



Ronald G. Rios
Freeholder Director

Carol Barrett Bellante
Deputy Director

Kenneth Armwood
Charles Kenny
H. James Polos
Charles E. Tomaro
Blanquita B. Valenti
Freeholders

**COUNTY OF MIDDLESEX
DEPARTMENT OF INFRASTRUCTURE MANAGEMENT**

**Office of Planning
Division of Development Review**

Charles E. Tomaro
*Chairperson, Infrastructure
Management Committee*

John A. Pulomena
County Administrator

Ralph G. Albanir
Department Head

Olga Sgambettera
Chairman, Planning Board

Dorothy K. Power
Secretary, Planning Board

Stephen D. Cahn, Esquire
Counsel, Planning Board

George M. Ververides, P.P., A.I.C.P.
Director

Stanley R. Olszewski
Supervisor

MEMORANDUM

To: Applicant
Applicant's Attorney
Applicant's Engineer

From: Stan R. Olszewski
Supervising Planner/
Development Review

Date: March 10, 2015

Re: Application Requirements

Effective as of May, 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 with a minimal of 400 DPI** 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 with a minimal of 400 DPI** plus, four (4) paper copies of reports must be submitted for each type of application and sign the bottom of the application.

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

Middlesex County... "The Greatest County in the Land"

40 Livingston Avenue, New Brunswick, NJ 08901

732-745-3812 • FAX: 732-745-3960 • www.co.middlesex.nj.us

Please refer to our file number for all communications

**MIDDLESEX COUNTY,
DEPARTMENT OF INFRASTRUCTURE 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 structure 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.

Authorization of Property Owner And/or Second Party Lessee

Municipality: _____

Tax Map: Block(s) _____, Lot(s) _____

Applicant Name/Site Name: _____

For the Type of Land Use: _____

Middlesex County Planning Board Application/File# _____

I, _____,
(Individual, Corporation and/or Entity and Mailing Address)

the Landlord/Property Owner of _____, does
(Address, Location of the Property)

hereby appoint _____ and its
(Name of First Party and/or Second Party Lessee, Mailing Address)

Agents and Representatives as Owner's Agent for the purpose of completing, executing
and /or filing any Application, Form, Map, Approval, Variance, Special Permit and/or
other Land Use Approval and/or Building Permit ("Approvals") required to provide

_____ with lawful
(Name of First Party and/or Second Party Lessee, Mailing Address)

access to, and ability to use the property for the purpose of development on the property.

_____, shall be responsible for
(Name of First Party and/or Second Party Lessee, Mailing Address)

all costs, filing fees, and/or any expense incurred in connection with securing approvals.

Signature of Property Owner
(Print Name and Title)
Date: _____, 20____.

Signature of First Party Lessee
(Print Name and Title)
Date: _____, 20____.

Signature of Second Party Lessee
if applicable
(Print Name and Title)
Date: _____, 20____.

Sworn to and subscribed before me on the _____ day of _____, 20____.

Notary Public of _____, Expires _____

Please refer to Guideline Sheet prior to completion.

1. Municipality: _____

2. Plan Title: _____

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. Block Number(s) _____ 8. Lot Number(s) _____

9. Name of Adjacent Road(s) _____ 10. Zone _____

11. Present Use _____ 12. Proposed Use _____

13. Recent Date on Plans _____ 14. 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**.
- One (1) Application, One (1) Check per submission. All checks shall be made payable to **"TREASURER-MIDDLESEX COUNTY"**.
- Round up all Fees and Acres.
- Application fees for all Site Plan and Subdivision submissions shall not exceed \$20,000.00.
- An exempt classification can only be determined by this Office.

Minor Subdivision

| | | |
|---|-------------------|-----------|
| _____ SKETCH PLAT | Initial Fee | \$ 300.00 |
| Plus \$10.00 x (Number of Acres) _____ | | \$ _____ |
| _____ (Revised plans resulting from conditions of the County Planning Board (33% of Original Fee for 1 st revision only) | | \$ _____ |
| | Sketch Plat Total | \$ _____ |

Major Subdivision

| | | |
|---|------------------------|-----------|
| _____ PRELIMINARY PLAT | Initial Fee | \$ 500.00 |
| Plus \$20.00 x (Number of Lots) _____ | | \$ _____ |
| And \$20.00 x (Number of Acres) _____ | | \$ _____ |
| _____ (Revised plans resulting from conditions of the County Planning Board (33% of Original Fee for 1 st revision only) | | \$ _____ |
| | Preliminary Plat Total | \$ _____ |

| | | |
|---|------------------|-----------|
| _____ FINAL PLAT | Initial Fee | \$ 500.00 |
| Plus \$15.00 x (Number of Lots) _____ | | \$ _____ |
| And \$15.00 x (Number of Acres) _____ | | \$ _____ |
| (A separate application form and fee per plat sheet is required) | Final Plat Total | \$ _____ |

Site Plan

| | | |
|---|-----------------|-----------|
| _____ SITE PLAN | Initial Fee | \$ 500.00 |
| Plus \$10.00 x (Number of Proposed Parking Spaces for Non-Industrial Use) _____ | | \$ _____ |
| And/Or \$.15 x (Square Feet of Proposed Building Area for Industrial Use) _____ | | \$ _____ |
| _____ (Revised plans resulting from conditions of the County Planning Board (33% of Original Fee for 1 st revision only) | | \$ _____ |
| | Site Plan Total | \$ _____ |

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 am to file this application and act on behalf of the owner or the contract 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 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: _____ | | | |