

**SITE PLAN INSTRUCTION SHEET**

**PHASE I - PRE-APPLICATION REVIEW (OPTIONAL)**

The Applicant may request a pre-application meeting prior to submission of the application. The pre-application meetings are held on Tuesday mornings at 10:30 am, 11 am or 11:30 am, whichever time is available when scheduling the meeting. The applicant will meet with our Construction Official, Planner, Zoning Officer, Director of Fire Prevention, Engineer, Assistant Director of Health, Economic Developer and Traffic Officer. **This review is not considered as the start of the application submission.**

**PHASE II - SUBMISSION**

**WHERE TO FILE:**

Planning Board/Zoning Board of Adjustment  
 475 DeMott Lane  
 Somerset, NJ 08873  
 (732) 873-2500

**WHAT TO FILE:**

Twenty copies of the Application for Site Plan Approval (Annex B). Note: If applicant is other than owner, owner must sign application.

If application involves a request for variance from any provision of the Development Ordinance, twenty copies of the Appeal for Variance (Annex C).

Payment of Fees & Escrow based on the following:

**ESCROWS:**

See attached sheet

**RESIDENTIAL SITE PLAN**

Preliminary	\$1750.00 75.00	for first 10 acres or any part thereof; plus, for each additional acre over 10 acres or any part portion, thereof; plus
	75.00	per dwelling unit
Final	\$ 750.00 40.00	initial fee, plus, per dwelling unit.

**NON-RESIDENTIAL SITE PLAN**

Preliminary/Final (in combination)	\$ 750.00 50.00	for first 10,000 square feet of tract; plus, for each additional 5,000 square feet of tract or portion thereof; plus
	0.01	per gross square foot of building
Final only		one-half preliminary fee

**AMENDMENTS TO APPROVED APPLICATIONS**

Residential	\$ 325.00	per each 5,000 square feet or portion thereof of
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Non-Residential	325.00	disturbed area;
	50.00	for first 5,000 square feet of new disturbance;
		plus for each additional 5,000 sf portion thereof
		of newly disturbed area;
	.01	plus per gross sf of building (addition or change).

**VARIANCES:**

**BULK VARIANCE:**

Created by sub-div. (40:55D-70c)	\$275.00	per each lot affected
Involving structures (40:55D-70c)	75.00	per variance in residential zone
	250.00	per variance in all other zones

**USE VARIANCE** (for applications to the Board of Adjustment):

Expansion of existing non-conforming use (single or two family residential)	\$ 200.00	per meeting or portion thereof
All others	625.00	per meeting or portion thereof

**RESUBMISSIONS TO MEET CONDITIONS OF APPROVAL:**

First resubmission after approval	\$0.00	
All subsequent resubmissions	\$250.00	per resubmission

**The following items are to be included in your submission:**

- One original and twenty copies of the application for site plan approval (Annex B).
- One original and twenty copies of variance appeal form, if needed (Annex C).
- One original and one copy of the completed checklist (Annex D).
- 20 copies of site plan, landscape and lighting plans meeting specifications of the ordinance as outlined in Checklist (Annex D) and as described on Annex E plans shall be folded to a maximum size of 11" x 15" with title box showing. Plans involving engineering and architectural site plans that are separately stapled shall be collated together prior to folding.
- 3 copies of Drainage Calculations.
- 15 copies of Traffic Impact Analysis (Annex F).
- 15 copies of Environmental Impact Statement if plan proposes construction of 5,000 or more square feet of paved area.

**OUTSIDE AGENCY REVIEWS**

- It is the responsibility of the applicant to transmit copies of the plans and documents to the agencies listed below and to submit copies of transmittal letters as part of the Site Plan Application:

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Applications (Annex H) and Detention Basin Review sheet, fees, plans, traffic, environmental and drainage studies:

- a) Somerset County Planning Board  
PO Box 3000  
Somerville, NJ 08876  
908-231-7021

Contact D & R Canal Commission directly for submittal requirements:

- b) D & R Canal Commission  
PO Box 539  
Stockton, NJ 08559-0539  
609-397-2000

Application and soil conservation, sediment control plans:

- c) Somerset Union Soil Conservation District  
Somerset County 4-H Center  
308 Milltown Road  
Bridgewater, NJ 08807

- If the development/property exceeds 150 acres or 500 dwelling units (all maps and documents required to be on file with the Township):

- d) Office of State Planning  
Department of the Treasury  
150 West State Street  
CN 204  
Trenton, NJ 08625

