

Site Plan Application Form

TOWNSHIP OF FRANKLIN,
SOMERSET COUNTY, NJ



- 1) The applicant may request a pre-application meeting prior to submission. This is provided as a *courtesy* to potential applicants so they receive input and the input provided is not binding on the Board or its professionals. This meeting is in no way to be considered as the start of the submission process. If you decide to schedule a pre-application meeting, please contact the Township Planning Director (contact information: <https://www.franklintwpnj.org/departments/planning-zoning>).
- 2) Submission shall be made with the forms supplied by the Township. The information required by the applicable checklist shall be supplied with the submission. The Director of Planning or his/her designee shall determine which Board has jurisdiction over the development and what approvals are required.
- 3) If the Director of Planning or his/her designee determines that the proposed undertaking is a minor site plan as per §112-184.D and defined in §112-4 of the Land Development Ordinance, then the application may be reviewed by the Technical Review Committee (TRC), whose purpose is to review and approve/disapprove minor site plans that are exempt from site plan approval from the Planning Board or Zoning Board of Adjustment as per §112-184.D of the Land Development Ordinance. Applicants seeking such approval should submit the Application for Administrative Site Plan Approval form and the fees and information specified on that form. No notice is required for minor site plan applications that are reviewed for approval by the Technical Review Committee (TRC).
- 4) The applicant shall pay fees in accordance with Schedule 7, §112-327 and §112-213.B of the Land Development Ordinance, as applicable, and shall pay an initial escrow deposit in accordance with §112-213.A of the Land Development Ordinance as applicable. Deposits and fees shall be made by check to "Franklin Township" and delivered or dropped off at the Township municipal office at 475 DeMott Lane, Somerset, NJ. In case of proposals requiring a combination of approvals, such as subdivision and variance(s), the applicant shall pay an amount equal to the sum of the fees required. In the case of a submission requiring application fee(s) and an escrow deposit, one separate check shall be provided for the required escrow deposit and another check shall be provided equal to the sum of the required fees. Any requests for payment of fees other than via check to "Franklin Township" (e.g., wire transfer or credit card) should be disregarded.
- 5) All information contained in the Site Plan Submission Checklist is required. Where the applicant believes a submittal item is not applicable or requests a waiver for submittal of an item, a letter providing justification for non-submittal of the item(s) shall be provided.
- 6) The submission will be reviewed by the Director of Planning or his/her designee to determine whether the submission constitutes an Application for Development (i.e., contains all of the information required on the applicable forms and checklists along with applicable fees and/or escrow deposit). During this review the Director of Planning or his/her designee shall determine whether each of the submittal items has been provided, and/or whether any of the items are not applicable, or whether a waiver may be granted with respect to any submittal items. These determinations by the Director of Planning or his/her designee pertain solely to the determination of whether the submission constitutes an Application for Development and shall in no way prevent the Board or its professionals from requiring the information during the substantive review of the application/hearing. If any submittal items are found to be missing, the applicant shall be notified in writing within 45 days of submission.

- 7) Per §112-320.1 and submittal checklists, *all* application submittals shall be submitted in digital format in .pdf format with no individual file exceeding 29 MB in size. Applicants shall *not* provide digital copies of the W-9 form or the checks.

Per §112-320.1, homeowners submitting on their own behalf shall not be subject to this requirement, however they are encouraged to do so.

Applicants should be aware that any such digital documents may be posted on the Township website. Thus, applicants are *encouraged* to redact personal information such as addresses, phone numbers, email addresses from the *digital* copies of application materials. However, unless otherwise authorized by law, such information shall not be redacted from the submitted hard copies.

- 8) Once the application is deemed to constitute an Application for Development (i.e., contains all of the information required on applicable application forms and checklists along with applicable fees and/or escrow deposit), the application will be scheduled for a public hearing. The applicant will be advised in writing of the date scheduled for a public hearing on the application.
- 9) Site plan applications proceeding before the Planning Board or Zoning Board of Adjustment require a Public Hearing and must give a Public Notice of said hearing in accordance with the requirements of the Municipal Land Use Law and §112-315 of the Franklin Township Land Use Ordinance. Notification must be completed at least 10 days prior to the scheduled hearing. Information and dates will be supplied to the applicant at the appropriate time for advertising and noticing.

A public hearing will be conducted on the scheduled date. The hearing may be continued to another meeting date if necessary.

On the evening of the public hearing meeting, the applicant, owner, contract purchaser or person having a real interest in the property, agent or attorney (corporations must be represented by an attorney), shall appear before the Board to submit or present proof in support of the application.

- 10) Applicants represented by engineers and/or architects (or other such professionals) shall be prepared to use the video display systems available in Council Chambers to project hearing exhibits. Use of the video display system improves visibility of these exhibits for the Board, the public and the Township's video broadcast of the hearing. In order to use the video display system available in Council Chambers Applicants shall bring a computing device capable of utilizing a VGA connection or an HDMI connection. Audio connections are available for both connections. Cables are provided, adapters are not. So please insure you have the required adapters to connect to either VGA or HDMA. Per Board bylaws, Applicants who fail to comply with the above are subject to their hearings being adjourned to a subsequent date, subject to the discretion of the Board Chair.
- 11) As part of the hearing procedure, the applicant must present testimony in support of the site plan application. The Board will then make the determination whether to approve, approve with conditions or deny the application.
- 12) During the course of the hearing, the Board may require such additional information and/or analyses deemed necessary by the Board to render an informed and reasonable decision.
- 13) Resubmittal of application materials (e.g., plans, reports, etc.) made in response to Board and/or staff reviews and/or comments, shall be accompanied by a written description of the changes made compared to the prior submission. In the case of staff reports, this shall be accomplished by providing a response to each of the review comments with a description of the plan changes and where the plan changes can be found (e.g., sheet or page number). If the application materials have not been revised in response to any such comment, the reason for the non-change shall be provided. The number of copies of this written

description should be commensurate with the number of revised plans and shall be provided in digital form (in .pdf format).

