

Ronald G. Rios  
County Commissioner Director

Shanti Narra  
County Commissioner Deputy Director

Claribel A. Azcona-Barber  
Charles Kenny  
Leslie Koppel  
Chanelle Scott McCullum  
Charles E. Tomaro  
County Commissioners



Charles Kenny  
Chairperson,  
Transportation

John A. Pulomena  
County Administrator

Khalid Anjum  
Department Head

Vijayant Rajvanshi, AICP  
Planning Director

**DEPARTMENT OF TRANSPORTATION**  
Office of Planning

## Memorandum

**To:** Site Plan and Subdivision Applicants

**From:** Middlesex County Office of Planning

**Re:** Description of Development Review Letters

**Date:** July 22, 2025

Please see below for a listing and description of letters that are most frequently issued by the Middlesex County Office of Planning for Planning Board applications. Should you have any questions, please contact us at [planning@co.middlesex.nj.us](mailto:planning@co.middlesex.nj.us).

Letter Name	Description
Exempt Site Plan	Issued for site plan applications that are not on a County road and have less than 1 acre of cumulative (existing + proposed) impervious coverage. These applications do not require action by the Development Review Committee ("DRC"). This letter is addressed to the applicant, and the municipal contact is copied.
Exempt Subdivision	Issued for minor subdivision applications that have less than 200 feet of frontage on a County road, involve less than four proposed lots, and contain less than 2 acres in lot area. These applications do not require action by the DRC. This letter is addressed to the applicant, and the municipal contact is copied.
No Interest	Issued for site plan applications that are for residential uses only, with less than five residential units. These applications do not require action by the DRC. This letter is addressed to the applicant, and the municipal contact is copied.
Status Update	Issued at the request of the municipality or applicant. This letter provides an update as to the remaining outstanding conditional approval items for an application that must be satisfied before the County can issue a final approval letter. This letter is addressed to the municipal contact, and the applicant is copied.
Performance Guarantee	Issued after the County approves a site plan or subdivision plan and associated cost estimate for work required within the County's right-of-way. The letter provides the amount of the required performance guarantee and submission instructions. This letter is addressed to the applicant, and the municipal contact is copied.
Fair Share Contribution	Issued after the County approves a site plan or subdivision plan and associated cost estimate for the applicant's pro rata share of work that was or will be



	completed by the County within the right-of-way and along the subject property's frontage. The letter provides the amount of the required fair share contribution and submission instructions. This letter is addressed to the applicant, and the municipal contact is copied.
Final Approval	Issued after the applicant has satisfied all pre-construction conditions of a DRC conditional approval. <b><i>This letter indicates that "the County has no objection to the municipality's issuance of a building permit..."</i></b> and is addressed to the municipal contact, and the applicant is copied.
<b>Issued Prior to DRC Meeting</b>	
Staff Report	A staff report is issued for each application that has been scheduled on the monthly DRC agenda. It provides a recommended action to the DRC (e.g., approval, conditional approval, extension) and includes any recommended conditions of approval. These reports are distributed by email to the municipal contact prior to the DRC meeting and uploaded to the County's ePlan system for the applicant's reference.
<b>Letters Issued Post-DRC Meeting ("DRC Letters")</b>	
Approval	A DRC letter indicating that an application has been "approved" means that all submitted plans and documents have been accepted, and no additional plans or documents are required for the application. <b><i>The municipality can proceed with the issuance of building permit(s).</i></b> This letter is addressed to the municipal contact, and the applicant is copied.
Conditional Approval	A DRC letter indicating that an application has been "conditionally approved" will include a list of conditions that must be satisfied prior to the issuance of a final approval letter from the County. Conditions may include revisions to the site plan or subdivision plan, submission of any deeds or agreement, submission of a cost estimate for any proposed work in the County's right-of-way, and applying for and obtaining a road opening permit from the Office of Public Works. <b><i>The municipality is asked to withhold the issuance of building permit(s) until all conditions of the DRC's approval have been satisfied.</i></b> The letter is addressed to the municipal contact, and the applicant is copied.
Extension	A DRC letter indicating that an application has been "extended" to the subsequent month's DRC meeting. The applicant can grant an extension when an application has been deemed technically complete; however, additional time is needed to provide plans, documents, or other information in support of the application to County reviewers. This defers approval, conditional approval, or disapproval of the application to a future DRC meeting. Per County policy, an application may be extended by the applicant for a maximum of six months. The letter is addressed to the municipal contact, and the applicant is copied.