- If the property is adjacent to a State Highway, for informational purposes and permits for curb cuts and drainage:

- e) State Department of Transportation  
1035 Parkway Avenue  
Trenton, NJ 08625

- If the plan involves emissions or watercourses under NJDEP control; filling and dredging in flood hazard areas; or if more than 50 units:

- f) State Department of Environmental Protection  
CN 029  
Trenton, NJ 08625

- Applications involving lands designated as wetlands:

- g) State Department of Environmental Protection  
CN 029  
Trenton, NJ 08625

**PHASE III - PROCEDURES AFTER SUBMISSION**

- (1) When an application is submitted, it is first reviewed to determine if it complies with all submission requirements noted above. If the application is incomplete, the applicant will be notified within 45

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days of those items required to complete the application. When all items required have been submitted, Item 3 of these procedures will be initiated.

- (2) Within 45 days of submission, the Planning Board/Zoning Board of Adjustment will determine if an escrow deposit as provided by Section 112-29 of the Development Ordinance is required. If required, the applicant will be notified of the amount of escrow, which escrow deposit must be submitted prior to the application being scheduled for a public hearing. Upon receipt of the escrow deposit, scheduling of the application (provided all other submission requirements are received) for a public hearing by the Planning Board/Zoning Board of Adjustment will be provided.
- (3) After determination of completeness, the application will be transmitted for review by various township agencies and departments. When the reports are received, they are reviewed by the Township Planner. Depending upon the nature and complexity of the applicant, the applicant may be invited to attend a staff review session.

**PHASE IV - PUBLIC HEARING/ACTION/RESOLUTION**

The applicant will be advised by letter of the date they are scheduled for public hearing on their application.

- (1) If corrections or revisions are required to the plans, the revised plans must be received at least 10 days prior to the scheduled hearing date. If considerable corrections are required, an earlier submission date may be requested by the Planning staff. Failure to comply with the earlier submission date may result in deferral of scheduled hearing date in order to permit sufficient time for staff review.
- (2) All applications require newspaper advertisement and notice to property owners, such notification must be completed 10 days prior to the scheduled hearing. Information and dates will be supplied to the applicant (it is included in your hearing notice) regarding advertising and noticing. Property owner lists utilized for notice should not be more than 60 days old. Outdated lists should not be used. The original list can be updated (at no charge) provided a written request giving the staff sufficient time (at least 20 days prior to your hearing).
- (3) Public hearing will be conducted on the scheduled date provided the applicant has complied with the requirements of Items #1 & 2 above. The hearing may be continued to another hearing date if necessary (additional fees will be charged - see Section 112-1100 Annex 3 - Fee Schedule in the development ordinance). Although a continuance might take place, action by the Board must be taken as follows:
  - within 45 days of completeness for applications without variances.
  - within 120 days of completeness for applications with variances.
  - within 95 days of completeness on major subdivision applications with no variances proposing more than 10 lots.
  - within 95 days of completeness for conditional use.
- (4) Within 45 days of action by the Board, the action taken will be reduced to writing and presented to the Planning Board/Zoning Board of Adjustment for adoption in the form of a resolution. The date of adoption of the resolution is the official date of approval of the application.

**PHASE V - PROCEDURES AFTER APPROVAL**

Upon adoption of a resolution by the Board, a copy of the resolution will be forwarded to the applicant within 10 days after adoption. The applicant must proceed to comply with all conditions of approval prior to the issuance of any building permit or the commencement of any site clearing unless otherwise specified. Upon compliance with all conditions of approval, the site plans will be signed by the Secretary

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of the Planning Board/Zoning Board of Adjustment and distributed to the applicant and appropriate township agencies.

After the application has been properly signed off, you may then apply for Zoning & Building Permits for construction. The construction applications are picked up from the Construction Code Enforcement Department - room 6 (Monday through Friday 7:30 a.m. to 3:30 p.m.) and the Zoning application are picked up from Planning/Zoning, room 8 (Monday through Friday 7:30 to 4:30 p.m.) and after the applications are completed, both applications are to be dropped off together with the Zoning Officer in Planning/Zoning - room 8.

Construction must commence within two years of the date of approval. If construction does not commence, the site plan and/or variance approval will expire. The Municipal Land Use Law provides methods for requesting extensions of time from the Planning Board/Zoning Board of Adjustment if necessary, and applicants are advised to contact the Planning staff near the end of the two year period if construction cannot begin as specified.