

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: _____

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 & 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

Township Use Only:

Date Received _____

Fee Received: Check # _____ or Cash _____
Receipt #: _____

TRC# _____

Meeting Date _____

Approved: Denied:

Approved W/ Conditions: _____

Approval Signature: _____

Instructions for Administrative Approval of Site Plan Applications Instructions

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 112-185.C(4) 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 112-4 and must qualify for Administrative Site Plan Approval pursuant to Section 112-185.C(4) of the Franklin Township Development Ordinance including but not limited to less than 5,000 square feet of proposed new disturbance or structures; and**
- 2. Must comply will all other provisions of the Franklin Township Development Ordinance.**

Once an application is deemed complete, the Senior Zoning Officer shall determine if the proposal qualifies for consideration of Administrative Approval by the TRC. If it does qualify, it shall be scheduled at the next immediately available meeting of the TRC. (The TRC typically meets every Tuesday at 9:30 a.m.)

After the TRC has rendered its determination – *approved, conditionally approved, or denied* – the applicant will be informed in writing of that decision.

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 of the administrative site plan application. If such an 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) ***SIX (6) 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) Six (6) 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 upon decision of the Senior Zoning Officer)

The TRC may require additional information depending upon the nature and scope of the proposal including but not limited to proof of outside agency approvals and may require posting of an escrow.

Submit applications to: **Planning Board Secretary, Planning/ Zoning Dept., 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 feel to call or email Monday to Friday, 7:30 a.m. to 3:30 pm at 732-873-2500 x6271; mark.healey@franklinnj.gov.