MEMORANDUM

To: Applicant
Applicant's Attorney
Applicant's Engineer

From: Stan R. Olszewski
Supervising Planner/
Land Development Review

Date: April 17, 2014

Re: Application Requirements

Effective as of January 1, 2015 a separate application form, fee, authorization of property owner, **four (4) separate CD's containing a digital copy of the plans in a PDF File Format (read only)**, plus four (4) paper plans, **four (4) separate CD's containing a digital copy of any reports associated with this application in a PDF File Format (read only)** plus, four (4) paper copies of reports must be submitted for each type of application.

If you have any questions please feel free to contact this office at 732-745-3812.

MIDDLESEX COUNTY,
DEPARTMENT OF INFRASRUCTURE MANAGEMENT
OFFICE OF PLANNING
DEVELOPMENT REVIEW DIVISION
40 Livingston Avenue
New Brunswick, New Jersey 08901
732-745-3812

GUIDELINES FOR SITE PLAN/SUBDIVISION APPLICATIONS

Incorporated amendments to the County's Land Subdivision Resolution as adopted by the Middlesex County Board of Chosen Freeholds, December 16, 2004, effective February 1, 2005.

PLEASE READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE APPLICATION FORM.

An application form, fee, authorization of property owner, plus five (5) sets of plans and five (5) copies of any reports associated with the application must be submitted.

Incorrectly completed application forms and applications submitted with the incorrect fee, are automatically **rejected** by Staff and no review will commence.

All application forms must be signed by the Applicant or a Designated Representative. Please retain a copy of the application form for your records.

Application fees for all Site Plan and Subdivision submissions shall not exceed $20,000.00.
All checks shall be made payable to "TREASURER-MIDDLESEX COUNTY".

SKETCH PLATS
(Minor Subdivisions)

All sketch plats must be submitted to this Office for classifications regardless of whether or not the criteria for exempt status are met. This shall be for the purpose of permitting the Applicant to file the subdivision by deed or plat with the County Clerk.

PRELIMINARY PLATS
(Major Subdivisions)

All Preliminary Subdivisions must be submitted to this Office for review and approval.

FINAL PLATS
(Major Subdivisions or optional for Minor Subdivisions)

PRIOR to submitting an application for Final Plat Review, **ALL** conditions of the Preliminary Subdivision Review or Sketch Plat Review **must be satisfied**.

SITE PLAN

All Site Plans must be submitted for jurisdictional determination by this Office and will require Board action if it meets any of the following criteria.

a. A Commercial use along a County road or affecting a County Drainage Facility.
b. An Industrial use along a County road or affecting a County Drainage Facility.
c. A Multi-Family structures of five (5) units or more along a County road or affecting a County Drainage Facility.
d. Any land development along a County road requiring Off-Street Parking Area or Off-Street Area for more than five (5) vehicles or affecting a County Drainage Facility.
e. Any land development causing storm water to drain directly or indirectly to a County road or a drainage way, structure, pipe, culvert of facility for which the County is responsible for construction, maintenance or proper functioning and falls within any of the above categories.
f. Any land development which generates traffic directly onto a County road and falls within the above land uses or affecting a County Drainage Facility.

Commercial, Office, Multi-Family, Quasi-Public Application-Parking Space Fees

Parking Space Fees must be paid for all proposed or required parking spaces as specified by Municipal Zoning Ordinance (whichever number is greater) which are a result of a site plan proposal.

Industrial Application Square Footage Fees

Square Footage Fees must be paid for each square foot of the proposed building area.

If an application is **DISAPPROVED** by the Board or plans with **SUBSTANTIAL REVISIONS** are received by this Office, a new application **MUST** be submitted.

SUBDIVISION AND SITE PLAN APPLICATION FORM
Middlesex County, Department of Infrastructure Management
Office of Planning-Development Review Division
40 Livingston Avenue, New Brunswick, New Jersey 08901
732-745-3812

FOR OFFICE USE ONLY

Please refer to Guideline Sheet prior to completion.

