HILLSBOROUGH TOWNSHIP
CONCEPT REVIEW APPLICATION GUIDELINES

DATE_____

APPLICATION NAME _____

SITE LOCATION_____

BLOCK_____LOT(S)_____

PLEASE SUBMIT THE FOLLOWING DOCUMENTATION:

_____ DEVELOPMENT APPLICATION FORM (original only)

_____ NARRATIVE EXPLAINING PROPOSAL AND ANY VARIANCES/WAIVERS REQUESTED (original only)

_____ TAX INQUIRY CERTIFICATE STATING TAXES ON SUBJECT PROPERTY HAVE BEEN PAID (obtain through Tax Collector's office – original only)

_____ REQUIRED ESCROW FEES (3 checks made payable to Hillsborough Township)

_____ W-9 FORM (original only)

_____ SUBDIVISION AND/OR SITE PLAN CHECKLIST (original only)

_____ PERMISSION FOR SITE-WALK (original only)

PLEASE SUBMIT THE FOLLOWING PLANS:

_____ SIXTEEN (16) COPIES OF CONCEPT SUBDIVISION AND/OR SITE PLAN (**PLEASE NOTE:** 3 full-sized plans/13 reduced-sized plans are *preferred)*

- ALL PLANS MUST BE BLACK AND WHITE PRINTS
- ALL MUST BE FOLDED (not rolled)

HILLSBOROUGH TOWNSHIP
DEVELOPMENT APPLICATION

Planning Board_____ Board of Adjustment_____

A. Check which applies:

Informal Review_____ Preliminary Approval_____ Final Approval_____

B. Check which applies:

Minor Subdivision_____ Minor Site Plan_____ 'A' variance_____ *(provide details in narrative)*
Major Subdivision_____ Major Site Plan_____ 'B' variance_____ *(provide details in narrative)*
Planned Development_____ Conditional Use_____ 'C' variance_____ *(provide details in narrative)*
Sign Waiver_____ 'D' variance_____ *(provide details in narrative)*
Other (specify)_____

C. Application Information:

Application Number_____
Application Name_____
Block_____ Lot(s)_____
Street Address_____
Zone District_____ Lot Size_____
Existing Use_____
Proposed Use (be specific-explain proposal and/or variance(s) requested (attach narrative):

_____
_____
Specific Site Concerns (be specific-historic, environmental, etc.)_____
_____

D. Type of Proposed Improvement:

New Structure_____ Improved Parking Area_____ Expanded Area_____
Alteration to Structure_____ Addition to Structure_____ Change of Use_____
Sign_____ Other(please specify)_____

E. Applicant's Information:

Applicant's Name_____ Phone_____
Applicant's Address_____ Fax_____
_____

Corporation_____ Partnership_____ Individual_____ Other (please specify)_____
If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10 percent of its stock of any class pursuant to NJSA 40:55D-48.1, et seq. Include state in which incorporated and date of incorporation.
Owner of Premises_____ Phone_____
Owner's Address_____ Fax_____
_____

Statement of Landowner:

I,_____ the owner of Block _____ Lot(s)_____
In the Township of Hillsborough, Somerset County, New Jersey, hereby acknowledge and give my consent to this application.

_____ _____
Landowner's Signature ***Date***

Attorney_____
Phone_____ Fax_____ E-mail (optional) _____
Address_____
Engineer/Surveyor_____
Phone_____ Fax_____ E-mail (optional) _____
Address_____