- 14) The Board shall render a decision on the application within the timeframe mandated by the Municipal Land Use Law unless an extension for such decision has been provided on behalf of the applicant.
- 15) At a subsequent meeting, the action taken will be reduced to writing and presented to the Board for adoption in the form of a resolution. The date of adoption of the resolution is the official date of approval of the application.
- 16) Upon adoption of the 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 a 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 of the Planning Board/Zoning Board of Adjustment and distributed to the applicant and appropriate township agencies.

OWNER (if different from Applicant):

Name _____
Street Address _____ Apt./Ste/Unit # _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
Email _____

PART C

SUBJECT PROPERTY:

Block/s _____ Lot/s _____ Zone _____
Street Address _____
City _____ State _____ Zip Code _____
Approximate Site Size: _____ Acres/ _____ Sq. ft.

Present use of the property, specify: _____

Proposed use of the property, specify: _____

Area of new disturbance: _____ % of the gross lot area: _____ Sq. ft.

Gross square footage of the building: Existing: _____ Sq. ft.
Proposed: _____ Sq. ft.

Public water available: Yes No If not, proposed? Yes No

Public sanitary sewer available: Yes No If not, proposed? Yes No

Is the site located within a Township-designated Historic District and/or located within 1000 feet of the Delaware & Raritan Canal?: Yes No

Describe any off tract improvement required or proposed _____

Deed restrictions, covenants, easements, association by-laws:

Yes (Provide a copy) No Proposed (Must be submitted for review)

Does the applicant own any contiguous property? Yes No

If yes, state the address, block and lot of such property: _____

PART D

Has there been any previous appeal, request, or application to this or any other Township Boards or the Technical Review Committee involving this property? Yes No

If yes, in the space below state the type of approval (e.g., site plan and/or variances), docket number, the nature of the application and approval date. In particular, describe whether this submission is intended to supersede or further effectuate such previous approval(s) – e.g., site plan approval for a previously granted use variance.

Identify the associated development approvals sought at this time (check all that apply):

Note: Applicant must consult the respective Instruction Sheet(s) and Submission Checklist(s) for the associated development approvals (e.g., subdivision, variances) being sought at this time. The submission will not be deemed an Application for Development unless all required submissions are provided for all requested development approvals.

“C” Variance(s):

- The strict application of the provisions of the Development Ordinance would result in peculiar and exceptional practical difficulties or exceptional and undue hardship - N.J.S.A.. 40:55D-70.C(1)
- The purposes of the Municipal Land Use Law would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment - N.J.S.A. 40:55D-70.C(2)

“D” Variance(s):

- Use or principal structure in a district restricted against such use or principal structure – N.J.S.A. 40:55D-70.D(1)
- Expansion of a nonconforming use - N.J.S.A. 40:55D-70D(2)
- Deviation from a specification or standard pertaining solely to a conditional use - N.J.S.A. 40:55D-70. D(3)
- Increase in the permitted floor area ratio - N.J.S.A. 40:55D-70.D(4)
- Increase in the permitted density - N.J.S.A. 40:55D-70.D(5)
- Height of a principal structure exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure - N.J.S.A. 40:55D-70.D(6)

Minor Subdivision

PART F

CONTACT PERSON INFORMATION/ CERTIFICATION

The person indicated below shall serve as the point-of-contact with the Township Department of Planning and Zoning and shall be the sole recipient of official correspondence from the Department. By signing this form, in Part G below, the Applicant and Owner certify that that the party listed below is authorized to act on their behalf as the designated contact person with the Department.

Owner Applicant Attorney Engineer Architect Other

Name _____

Street Address _____ Apt./Ste/Unit # _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

PART G

APPLICANT'S CERTIFICATION

I, _____, of full age, being duly sworn according to law and upon my oath, depose that: I reside at _____ in the County of _____ and State of _____, and that the above statements contained in this application and in the papers appended thereto are true. I further certify that I am the individual applicant, or a general partner of the partnership applicant, or an officer of the corporate applicant and I am authorized to sign the application for the partnership or corporation.

Sworn to and subscribed before me this ____ day of _____, 20_____

APPLICANT'S SIGNATURE

NOTARY PUBLIC

OWNER'S CERTIFICATION

(If the owner is a corporation, this section must be signed by an authorized corporate officer. If the owner is a partnership, this section must be signed by a general partner.)

I, _____, of full age, being duly sworn according to law and upon my oath depose that: I reside at _____ in the County of _____ and State of _____, and that the above statements contained in this application and in the papers appended thereto are true. I further certify that I am the owner of the property which is the subject of this application, and I am the applicant or I have authorized the applicant to make this application, and I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this _____ day of _____, 20_____

OWNER'S SIGNATURE

NOTARY PUBLIC