

Completeness Checklist ~Application for Development

Please check all that apply:

Application # ____ / ____

Minor Subdivision

Minor Site Plan

Preliminary Major Subdivision

Preliminary Major Site Plan

Final Major Subdivision

Final Major Site Plan

Change of Use Variance

Planning Board _____

Zoning Board of Adjustment _____

732-988-5200 ext. 224

732-988-5200 ext 278

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See section 812. of the Land Development Ordinance of the Township of Neptune for further details of submission requirements and procedures. A copy of the ordinance may be obtained at www.Neptunetownship.org or at the office of the Municipal Clerk.

Block ____ Lot ____ Property location _____

Name of Applicant: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax: _____ Cell: _____

E-mail _____

Affidavit of Completeness [to be completed by applicant's licensed professional]

I, the undersigned affirm this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. seq. and amendments thereto, the current Zoning and Subdivision Ordinances of the Township of Neptune and the Township of Neptune Checklist. I further affirm that all information contained herein is complete and accurate.

Date: _____

[Name -- Print or Type]

[Seal & N.J. License #]

[Signature]

No application will be accepted without a fully completed checklist.

Rev 3-28-08

Completeness Check-List Application for Development ~ Part A

In accordance with section 812 of the "Township of Neptune Land Development Ordinance"

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

C	N	N/A*	W*	<u>ONLY FOLDED PLANS WILL BE ACCEPTED</u>
___	___	___	___	1. Two [2] copies of the application form
___	___	___	___	2. Fourteen [14] copies of the required plot plan [folded, no larger than 30x42"]
___	___	___	___	3. Four [4] copies of current signed & sealed survey, prepared by a licensed New Jersey Professional Land Surveyor.
___	___	___	___	4. One [1] Copy of property deed[s]
___	___	___	___	5. Four [4] copies of Soil Erosion & Sediment Control plans, and proof of submission to Freehold Soil Conservation District or letter of exemption from FSCD.
___	___	___	___	6. Four [4] copies of Soil Removal Permit in accordance with Ord. Section 420 "Soil Conversation."
___	___	___	___	7. Four [4] copies of the Tree Removal Application package in accordance with Ordinance section 525.
___	___	___	___	8. Four [4] copies of Storm Water Management Report.
___	___	___	___	9. Four [4] copies of Environmental Impact Statement [EIS]
___	___	___	___	10. Proof of submission to Monmouth County Planning Board, if applicable.
___	___	___	___	11. Copy of Letter of Interpretation, Letter of Exemption or proof of submission to NJDEP regarding presence of wetlands, if applicable.
___	___	___	___	12. Proof of submission to CAFRA, if applicable.
___	___	___	___	13. Copy of Zoning Permit denial, not required for sub-divisions
___	___	___	___	14. Circulation Impact Study
___	___	___	___	15. Executed copy of "Authorization & Consent Form" Part "C"
___	___	___	___	16. Certificate of Ownership, if applicable Part "D"
___	___	___	___	17. Escrow Agreement Part "E"
___	___	XX	___	18. Verification of Paid Taxes [this will be verified by Administrative Officer]
				19. Application Fee \$ _____ Escrow \$ _____

C=Complete N=Incomplete N/A=Not applicable

*Any request for a "waiver" must include a written explanation for the request.

Application for Development Checklist~ Part B
Plat Requirements

1. **General Requirements:**
- The site plan shall be signed and sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey, provided however, that the sanitary sewer, water distribution and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer. In addition, the following must be submitted:
 - Site plan shall not be drawn at a scale smaller than 1"=50' no larger than 1" = 10'.
 - The site plan shall be based on a monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended. The date of the survey and the name of the individual who prepared the survey, shall be shown on the site plan.
2. **Title Block:** The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. seq. [Map filing law] and include:
- a. Title to read "Site Plan"
 - b. Name of the development, if any
 - c. Tax map sheet, block and lot numbers [s] of the site, as shown on the latest Township Tax Map, the date of which shall also be shown.
 - d. Date of original and all revisions.
 - e. Names and addresses of owner and developer, so designated.
 - f. Name, signature, address and license number of the engineer, architect, land surveyor or planner who prepared the plan, and their embossed seal.