Hillsborough Township Fee Schedule (from Section 188-13)
SUMMARY

APPLICATION TYPE[1]	APPLICATION FEE (NON-REFUNDABLE)	GIS FEE (NON-REFUNDABLE)	MINIMUM INITIAL ESCROW FEE FOR REVIEW
Subdivision: informal review – minor	None	None	None - $2,000 if professional review is requested
Subdivision – informal review – major	None	None	$2000
Subdivision: minor, amended minor	$600	$150	**Minor**: $1,000 plus $25 per lot **Amended minor**: $400 per lot
Subdivision: preliminary major, amended preliminary major	$2,000 plus $50 per lot for every lot over 15	$500 plus $15 per lot	**Preliminary**: $1,500 plus $100 per lot **Amended preliminary**: $400 per lot
Subdivision: final plat, amended final	$1,000	$500	**Final**: $750 plus $25 per lot **Amended final**: $400 per lot
Site Plan: informal review	None	None	$2,000 if professional review is requested
Site Plan: minor, amended minor[2]	$250	$250	**Minor**: $2.50 per sq. ft. of proposed building area, or $250 per residential unit. When no building improvements are proposed; $1.50 per sq. ft. of proposed lot improvements. **Amended minor**: 75% of original fee.
Site Plan: preliminary major, amended preliminary, RESIDENTIAL	$1,000 plus; from 1 to 10 units: $20, plus $15 per unit from 11 to 100 units, plus $8 per unit for 101 units or more.	$500 plus $5/unit for 1-11 units; $4/unit for 12-100 units and $2/unit over 100 units.	**Preliminary:** $750 per acre of property, plus $6.00 per dwelling unit and $5.00 per sq. ft. of site area being disturbed. **Amended preliminary**: 75% of original fee.
Site Plan: preliminary major, amended preliminary, NON-RESIDENTIAL[2]	$2,500 up to 100,000 sq. ft. of proposed floor area or disturbance. $5,000 over 100,000 sq. ft. of proposed floor area or disturbance	$500 up to 100,000 sq. ft. of proposed floor area or disturbance. $1,000 over 100,000 sq. ft. of proposed floor area or disturbance.	**Preliminary**: $750 per acre or part hereof, plus $0.10 per sq. ft. of site area being disturbed and/or modified. **Amended preliminary**: 75% of original fee.
Site Plan: final major; amended final major	50% of the preliminary site plan fee if filed separately; 25% of the preliminary site plan fee if filed with the preliminary.	50% of preliminary site plan GIS update fee if filed separately; 25% of the preliminary site plan GIS update fee, if filed with preliminary.	**Final**: 25% of preliminary fee; **Amended final**: 75% of preliminary fee
Site Plan – WIRELESS COMMUNICATION TOWER	Existing Tower: $1,000 New Tower: $5,000	None None	Existing Tower: $2,000 New Tower: $5,000
Sign waivers not included in a site plan submission	$50 for the first sign plus $25.00 for each additional sign.	None	$500
Conditional use approval	$250	$250	Without site plan or subdivision review: $1,000
Dimensional or "c" variance	$100 each in conjunction with a site plan or subdivision application; $250 for one variance without site plan or subdivision application, plus $75 for each additional variance over one.	$50 for each variance in conjunction with site plan or subdivision; $25 for each variance without site plan or subdivision.	Without site plan or subdivision review: $1,000
Use or "d" variance	Residential: $250 for up to 10 dwelling units; $25 per unit for greater than 10 units. Other uses: $250 per acre.	$250 for 1-10 dwelling units and $10/unit over 10 dwelling units. Other uses: $250 per acre.	Without site plan or subdivision review: $1,000

APPLICATION TYPE	APPLICATION FEE (NON-REFUNDABLE)	GIS FEE (NON REFUNDABLE)	MINIMUM INITIAL ESCROW FEE FOR REVIEW
Request for administrative approval of modifications	$250		$300
Request for re-approval or extension of time	$250		$500
Planned Development:			
Informal review	None	None	$2,000
General Development Plan	$100 plus $10 per dwelling unit plus $0.10 per sq. ft. of non-residential gross floor area	$100 plus $5/dwelling unit plus $0.05 sq. ft. on non-residential gross floor area	$7,500
Preliminary, amended preliminary residential plat	$400/unit from 1 to 10, plus $15/unit from 11 to 100, plus $8/unit from 101 to 500, plus $5/unit from 501 to 1,000, plus $3/unit for 1,001 units or more. Minimum fee is $400.	$50/dwelling unit for 1-10 units plus $7/dwelling unit for 11-100 units plus $5/dwelling unit for 101 to 500 units plus $3/dwelling unit for 501-1,000 units plus $2/dwelling unit over 1,000 units. Minimum fee is $100	**Preliminary**: $250/acre or part thereof, plus $6 per dwelling unit and $0.05 per sq. ft. of site area being disturbed and/or modified. **Amended preliminary**: 75% of original fee
Preliminary, amended preliminary non-residential plat	$200 per acre Minimum fee is $600.	$50 per acre Minimum fee is $150	**Preliminary**: $750/acre or part thereof, plus $0.10 per sq. ft. of site area being disturbed. **Amended preliminary**: 75% of original fee
Final, amended final plat	50% of original fee	50%of preliminary surcharge	75% of original fee
Other:			
Appeals (NJSA 40:55D-70a)	$250	None	$1,000
Interpretations (NJSA 40:55D-70b)	$250	None	$1,000
Development permit (NJSA 40:55D-34 & 35)	$250	None	$500
Request for Master Plan Amendment	$250	None	$3,000
Certificate of nonconformity (40:55D-68)	$50	None	$400

1 For the full Fee Ordinance, and for types of applications that are not on this list, see Section 188-13 of the Township Code.

2 Where more than one tenant may be on one lot, the fee shall be based on the square footage of gross floor area devoted to that tenant's use.