

**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 REQUIREMENTS 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 \$2000
Subdivision – informal review – major	None	None	
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	Existing Tower: \$2,000 New Tower: \$5,000 \$500
Sign waivers not included in a site plan submission	\$50 for the first sign plus \$25.00 for each additional sign.	None	
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.

You will also need to download separately the **W-9 Form** needed for the escrow account.

Also available to download are the GIS Ordinances – Ordinance 2004-09 and Amendment 2007-03.

The Somerset County Planning Board Land Development Application can be downloaded from their website at www.co.somerset.nj.us/planweb

AccuTrack Account Number: _____ Master Account Name: _____

Client Account Number: _____

<p>Form W-9 (Rev. April 1990) Department of the Treasury Internal Revenue Service</p>	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	<p>Give this form to the requester. Do NOT send to IRS.</p>
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Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions under "Name" if your name has changed.)	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code	

<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see <i>How To Obtain a TIN</i>, below.</p> <p>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Social security number</div> <div style="display: inline-block; text-align: center; margin: 0 10px;">OR</div> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Employer identification number</div> </div>	<p>Part II For Payees Exempt From Backup Withholding (See Instructions)</p> <p>Requester's name and address (optional)</p>
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Certification.—Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see *Signing the Certification* under *Specific Instructions*, on page 2.)

Please Sign Here	Signature ►	Date ►
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Instructions

(Section references are to the Internal Revenue Code.)

Purpose of Form.—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real-estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

How To Obtain a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

Note: Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

What Is Backup Withholding?—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- (1) You do not furnish your TIN to the requester, or

(2) IRS notifies the requester that you furnished an incorrect TIN, or

(3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or

(4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or

(5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments* under *Specific Instructions*, on page 2, if you are an exempt payee.

Payees and Payments Exempt From Backup Withholding.—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is

not exempt from backup withholding or information reporting. Only payees described in items (2) through (6) are exempt from backup withholding for barter exchange transactions, patronage dividends, and payments by certain fishing boat operators.

- (1) A corporation.
- (2) An organization exempt from tax under section 501(a), or an individual retirement plan (IRA), or a custodial account under 403(b)(7).
- (3) The United States or any of its agencies or instrumentalities.
- (4) A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
- (5) A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- (6) An international organization or any of its agencies or instrumentalities.
- (7) A foreign central bank of issue.
- (8) A dealer in securities or commodities required to register in the U.S. or a possession of the U.S.
- (9) A futures commission merchant registered with the Commodity Futures Trading Commission.
- (10) A real estate investment trust.
- (11) An entity registered at all times during the tax year under the Investment Company Act of 1940.
- (12) A common trust fund operated by a bank under section 584(a).
- (13) A financial institution.
- (14) A middleman known in the investment community as a nominee or listed in the most recent publication of the American Society of Corporate Secretaries, Inc., Nominee List.
- (15) A trust exempt from tax under section 664 or described in section 4947.

Payments of **dividends** and **patronage dividends** generally not subject to backup withholding also include the following:

- Payments to nonresident aliens subject to withholding under section 1441.
- Payments to partnerships not engaged in a trade or business in the U.S. and that have at least one nonresident partner.
- Payments of patronage dividends not paid in money.
- Payments made by certain foreign organizations.

Payments of **interest** generally not subject to backup withholding include the following:

- Payments of interest on obligations issued by individuals. **Note:** You may be subject to backup withholding if this interest is \$600 or more and is paid in the course of the payer's trade or business and you have not provided your correct TIN to the payer.
- Payments of tax-exempt interest (including exempt-interest dividends under section 852).
- Payments described in section 6049(b)(5) to nonresident aliens.
- Payments on tax-free covenant bonds under section 1451.
- Payments made by certain foreign organizations.
- Mortgage interest paid by you.

Payments that are not subject to information reporting are also not subject to backup withholding. For details, see sections 6041, 6041A(a), 6042, 6044, 6045, 6049, 6050A, and 6050N, and the regulations under those sections.

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no imposition of backup withholding, you are subject to a penalty of \$500.

