HILLSBOROUGH TOWNSHIP
FINAL PLAT GUIDELINES

DATE_____

APPLICATION NAME _____

SITE LOCATION_____

BLOCK_____LOT(S)_____

PLEASE SUBMIT THE FOLLOWING DOCUMENTATION:

_____ DEVELOPMENT APPLICATION FORM (original only)

_____ NARRATIVE EXPLAINING PROPOSAL (original only)

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

_____ REQUIRED FEES, INCLUDING CALCULATION OF FEES (3 separate checks made payable to Hillsborough Township)

_____ W-9 FORM (original only)

_____ LIST OF ANY EXISTING OR PROPOSED DEED RESTRICTIONS/COVENANTS

_____ SUBDIVISION CHECKLIST (original only)

_____ PROOF APPLICATION HAS BEEN SUBMITTED TO THE FOLLOWING (as applicable - one copy of each):

_____ Somerset County Planning Board

_____ Other (please specify)_____

PLEASE PROVIDE THE FOLLOWING PLANS:

_____ TWENTY (20) COPIES* OF SUBDIVISION PLAT
(**PLEASE NOTE:** 3 full-sized plats/17 reduced-sized plats are *preferred*).

PLAT MUST:

- COMPLY WITH THE APPROPRIATE SIZE AND SCALE REQUIRMENTS IN SECTIONS 188-30 AND 31 IN THE DEVELOPMENT REGULATIONS ORDINANCE
- 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 FINAL PLAT SUBMISSION

Application Name _____ Application Number _____

Date Submitted _____ Date Reviewed _____

I. Application Filing (Indicate by check mark that item is enclosed or has been completed)

Applicant	Planning Board		
_____	_____	A.	24 black & white prints of final plan
_____	_____	B.	4 sets of construction plans
_____	_____	C.	1 copy of application form
_____	_____	D.	1 copy of check list
_____	_____	E.	1 copy of County Planning Board application
_____	_____	F.	Letters from applicable service for the following utilities including required permits water ___sewer ___ gas ___ electric ___ telephone ___
_____	_____	G.	Certification that current taxes are paid
_____	_____	H.	1 copy of deeds of conveyance for streets, easements and any dedicated property, including transferred developed credit land (to be furnished after approval)

II. Plat (Map) Details (Indicate by check mark)

Applicant	Planning Board		
_____	_____	A.	Scale (1" = 100')
_____	_____	B.	Final map in conformance with approved preliminary plat dated _____
_____	_____	C.	General notes regarding the dedication of public or private roads, easements, recreation areas, number of lots and data regarding acreage of lot areas, street right-of-ways and open space area
		D.	Certification by:
_____	_____	1.	Surveyor as to accuracy and standards of plat
_____	_____	2.	Owners and/or developer as to acceptability of proposed development and any conditions
_____	_____	3.	Township Clerk as to approval for filing with County Clerk and certification of for posting of bonds for monuments.
_____	_____	4.	Township Clerk as to approval by the Township Committee of all streets, land, transferred development credits or other public works including appropriate performance and maintenance guarantees.
_____	_____	5.	Township Clerk as to compliance with State statute and approval to file in the County Clerk's office within ninety-five (95) days of approval.
_____	_____	6.	Township Engineer as to compliance with map filing law and approval of appropriate engineering plans and details
_____	_____	7.	Chairman and Secretary of Planning Board as to approval and date
_____	_____	8.	County Planning Board as to acceptability of plans, including posting of bonds or guarantees

Code: √ = provided A = accepted or approved NA = not applicable E = exempt R = rejected

Note: Use back side of page for any comments or explanations

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