- [] 4. North arrow and written and graphic scale.
- [] 5. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Planning Board in the determination of floodway and flood hazard area limits.
- [] 6. Paving and right of way widths of existing streets within two hundred [200'] feet of the site.
- [] 7. The boundary, nature and extent of wooded areas, swamps, bogs and ponds within the site and within two hundred [200'] feet thereof and delineated of all wetlands soils as defined by the New Jersey Department of Environmental Protection and the U.S. Army Corp of Engineers.
- [] 8 Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature with the site and within two hundred [200'] feet thereof.
- [] 9. All existing structures on the site and within two hundred [200'] feet thereof including their use, indicating those to be destroyed or removed and those to remain.
- [] 10. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear, and side setbacks of all buildings and other pertinent improvements.
- [] 11. Existing and proposed public easements or rights-of-way and the proposed thereof, including conservation easements.
- [] 12. A grading plan showing existing and proposed grading contours at one [1'] foot intervals throughout the tract, except if slopes exceed five [5%] percent a two [2'] foot interval may be used, and if they exceed ten [10%] percent a five [5'] foot interval is permissible. datum shall be United States Coast and Geodetic Survey Datum [MSL=O] and source of datum and bench marks shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be drawn to clearly delineate proposed grading.

13. **On Site Drainage Plan:**

a. The drainage plan shall be presented in graphic form which shall clearly show the street and site layout and those terms which are pertinent to drainage including existing and proposed contours as previously required.

b. The plan shall outline each area contributing to each inlet.

c. All proposed drainage shall be shown with pipe type and sizes, invert and grade or rim elevations, grades and all direction of flow. The direction of flow of all surface waters and of all streams shall be shown.

d. The drainage shall be accompanied by complete drainage calculations made in accordance with the Soil Conservation Service method.

14. **Off Site Drainage Plan:**

The plan shall also be accompanied by an off site drainage plan prepared in accordance with the following standards:

a. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.

b. The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth of a foot.

c. To the extent that information is available and maybe obtained from the County or Township Engineer, any existing plans for drainage improvements shall be shown.

d. In the event a temporary drainage system is proposed, full plans of that system shall be shown.

e. The off site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type inverts, crowns, slopes, all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty [40] or more cubic feet per second.

Cross sections at intervals not exceeding one hundred [100'] feet shall be shown for all open channels.

15. If required by the Township Engineer, center line profiles of streets bordering the site, internal roadways, and major circulation aisles showing existing and final grades and slopes; and pipe sizes, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities.

16. **Soil Boring Logs:** Unless the Township shall determine that a lesser number of boring logs are required or that some or all the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following.
- []a. One boring not less than fifteen [15'] feet below grade or twenty [20'] feet minimum depth shall be made for every five [5] acres [or portion thereof] of land where the water table is found to be ten [10'] feet or more below proposed or existing grade at all boring locations.
 - []b. One additional boring shall be made per acre [or portion thereof] in those areas where the water table is found to be less than ten [10'] feet below proposed or existing grade.
 - []c. In addition to the above, in those areas where the water table is found to be five[5'] feet or less below existing or proposed grade, two additional borings per acres [or portion thereof] will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed.
 - []d. Boring logs shall show soil types and characteristics encountered, ground water depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth of a foot.
 - []e. Based on the borings, the site plan shall clearly indicate all areas having a water table within two [2'] feet of the existing surface of the land, or within two [2'] feet of proposed grade, of all areas within which two [2'] feet or more of fill is contemplated or has previously been placed.
 - []f. Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.
17. Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred [200'] of the site.
18. A key map, at a scale of not less than one [1] inch equals one thousand [1,000] feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred [200'] feet of the site.
- [] 19. The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.