Criminal Penalty for Falsifying Information.—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Specific Instructions

Name.—If you are an individual, you must generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name and both the last name shown on your social security card and your new last name.

Signing the Certification.

(1) Interest, Dividend, and Barter Exchange Accounts Opened Before 1984 and Broker Accounts That Were Considered Active During 1983.—You are not required to sign the certification; however, you may do so. You are required to provide your correct TIN.

(2) Interest, Dividend, Broker and Barter Exchange Accounts Opened After 1983 and Broker Accounts That Were Considered Inactive During 1983.—You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item (2) in the certification before signing the form.

(3) Real Estate Transactions.—You must sign the certification. You may cross out item (2) of the certification if you wish.

(4) Other Payments.—You are required to furnish your correct TIN, but you are not required to sign the certification unless you have been notified of an incorrect TIN. Other payments include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services, payments to a nonemployee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

(5) Mortgage Interest Paid by You, Acquisition or Abandonment of Secured Property, or IRA Contributions.—You are required to furnish your correct TIN, but you are not required to sign the certification.

(6) Exempt Payees and Payments.—If you are exempt from backup withholding, you should complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "EXEMPT" in the block in Part II, sign and date the form. If you are a nonresident alien or foreign entity not subject to backup withholding, give the requester a completed Form W-8, Certificate of Foreign Status.

(7) TIN "Applied For."—Follow the instructions under *How To Obtain a TIN*, on page 1, sign and date this form.

Signature.—For a joint account, only the person whose TIN is shown in Part I should sign the form.

Privacy Act Notice.—Section 6109 requires you to furnish your correct taxpayer identification number (TIN) to persons who must file information returns with IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 20% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give the name and SOCIAL SECURITY number of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give the name and EMPLOYER IDENTIFICATION number of:
6. A valid trust, estate, or pension trust	Legal entity (Do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title.) ⁴
7. Corporate	The corporation
8. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
9. Partnership	The partnership
10. A broker or registered nominee	The broker or nominee
11. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish.

² Circle the minor's name and furnish the minor's social security number.

³ Show the individual's name.

⁴ List first and circle the name of the legal trust, estate, or pension trust.

Note: If no name is circled when there is more than one name, the number will be considered to be that of the first name listed.

SOMERSET COUNTY PLANNING BOARD

Telephone (908) 231-7021; Fax (908) 707-1749; TDD (908) 231-7168

P.O. Box 3000, Somerville, N.J. 08876-1262

LAND DEVELOPMENT APPLICATION FORM & CHECKLIST

The *Somerset County Land Development Resolution* requires that certain proposed land development proposals be submitted to the Somerset County Planning Board for review and, where required, approval. Land development activities subject to County Planning Board approval include:

- All subdivisions and resubdivisions of land within Somerset County.
- All site plans for land development
- Change of Use applications

This application form shall be completed by the applicant, or the applicant's designated agent and submitted with all required documents to the Somerset County Planning Board. This application consists of three (3) parts, each of which shall be completed as indicated.

- Part I – Project Information
- Part II – Review Fee Schedule
- Part III – Submission Contents Checklist

PART I – PROJECT INFORMATION

For new land development applications, complete Sections A-E and sign the application in Section F. For resubmissions and revisions, fill out Section A, update Sections B-E for any change in information, and sign the application in Section F.

SECTION A – PROJECT IDENTIFICATION

PROJECT NAME _____

MUNICIPALITY _____

BLOCK(S) _____ LOT(S) _____

STREET ADDRESS _____

TAX MAP PAGE _____ DATE OF PLANS BEING SUBMITTED _____

LOCAL BOARD REVIEWING APPLICATION:

PLANNING BOARD _____ BOARD OF ADJUSTMENT _____

COUNTY PLANNING BOARD FILE # _____ (for resubmissions/revisions)

