

**APPLICATION for ADMINISTRATIVE APPROVAL of SITE PLAN**

Fill out completely and type or print in ink. Please read instructions on reverse.

**SITE INFORMATION:**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_ Zone \_\_\_\_\_

Address \_\_\_\_\_ Apt./Unit/Store/Etc. \_\_\_\_\_

Residential, specify \_\_\_\_\_ or  Non-residential, specify \_\_\_\_\_

Property Owner \_\_\_\_\_

Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**APPLICANT (if not owner):**

Name \_\_\_\_\_  Owner's Agent  Tenant  Other \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**PROPOSAL**

Description (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area of new disturbance: \_\_\_\_\_ sq. ft.

Date and Docket Number of any previous Board approval(s): \_\_\_\_\_

**CERTIFICATION - Both Owner and Applicant must sign below:**

I hereby certify that I am the agent of (owner of) record and am authorized to make this application. I understand that if any of the above statements are willfully false, I am subject to punishment.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Applicant Date

<b><u>Township Use Only:</u></b>	
Date Received	_____
Fee Received: Check #	_____ or Cash _____
Project #	_____
Meeting Date	_____
_____	Approved
_____	Approved with Conditions: _____
_____	_____
_____	Denied: _____

## **Instructions for Administrative Approval of Site Plan Applications**

Administrative Approval of Site Plan is granted by the Technical Review Committee (TRC) under the authority of the Planning Board, pursuant to the provisions of Section 112-16C of the Franklin Township Development Ordinance. In order to qualify for an Administrative Approval the proposal must meet the following conditions:

- 1. Must qualify as a *Minor Site Plan* as defined in Section 112-5 of the Franklin Township Development Ordinance;**
- 2. Must not involve proposed new disturbance or structures in excess of 5,000 square feet;**
- 3. Must comply will all other provisions of the Franklin Township Development Ordinance.**

Once an application is deemed complete, the Zoning Officer shall determine if the proposal qualifies for consideration of Administrative Approval by the TRC. If it does qualify, it shall be scheduled for review at the next meeting of the TRC. (The TRC meets each Tuesday, except the third Tuesday of the month.)

After the TRC has rendered its determination – *approved, conditionally approved, or denied* – the applicant will be informed in writing of that decision. If the proposal was conditionally approved the applicant will have ninety days to meet those conditions.

**Please note:** If a Construction Permit is required for the project and an application for the same was submitted with the Administrative Approval application, it shall be processed upon final approval. If such application was not submitted with the Administrative Approval application, the applicant must include a copy of the TRC approved site plan when submitting the Construction Permit application.

### **Application Package:**

- 1) The completed Application Form on the reverse side of these instructions.
- 2) \*Four copies of a signed and sealed site plan that includes:
  - (a) All property lines from deed descriptions.
  - (b) All existing and proposed structures.
  - (c) All required, existing, and proposed setbacks.
  - (d) All existing and proposed stoned and paved areas, including parking stalls.
  - (e) Existing and proposed landscaping.
  - (f) Existing and proposed lighting.
  - (g) Grading and drainage information as determined by the Township Engineer.
  - (h) The area of disturbance clearly delineated and dimensioned.
  - (i) Parking calculations.
- 3) Two copies of signed and sealed existing and proposed floor plans (if applicable) that include the use and square footage of each area with change of use areas clearly defined.
- 4) \$1000.00 Application Fee (this fee may be reduced)

Submit applications to: **Zoning Officer, Township of Franklin, 475 DeMott Lane, Somerset, NJ 08873**

If you want to discuss your proposal, what to include with your application, or have questions about the process in general please stop by Planning/Zoning Office or call us at 732-873-2500, ext. 272, 274, or 251. We are open Monday to Friday, 7:30 a.m. to 4:30 p.m. We're here to help you!