Subdivision Plan	4-2-26 / None
4	Site Improvements Plan	4-2-26 / None
5	Grading & Drainage Plan	4-2-26 / None
6	Landscape & Lighting Plan	4-2-26 / None
7	Soil Erosion & Sediment Control Plan	4-2-26 / None
8	Soil Erosion & Sediment Control Notes & Details	4-2-26 / None
9	Construction Details	4-2-26 / None
10	By-Right Sketch	4-2-26 / None

PROJECT SUMMARY:

This application is for the subdivision of an existing parcel known as Block 10, Lot 26 into eight (8) building lots and one (1) stormwater management lot for the construction of eight (8) single family homes. The site is a 27.88 Acre parcel located on the northwesterly side of Ellis Mill Road between Elk Road and Millstone Way. Lot 10 is a vacant and wooded parcel and is located in the LD-Low Density Residential Zoning District.

COMPLETENESS:

The application is presently incomplete. The applicant has not requested the following waivers from the Land Development Checklist but they have not been provided:

- **#29** requires an environmental impact statement as per §96-44. **Waiver not recommended.**
- **#30** requires A Phase 1 Environmental Assessment. **Waiver not recommended.**
- **#31** requires a Traffic Impact Study prepared, signed and sealed by a licensed professional engineer in NJ. **Waiver not recommended.**
- **#41** requires Location of existing wells and septic systems and distances between them, and on adjacent properties where required by the Board ***Our office has no objection to a waiver being granted for this item. Approval from Gloucester County Health Department required at time of Plot Plan submission for each lot.***
- **#68** requires floor plan and front elevation of all proposed principal buildings and contemplated accessory buildings and structures, and any elevations in public view. **Waiver not recommended.**
- **#75** requires Preliminary plans and profiles of all proposed utilities. ***Our office has no objection to a waiver being granted for this item. Approval from Gloucester County Health Department required at time of Plot Plan submission for each lot.***

The applicant did not request waivers but has not provided the following checklist items:

- **#8** requires copies of applications to and certification of approvals from all outside agencies. **Waiver recommended for completeness only. All outside agency approvals shall be provided prior to plan endorsement by the Board.**
- **#12** requires certification and monumentation required by Map Filing Law. **Waiver recommended for completeness only.**
- **#19** requires proposed street names and new block/lot numbers approved by the tax assessor. **Waiver recommended for completeness only. Approval from the Tax Assessor shall be provided prior to plat endorsement.**

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- **#33** requires a statement and demonstration of compliance with affordable housing requirements as applicable including §70-4. **Waiver recommended for completeness only. Development fees are not permitted per the Township's Fourth Round Fair Share Plan and Court Order.**
- **#37** requires Drafts of proposed protective covenants, deed restrictions or easements for review by the Land Use Board and its professional staff. **Waiver recommended for completeness only.**
- **#49** requires the location of all existing trees or tree masses, indicating general sizes and species of trees in accordance with Township Ordinances. **Waiver recommended for completeness only.**
- **#50** requires tree protection plan, limits of clearing in accordance with Township Ordinances. **Waiver recommended for completeness only.**
- **#52** requires method by which open space is to be owned and maintained. **Waiver recommended for completeness only.**
- **#59** requires location of soil borings to determine soil suitability and indication of whether topsoil will be transported to the site and/or be removed and transported outside the municipal boundary. **Waiver recommended for completeness only.**
- **#67** requires If on-site sewerage disposal is required (septic system), the results and location of all percolation tests and test borings. ***Our office has no objection to a waiver being granted for this item. Approval from Gloucester County Health Department required at time of Plot Plan submission for each lot.***

At this time our office recommends that the Board deem the application **Incomplete**. The above items must be addressed for the application to be deemed "Complete" and scheduled for a public hearing. If a waiver is granted for completeness only, the information shall be provided as part of the compliance submission.

We reserve the option to make additional comments as more information becomes available.

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Should there be any questions or if additional information is required, please contact the undersigned at (856) 546-8611.

Very truly yours,
BACH ASSOCIATES, PC



Steven M. Bach, PE, RA, PP, PLS, CME
President

Cc: Brandon DeJesus, Esq., Board Solicitor
Russo Land Holdings, LLC, Applicant/Owner
William L. Horner, Esq., Applicant's Attorney
Andrew Hogg, PE, Applicant's Engineer
Caleb Nicholson, PE, CME

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