SECTION B – APPLICANT AND CONTACT INFORMATION

APPLICANT'S NAME _____

ADDRESS _____

TELEPHONE _____ FAX _____

PLAN PREPARER'S NAME _____

PLAN PREPARER'S ADDRESS _____

TELEPHONE _____ FAX _____

ATTORNEY'S NAME _____

ATTORNEY'S ADDRESS _____

TELEPHONE _____ FAX _____

SECTION C – SITE DATA

AREA OF TRACT _____ acres

DEDICATED OPEN SPACE _____ acres

PUBLIC SEWER YES _____ NO _____

PUBLIC WATER YES _____ NO _____

REDEVELOPMENT YES _____ NO _____

SECTION D – SUBDIVISION INFORMATION

SUBDIVISION TYPE RESIDENTIAL (✓) _____ NONRESIDENTIAL (✓) _____

NUMBER OF NEW BUILDING LOTS _____

NEW BUILDING LOTS PROPOSED UNDER FAIR HOUSING ACT _____

TOTAL AREA OF NEW BUILDING LOTS _____ acres

AVERAGE AREA OF NEW BUILDING LOTS _____ acres

NUMBER OF MULTI-FAMILY LOTS _____

LENGTH OF NEW STREET _____ linear feet

SECTION E – SITE PLAN INFORMATION

<u>TYPE (√)</u>	<u>NUMBER OF UNITS</u>	<u>AMOUNT OF NEW SQ. FOOTAGE</u>	<u>NUMBER OF NEW PARKING SPACES</u>
_____ RESIDENTIAL	_____	_____	_____
Living Units	_____	_____	
Attached Units	_____		
Fair Housing Act Units	_____		
_____ COMMERCIAL/RETAIL		_____	_____
_____ OFFICE		_____	_____
_____ INDUSTRIAL/WAREHOUSE		_____	_____
_____ PUBLIC/INSTITUTIONAL		_____	_____
_____ OTHER		_____	_____

SECTION F - SIGNATURE

SIGNED _____ DATE _____
(SIGNATURE OF APPLICANT OR AGENT)

PART II – REVIEW FEE SCHEDULE

A review fee shall apply to each subdivision and land development submitted to the Somerset County Planning Board for review in accordance with the New Jersey County Enabling Act, Section 40 27-6.2 and 40 27-6.6.

Fees shall be submitted with the submission package to the County Planning Board located in the County Administration Building, 20 Grove Street, Somerville, New Jersey.

Only certified checks or money orders, payable to Treasurer, County of Somerset, will be accepted. Review will not commence until the proper fees and accompanying plans and supporting documents are received by the County Planning Board and deemed complete. The review fee will be non-refundable if a project is disapproved by the County Planning Board or local municipality.

Complete all sections of the fee schedule below that apply.

SECTION A – REVIEW FEE EXEMPTION (Check reason for exemption)

1. _____ Lot line adjustments where no building lots are being created.
2. _____ Minor building additions involving less than 1,000 sq. ft. and no additional parking.
3. _____ Plans submitted by a duly recognized nonprofit institution or municipality.
4. _____ Site plans not on a County road where impervious coverage is less than one (1) acre.
5. _____ Site plans involving proposed residential development of fewer than five (5) dwelling units.
6. _____ Conceptual plans.
7. _____ Housing units proposed as per the Fair Housing Act. *Only the specific housing units or lots proposed under the Fair Housing Act are exempt from the review fee.*

SECTION B – SUBDIVISION REVIEW FEE (Check appropriate category)

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will assess the applicant upon issuance of the first County Planning Board report.

1. _____ A minor subdivision which contains two (2) or fewer new lots, which does not impact a County road or drainage facility as determined by the County.
\$150.00 flat fee \$ _____
2. _____ A minor subdivision which contains two (2) or fewer new lots, which impacts a County road or drainage facility as determined by the County.
\$200.00 flat fee \$ _____
3. _____ A major subdivision which contains three (3) or more new lots, which does not impact a County road or drainage facility as determined by the County.
\$300.00 flat fee \$ _____
4. _____ A major subdivision which contains three (3) or more new lots, which impacts a County road or drainage facility as determined by the County.
\$400.00 flat fee plus \$ _____
\$20.00 per new lot + \$ _____

SECTION C – SITE PLAN REVIEW FEE (Check appropriate category)

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will assess the applicant upon issuance of the first County Planning Board report.