- [] 20. The capacity of off-street parking areas, and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights of way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semi-trailers that will enter the site each day.
- [] 21. Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation.
- [] 22. The location and size of proposed loading docks.
- [] 23. The location of curbs and sidewalks.
- [] 24. Cross sections showing the composition of pavement areas, curbs and sidewalks.
- [] 25. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features.
- [] 26. Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover.
- [] 27. Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.
- [] 28. Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated.
- [] 29. Location of facilities for the handicapped, including parking spaces and ramps [where applicable], and including construction details for ramps for the handicapped.

Sectionalization and staging plan:

- [] 30. Developers of large uses such as shopping centers, multifamily dwellings, industrial parks or other such uses proposed to be developed in stages shall submit Sectionalization and staging plan showing the following:
 - a. The anticipated date of commencing construction of each section or stage.
 - b. Plans for separate construction emergency access for the project in order to avoid occupancy conflict.

- [] 31. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parking on the site and provisions to be made for site maintenance.

- [] 32. Traffic analysis report and recommendations from a qualified traffic engineer.

- [] 33. Such other information as the Municipal Agency and/or Township Engineer may require during site plan review.

- [] 34. Use Group Classification of the building or structure.

- [] 35. Type of construction classification of building or structure to be erected, altered or extended, as defined by the International Residential Code or the International Building Code, New Jersey Edition.

3. The following table shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

ZONE DISTRICT:			
	REQUIRED	EXISTING	PROPOSED
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum Combined side yard setback			
Minimum rear yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed use or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A."



Township of Neptune
Office of the Planning & Zoning Board
25 Neptune Blvd, Neptune New Jersey 07753
732.988.5200 ~ Fax 732.988.0062

Owners Affidavit of Authorization and Consent ~ Part "C"

[Original signatures only – copies will not be accepted]

In the matter before the Planning Board _____ or Zoning Board of Adjustment _____ in the
[Specify Planning or Zoning Board]

Township of Neptune, State of New Jersey, County of Monmouth.

I, _____, mailing address of _____
_____ of full age being duly

sworn according to law and oath deposes and say: "I am the owner of the property designated at
Block _____ Lot _____ also known as property location _____.

I/We authorize _____ to appeal to the
[Name of applicant/application appearing before the board]
Planning/Zoning Board of Adjustment of the Township of Neptune for such relief as the applicant may
require relating to the property listed above, and consent to such appeal and application and agree that
any decision of the Planning/Zoning Board of Adjustment on such appeal shall be binding upon me/us
as if said appeal has been brought and prosecuted directly by me/us as the owners.

Sworn and subscribed to me this _____
_____ day of _____ 2000

[Original Signature of Owner]

[Original Signature of Owner]

Signature of Notary Public

N.J.S. 40:55D-48.1 CERTIFICATE OF OWNERSHIP PART "D"

Any corporation or partnership applying to any Board of any municipality shall, as required by this statute, prepare a statement (please use a separate sheet of paper) providing a list of names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. *P.L. 1977, Chapter 336.*

Neptune Township
PO Box 1125, 25 Neptune Blvd,
Neptune, New Jersey 07753
732-988-5200 ext. 278 Fax 732-988-4259
www.neptunetownship.org



Application # ____/____/____
Date Filed ____/____/____
Hearing Date ____/____/____

Application

(Check all that apply)

Preliminary

Minor Subdivision

Minor Site Plan

Final

Major Subdivision

Major Site Plan

Other Explain: _____

Please check one:

Planning Board (Rose Havey, Ext.278) _____ Board of Adjustment (Rose Havey, Ext.278) _____

Property Information:

1. Property address: _____
Block _____ Lot _____ Zone _____ Acreage _____

Contact Information:

2. Name of applicant: _____
Mailing address: _____
Phone # _____ Fax # _____ Cell # _____
E-mail address: _____

3. Interest of Applicant if other than owner: _____

4. Contact Person: _____
Mailing Address: _____
Phone # _____ Fax # _____ Cell # _____
E-mail address: _____

5. Name of owner: _____
Mailing address: _____
Phone # _____ Fax # _____ Cell # _____
E-mail address: _____

6. Name of applicant's Attorney: _____
Mailing address: _____
Phone # _____ Fax # _____ Cell# _____
E-mail address: _____

7. Name of applicant's Engineer: _____
 Mailing address: _____
 Phone # _____ Fax # _____ Cell# _____
 E-mail address: _____

Detail Property Information:

8. Existing use of property: _____
 9. Proposed use of property: _____

Detail Proposed Information:

10. Proposed number of lots, if applicable _____

	Permitted	Existing	Proposed
Lot Size			
Lot Coverage			
Building Coverage			
Building Height			
Front Setback			
Rear Setback			
Side Setback			
Combined Side Setback			

(If multiple lots and/or buildings are proposed, please attach detailed listing)

11. Has there been any previous applications involving premises? Yes [] No [] Unknown []
 If so, when _____
 Result of decision _____

12. List of variances requested with section reference, [attach forms as necessary]

10. If a Zoning denial has been received as part of this application, please attach.

The required submission for all applications to be completed is sixteen (16) copies of completed application form inclusive of any supporting information; and sixteen (16) copies of survey and/or plan with one (1) additional copy of survey and/or plan on 11" x 17" sheets.

[Signature of applicant]

Date: _____

[Print applicant name]

STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT LANDOWNER

I, _____ THE OWNER OF BLOCK _____ LOT(S) _____ HEREBY
ACKNOWLEDGE THAT THE APPLICATION OF _____

IS MADE WITH MY COMPLETE UNDERSTANDING AND PERMISSION.

NAME _____ ADDRESS _____

TOWN _____ ZIP _____ PHONE _____

SIGNATURE OF LANDOWNER _____

(SIGNATURE TO BE NOTARIZED)

AFFIDAVIT OF APPLICATION

State of New Jersey
County of Monmouth

_____ being of full age, being duly sworn according to law, on oath depose and says that all the above statements are true.

Signature of Applicant

Sworn to and subscribed before me,

This day _____ of _____ 20__

Notary Public ~ State of New Jersey

Authorization

If anyone other than the owner is making application, the following authorization must be executed.

_____ is hereby authorized to make the within application before the Board.

Date: _____

Signature of Owner

Authorization of Property Owner

I hereby authorize any member of the Township of Neptune Board of Adjustment any of said Board's professionals or reviewing agencies the Board, to enter upon the property which is the subject matter of this application, during daylight hours, for limited purposed viewing same to report and comment to the Board of Adjustment as to the pending application.

Date: _____

Signature of Property Owner

Statement from Tax Collector

Block _____ Lot _____

Property Location _____

Status of municipal taxes: _____

Status of assessments for local improvements _____

Date: _____

Authorized Signature of Tax Collector



Escrow Agreement

I/We fully understand an Escrow Account will be established to cover the costs of professional services which will include engineering, legal, planning, architectural and other expenses connected with the review of this application for Board review. The amount of Escrow deposit will be determined by the Neptune Township Land Development Ordinance, Section 1000 A. Table 10.2: Escrow Fees.

It is Neptune Township's policy that once an Escrow Account falls below 25% of the original deposit amount, the account must be replenished to that original amount. The only exception would be when the application is nearing completion; applicant will then be notified of any *anticipated* charges and the amount of deposit required. Payment shall be due within fifteen (15) days of receipt of the request for additional Escrow funds. If payment is not received within that time, applicant will be considered to be in default, and such default may jeopardize appearance before the board, or hold up any pending approvals or permits. Continued refusal will result in a lien against the property.

In accordance with N.J.S.A. 40:55D-53.1, any unused portion of this escrow account will be refunded upon written request from the applicant, only after all professionals have verified all billing is complete and there are no outstanding charges.

By signature below, I/We acknowledge receipt of Neptune Township's Section 1000 Application and Escrow Fees and agree to all conditions.

