

**INTEROFFICE CORRESPONDENCE**  
**VILLAGE OF RIDGEWOOD**  
Department of Public Works  
Division of Engineering

**TO:** Village of Ridgewood Zoning Board of Adjustment

**FROM:** Christopher J. Rutishauser, P.E., C.P.W.M, Village Engineer,



**RE:** **Addition/Renovation to Single Family Residence**  
335 Marshall Street  
Block 3607, Lot 31  
File No. ZBA 2025-34

**SUB:** **Review of Submitted Materials**

**DATE:** November 20, 2025

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I have prepared a review of the received materials for the proposed Addition/Renovation to Single Family Residence at 335 Marshall Street. The subject property is within the Flood Hazard Area of the Ho-ho-kus Brook.

The following materials were reviewed:

- A set of three drawings, labelled Addition and Renovation for the Kaplanis Residence, 335 Marshall Street, Block 3607, Lot 31, Drawings Number G-01, A-01, and A-02, dated November 20, 2024, with the most recent revisions dated May 14, 2025, prepared by Jordan Rosenberg, R.A., Jordan Rosenberg Architects and Associates, 27 North Broad Street, Second Floor, Ridgewood, New Jersey 07451.
- A Topographic Survey of 335 Marshall Street, a.k.a. Lot 31, Block 3607, dated April 23, 2025, with no revisions, prepared by Christopher J. Lantelme, P.E. and L.S., Lantelme, Kurens and Associates, P.C., 101 West Street, Hillsdale, New Jersey 07642.
- Application Form Village of Ridgewood Board of Adjustment, for a "C" Variance.

The following comments and observations are for the Board's consideration regarding this application.

**Flood Hazard Area Conditions**

- Please provide the Board with New Jersey Department of Environmental Protection (NJDEP) jurisdictional determination that the proposed addition does not require a NJDEP Land Use Permit.
- Our available information indicates the current home has a finished floor elevation of approximately +80.06. The property survey gives a finished floor elevation of +80.4. The 100-year flood elevation at the home is approximately +76.6. Request the applicant to confirm for the Board if these elevations are correct.

- The applicant's New Jersey Licensed Professional Engineer shall satisfactorily demonstrate to the Board that the proposed work is in compliance with Village Ordinance No. 3865, Floodplain Management Regulations of the Village of Ridgewood.
- The applicant shall clarify for the Board if the proposed work qualifies as a substantial improvement under the NJDEP regulations. If the proposed work qualifies as a substantial improvement, the applicant shall raise the elevation of the finished floor to a minimum of +80.6 and fill in any basement areas below +80.6. For a substantial improvement, the dwelling lowest floor elevation shall be 1-foot minimum above the design flood elevation (DFE). The DFE is the 100-year flood elevation plus 3.0-feet.