1. _____ A site plan which does not impact a County road or drainage facility as determined by the County.
\$150.00 flat fee \$ _____
2. _____ A site plan which impacts a County road or drainage facility as determined by the County.
\$400.00 flat fee plus \$ _____

\$10.00 per parking stall	Commercial/Office	+	\$ _____
\$2.00 per 100 sq. ft.	Industrial	+	\$ _____
\$20.00 per dwelling unit	Residential	+	\$ _____

Projects requiring a more detailed engineering/planning review may be required to post funds into an escrow account to cover the actual cost of completing the review of the project. The County Planning Board will advise the applicant of this amount when applicable.

SECTION D – TOTAL APPLICATION FEE

\$ _____

SECTION E – REVISION FEE (Check appropriate category)

A revision fee must be submitted for revised plans, stormwater management reports, traffic reports and other supporting documentation.

1. _____ 1st revision - no revision fee
 2. _____ 2nd and each subsequent revision
- | | | |
|---|--|----------|
| \$150.00 Minor Subdivision (2 or fewer new lots) | | \$ _____ |
| \$300.00 Major Subdivision (3 or more new lots) | | \$ _____ |
| \$300.00 All Site Plans | | \$ _____ |

SECTION F – FINAL PLAT/SITE PLAN GEOGRAPHIC INFORMATION SYSTEM FEE (Check appropriate category)

\$25.00 per plat plus		\$ _____
\$10.00 per new lot		\$ _____
\$25.00 per site plan		\$ _____

PART III – SUBMISSION CONTENTS CHECKLIST

The following items shall be submitted to the Somerset County Planning Board for each development application before the submission can be deemed complete:

- _____ **Completed Land Development Application form**
- _____ **Completed Development Submission Checklist**
- _____ **Review or revision fee**
- _____ **Plans (one complete set)**
- _____ **Stormwater Management Report (if impacting County facility)**
- _____ **Traffic Impact Study (if required by Chapter 7 of the *Resolution*)**
- _____ **Historic Impact Statement (if required by Chapter 8 of the *Resolution*)**
- _____ **Agricultural Impact Statement (if required by Chapter 8 of the *Resolution*)**
- _____ **Recycling Plan Element (if required by Chapter 8 of the *Resolution*)**

PART IV - DEVELOPMENT COMPLETENESS CHECKLIST

The following checklist identifies plan and report requirements for submissions. It is to be completed for inclusion with the standard application form:

<u>Incomplete</u>	<u>Not Applicable</u>	<u>Complete</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form with all required attachments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Plan showing all proposed improvements with a legible Key Map with north arrow at a scale suitable to easily find the site for a field inspection. Existing features shown consistent with features shown on the Plan of
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Title block (Per N.J.S.A.13:40-1.3) containing type/name of application, plan preparer, existing block and lot numbers, and date of plan with
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Signed and sealed plan showing County facilities and surrounding topography for a minimum distance of 200' beyond the tract boundaries. For County roads this includes pavement, curb, drainage systems,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Zone district of site and adjoining areas, scale of plan (written and graphic), north arrow, name of applicant and owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Current signed and sealed Plan of Survey of the property in question prepared in accordance with N.J.S.A.13:40-5.1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Names of all property owners within 200' of subject property with lot and block numbers shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Contours and spot elevations to determine existing and proposed drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Proposed access location and configuration in accordance with Chapter 4 of the Land Development Review Resolution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Right-of-way dedication(s) to the County consistent with the County Master Plan, signed and sealed by a professional land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Construction plans signed and sealed by a professional engineer for improvements to County facilities prepared in accordance with the County's Traffic, Road, and Bridge Handbook.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Adequate drainage improvements to ensure proper drainage at access point(s) and along the County Road.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Design calculations showing proposed drainage facilities to be in accordance with the appropriate requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Stormwater management report prepared in accordance with N.J.D.E.P. stormwater rules and BMP manual, signed and sealed by a professional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Proposed utility connections within the County right-of-way (sanitary, water, gas, electric, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Provisions for the collection of recyclables in multi-family residential and commercial developments.