Applicant Name: _____
(please print)

Property: _____
Block Lot(s) Street Address

Owner: _____
(please print) Signature of Owner

Owner: _____
(please print) Signature of Owner

Date: _____

§ 1000 Application and Escrow Fees

A. Fee schedule. Every application for development shall be accompanied by a check payable to the municipality in accordance with the following schedule:

TABLE 10.1: APPLICATION FEES

Type of Application			Administrative Fee	
Appeals and Interpretations			\$100.00	
Appeal to Governing Body			\$250.00	
Conceptual/Informal Reviews			\$50.00	
Bulk Variances	Residential		\$100.00	
	Nonresidential		\$250.00 per variance	
Use Variances			\$750.00	
Conditional Use			\$500.00	
Subdivision	Minor		\$750.00	
	Major	Preliminary	\$750.00 plus \$75.00 per lot.	
		Final	\$500.00 plus \$40.00 per lot.	
Site Plan	Minor Site Plan		\$500.00	
	Major Site Plan	Residential	Prelim	\$750.00 plus \$60.00 per dwelling unit
			Final	50% of Preliminary
		Non-residential	Prelim	\$1,500.00 plus \$50.00 per acre, plus \$0.08 per square foot of proposed building area.
			Final	50% of preliminary
General Development Plan			\$2,000.00	
Certified List per MLUL 40:55D-12c.			\$10.00 or \$0.25/name, whichever is greater	
Special Meeting			\$1,500.00	
Resubmission or Revision Fee			\$100.00 or 40% of original fee, whichever is greater	
Tax Map Revisions			\$300.00 plus \$25.00 per lot or unit.	
Zone Change Request			\$250.00	
Appeal to the Township Committee			\$250.00	
Tree Removal Permit			For new residential building lots, \$25.00 dollars per tree, up to a maximum of \$300.00 per lot; For all other properties, \$25.00 per tree up to a maximum of \$600.00 for each acre.	
Zoning Permit			\$35.00	
Historic Preservation Commission Certificate of Appropriateness			\$10.00	
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)			\$100.00 per use.	
Research Letter (from Administrative Officer)			\$75.00	
Extension of Approvals			\$250.00	
Soil Removal			\$100.00 per lot.	
Historic Preservation Commission Demolition (partial or total)			\$25.00	

TABLE 10.2: ESCROW FEES

Type of Application			Escrow	
Appeals and Interpretations			\$750.00	
Conceptual/Informal Board Review			\$750.00	
Conceptual/Informal Technical Review			\$1,500.00	
Bulk Variances	Residential		\$200.00	
	Residential Requiring Engineering Review		\$750.00	
	Nonresidential		\$1,250.00	
Use Variances			\$1,500.00	
Conditional Use			\$2,000.00	
Subdivision	Minor		\$4,500.00	
	Major	Preliminary	0-5 lots - \$4,500	
			6-24 lots - \$6,000	
		Final	25-100 lots - \$8,000	
101+ - \$10,000				
			50% of Preliminary	
Site Plan	Minor Site Plan		\$1,500.00	
	Major Site Plan	Residential	Prelim	\$2,500.00 plus \$25.00 per dwelling unit
			Final	50% of preliminary
		Non-residential	Prelim	\$2,500.00 plus
				0-5,000 sf - \$1,500.00 5,001-10,000 sf - \$3,500.00 10,001 - 25,000 sf - \$6,500.00 25,001-75,000 sf - \$8,500.00 75,000 sf + - \$10,000.00
			Final	50% of preliminary
General Development Plan			Same as Preliminary Site Plan	
Certified List			None	
Special Meeting			\$500.00	
Resubmission or Revision Fee			40% of original fee.	
Administrative Approval of Changes			\$500.00 per change.	
Appeal to the Township Committee			None	
Issuance of a Permit in Certain Areas			\$200.00	
Tree Removal Permit			\$500.00	
Zoning Permit/Certificate of Appropriateness			None	
Historic Preservation Commission Demolition			\$1,800.00	
Review of Architectural elevations by Township Architect (if required by Planning or Zoning Board Officials)			\$1,500.00	
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)			None	
Extension of Approvals			\$1,000.00	
Treatment Works Approval			\$500.00	
Soil Removal			\$100.00 for review of an application by the Township Engineer and inspection of the site, plus \$0.05 per sq. foot of area disturbed due to the removal of soil	
Plot Plan/Grading Plan and As-built Survey Review			\$750.00 per lot	