1. Municipality: _____
2. Title Block from Plan: _____

3. Applicant Name: _____ Phone# _____ E-Mail _____
   Mailing Address: _____
4. Owner of Property: _____ Phone# _____ E-Mail _____
   Mailing Address: _____
5. Applicant's Attorney: _____ Phone# _____ E-Mail _____
   Mailing Address: _____
6. Applicant's Engineer: _____ Phone# _____ E-Mail _____
   Mailing Address: _____
7. Lot(s) _____
8. Block(s) _____
9. Name of Adjacent Road(s) _____
10. Zone _____
11. Present Use _____
12. Proposed Use _____
13. Recent Date on Plans _____
14. Area of Proposed Impervious Surface _____ (sq. ft)
15. Total Number of Lot(s) _____
16. Proposed Building Area _____ (sq. ft)
17. Number of Proposed Dwelling Units _____
18. Existing Building Area _____ (sq.ft)
19. Number of Proposed Parking Spaces _____
20. Acreage to be dedicated for Open Space _____
21. Area of Entire Tract _____ (to hundredth acre)

An application form, fee, authorization of property owner, plus five (5) sets of plans and five (5) copies of any reports associated with the application must be submitted. Please ensure that the application is signed at the bottom and retain a copy for your records.

Minor Subdivision

_____ SKETCH PLAT	Initial Fee	$ 300.00
Plus $10.00 x _____ Per Acre =		$_____
_____ *1st Revised Plans from a County Planning Board Approval (33% of Original Fee) =		$_____
(Round up to the nearest dollar)	Sketch Plat Total	$_____
_____ Exempt (No fee-Refer to Guidelines for criteria of fee waiver)		

Major Subdivision

_____ PRELIMINARY PLAT	Initial Fee	$ 500.00
Plus $20.00 x _____ Number of Lots =		$_____
_____ *1st Revised Plans from a County Planning Board Approval (33% of Original Fee) =		$_____
(Round up to the nearest dollar)	Preliminary Plat Total	$_____
_____ FINAL PLAT ***(separate application w/fee per sheet)***	Initial Fee	$ 500.00
Plus $15.00 x _____ Number of Lots =		$_____
And		
Plus $15.00 x _____ Number of Acres =		$_____
(Round up to the nearest dollar)	Final Plat Total	$_____

Site Plan

_____ SITE PLAN	Initial Fee	$ 500.00
Plus $10.00 x _____ Per Parking Space for Non-Industrial use =		$_____
And		
Plus $. 15 x _____ Per Square Foot for Industrial uses =		$_____
___ *1st Revised Plans from a County Planning Board Approval (33% of Original Fee) =		$_____
(Round up to the nearest dollar)	Site Plan Total	$_____

One (1) Application, One (1) Check per submission. All checks shall be made payable to "TREASURER-MIDDLESEX COUNTY".

If an application is **DISAPPROVED** by the Board or plans with **SUBSTANTIAL REVISIONS** are received by this Office, a new application **MUST** be submitted.

I hereby apply for approval by the Middlesex County Planning Board of the above development proposal and acknowledge that the reporting period set forth in N.J.S.A. 40:27-6.5 or 6.7 shall not begin to run until this application, fee and accompanying plans are complete in all respects.

CERTIFICATION: I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I an to file this application and act on behalf of the owner or the contact purchaser pursuant to the owner's authorization. I also certify that the identical plans submitted herewith have simultaneously been submitted to the appropriate municipal subdivision and/or site plan approval authority.

_____
Signature of Applicant or Designated Representative

_____
Type or Print Clearly Name

FOR OFFICE USE ONLY

Planning Board	**Rejected**	**Formal Submission**	**Treasurer's Office**
Received By: _____	Rejected By: _____	Formalized By: _____	Received By: _____
Date Received: _____	Date: _____	Date: _____	Date: _____
Amount Received: _____			