- B. Purpose of fees. The application charge is a flat fee to cover direct administrative expenses and is non-refundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses connected with the review of the submitted materials. In accordance with N.J.S.A. 40:55D-53 and N.J.S.A. 40:55D-53.1, sums not utilized in the review process shall be returned to the applicant upon written request. If additional sums are deemed necessary, the applicant shall be notified by certified mail or personal service of the required additional amount and shall add such sum to the escrow. Payment shall be due from the applicant within fifteen (15) days of receipt of the notice. If payment is not received within fifteen (15) days, the applicant shall be considered to be in default, and such default may be grounds for denial of the application.
- C. More than one request. Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.
- D. Costs of review and inspection. Each applicant for subdivision or site plan approval shall agree in writing to pay all reasonable costs for professional review of the application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall agree in writing to pay all reasonable costs for the municipal inspection of the constructed improvements. All such costs for review and inspection must be paid before any construction permit is issued and all remaining costs must be paid in full before any occupancy issued or bonding is released.
- E. Court reporter. If an applicant desires a court reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the municipality shall be at the expense of the applicant who shall arrange for the reporter's attendance. The municipality provides for the tape recording of the proceedings before the Board.
- F. Waiver of fees for affordable housing. Notwithstanding any other provision of this Ordinance, a waiver of municipal subdivision and site plan application fees, and zoning permit fees may be granted by the approving municipal agency for all housing units being provided by the applicant for low and moderate income families.

MONMOUTH COUNTY PLANNING BOARD
MONMOUTH COUNTY DEVELOPMENT REGULATIONS
SCHEDULE A: FEES

EFFECTIVE March 15, 2004

SUBDIVISIONS

A subdivision that contains three (3) lots or less which does not abut a county road or a county drainage facility,	\$75.00
A subdivision which contains more than three (3) lots and/or new streets which does not abut a county road or a county drainage facility.	\$300.00
A subdivision which contains three (3) lots or less which abuts a county road or county drainage facility.	\$300.00
A subdivision which contains more than (3) lots and/or new streets which abuts a county road or a county drainage facility.	\$500.00 + \$25.00 per new lot

SITE PLANS

A site plan which does not abut a county road or county drainage facility which contains less than one (1) acre of impervious surfaces.	\$75.00
A site plan which does not abut a county road or county drainage facility which contains one (1) or more acres of impervious surfaces.	
Nonresidential:	\$500.00 + \$6.00 per new parking space
Multi-family Residential: (excluding 2-family homes)	\$500.00 + \$6.00 per new dwelling unit
A site plan which abuts a county road or county drainage facility.	
Nonresidential:	\$500.00 + \$6.00 per new parking space
Multi-family Residential: (excluding 2-family homes)	\$500.00 + \$6.00 per new dwelling unit
A site plan for industrial use or warehousing which contains one (1) or more acres of impervious surfaces.	\$500.00 + \$6.00 per 1,000 square feet of gross floor area or \$6.00 per parking space, whichever is greater.

PLAN REVISIONS

Revised plans for a major subdivision or site plan which involves county requirements.	\$300.00
A revised plan for a minor subdivision which requires county requirements.	\$150.00
Revised plans for a minor subdivision, major subdivision or site plan which does not involve county requirements.	\$75.00

FINAL MAJOR SUBDIVISION PLATS

A final major subdivision plat which involves county requirements.	\$300.00
A major subdivision plat which does not involve county requirements.	\$75.00

INSPECTIONS OF COUNTY IMPROVEMENTS FOR RELEASE OF PERFORMANCE GUARANTEE	2% of amount of guarantee
--	---------------------------

- Check or money orders (**no cash will be accepted**) should be made out to: Treasurer, Monmouth County.
- State, county and municipal governments, religious institutions, hospitals and secular non-profit institutions are exempt from the payment of application fees and inspection fees.
- The review period will not commence until the proper fee, three (3) sets of sealed plans (two [2] sets if not on a county road) and a completed Monmouth County Development Review Checklist for applications on county roads, are received.
- Fees will not be refunded if the application is withdrawn or the scope of the project is reduced.
- Application fees for the subdivision or site plan submittals shall not exceed \$7,500.00.

MONMOUTH COUNTY PLANNING BOARD

HALL OF RECORDS ANNEX
ONE EAST MAIN STREET
FREEHOLD, NEW JERSEY 07728-1255
Phone, 732.431.7460 Fax, 732.409.7540
Web Site, monmouthplanning.com



FILE NUMBER _____

SITE PLAN APPLICATION FORM

Municipality _____	Project Name _____
Applicant _____	Name of Person and _____
Address _____	Firm preparing plan _____
_____	Address _____
Telephone _____	_____
Owner _____	Telephone _____
(if other than applicant)	Attorney _____
Address _____	Address _____
_____	_____
	Telephone _____

Indicate which Municipal Agency that plans have been filed with:

- Planning Board Board of Adjustment Construction Official Other

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

Location: (Road, intersecting roads, between what roads?) _____

Site Plan Address: _____

Zone _____ Existing use _____ Proposed use _____

Area of tract _____ If residential, indicate number of dwelling units _____ Gross density _____

Area of building (square feet): Existing _____ Proposed _____ Total _____

Number of buildings _____ Area of each _____

Number of parking spaces: Existing _____ Proposed _____ Total _____

Impervious Area: Existing _____ Proposed _____ Total _____

Number of employees: Existing _____ Proposed _____ Total _____

Hours of operation: Starting time _____ Quitting time _____

Signature of applicant or agent _____ Date _____

The review period will not commence until the proper fee, three (3) sets of sealed plans (two [2] if not on county road) and a completed Monmouth County Development Review Checklist for applications on county roads, are received.

Checks or Money Orders shall be made payable to the County of Monmouth. Cash will not be accepted.

State, county and municipal governments, churches, hospitals and secular non-profit institutions are not required to submit fees.

Do Not Write Below This Line

REVIEW FEE PAID Amount _____ Date Received _____
Received By _____

Last Copy is for Applicant's Records

MONMOUTH COUNTY PLANNING BOARD

HALL OF RECORDS ANNEX
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FREEHOLD, NEW JERSEY 07728-1255
Phone, 732.431.7460 Fax, 732.409.7540
Web Site, monmouthplanning.com



FILE NUMBER _____

SUBDIVISION APPLICATION FORM

Municipality _____

Project Name _____

Applicant _____

Name of Person and _____

Address _____

Firm Preparing Plan _____

Address _____

Telephone _____

Owner _____
(if other than applicant)

Telephone _____

Address _____

Attorney _____

Address _____

Telephone _____

Indicate which Municipal Agency that plans have been filed with:

Planning Board

Board of Adjustment

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

Location: (Road, intersecting roads, between what roads?) _____

Site Street Address: _____

Zone _____ Proposed Use _____

Number of Proposed Lots _____ Gross density _____

Number of Proposed Dwelling Units _____ Sell Vacant Lots

Average Lot Size _____ Linear Feet of New Roads _____

Area of Entire Tract _____ Area Being Subdivided _____

Impervious Area: Existing _____ Proposed _____ Total _____

Signature of Applicant or Agent _____ Date _____

The review period will not commence until the proper fee, three (3) sets of sealed plans (two [2] if not on county road) and a completed Monmouth County Development Review Checklist for applications on county roads, are received.

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