

## **PROCESS OF LAND DEVELOPMENT APPLICATION**

Submission to Planning Board / Zoning Board

We encourage appointments for submissions of all applications to this office.

- The following items must be submitted to proceed before a Board:
  - Land Development Application (1 original and 3 copies printed on LEGAL size paper only)
  - 2 checks (application fees and escrow fees), if required 1 original (and 3 copies) of W-9 form  
(All checks are payable to: **Monroe Township**)
  - 4 full size set of plans (**folded**)
  - 4 Environmental Impact Statement (if required.)
  - 4 Traffic Reports (if required.)
  - 4 Storm Water Management Reports (if required.)
  - 4 Drainage Reports (if required.)
  - 4 Checklists (each – application and type of application)
  - Original tax and utility reports signed by Township Officials (and 3 copies of signed reports)
  - 1 Certified List Request and appropriate fee(s)
  - 4 Outside Agency Form (The applicant must also submit directly to the agencies listed on the bottom of form.)
  - 4 Informational / Cover Letter
  - If seeking waivers: a letter (with 3 copies) stating the section of the code and a fee of \$150.00 per waiver
  - If applicable: disclosure statement (if corporation or partnership) and (4 copies of each) ethics form for all professionals, firms and applicant/owner (if seeking variances or waivers).
  - 4 Electronic submissions (4 Thumb Drives only) of all the above
  
- Once application is submitted it will be set up according to Planning or Zoning Board and the correct professionals will receive a complete file from the Planning and Zoning Department. **(All correspondence is forwarded from this office; do not send to the professionals directly.)**
  
- The applicant must submit copies for **all applications** to the Middlesex County Planning Board for its review and **also contact** the agencies listed below.
  1. Freehold Soil Conservation.
  2. New Jersey Department of Transportation.
  3. New Jersey Department of Environmental Protection.
  4. Delaware and Raritan Canal Commission.
  5. Monroe Township Utilities Department.
  6. Monroe Township Environmental Commission.  
Theresa Zamorski, Sec'y –  
1st Wednesday of the month @ 7:30 p.m.
  7. Monroe Township Shade Tree Commission.  
Pam Broskie - Sec'y - 2<sup>nd</sup> Monday of the Month @ 7:00 p.m.
  8. Monroe Township Police Department, Fire Department and First Aid must all be notified.
  9. Historical Commission.  
Rosalie Meyers, Sec'y – 2<sup>nd</sup> Monday of the Month @ 7:00p.m.

- Once the application is received it must reviewed within 45 days.
- A T.R.C. meeting will be scheduled for all applications, prior to being deemed complete. TRC meetings are the 2<sup>nd</sup> Friday of the month starting at 9:00 am.
- The Director and/or Planning Administrator will review the submission and deem complete or incomplete.

### **COMPLETE**

1. Complete letter sent and scheduled for public Agenda hearing.
2. If required, applicant must notify property Owners within 200' and publish in the Home News Tribune

### **INCOMPLETE**

1. Letter will be sent listing deficiencies
2. Applicant shall then submit required correspondence (to P/Z Dept.).
3. Planning Administrator will then review and schedule for another T.R.C. or hearing date.

- 48 hours prior to meeting, email, a copy of all legal notices, certified receipts, affidavits and any other notice required to the Board Attorney and Board Secretary.
- Night of meeting, (**Planning Board meets the 4<sup>th</sup> Thursday of the month at 6:30 p.m. and the Zoning Board meets the last Tuesday of the month at 6:30 p.m. except where noted on yearly calendar**) the applicant shall bring in all certified mail receipts and green cards and affidavit of publication from the newspaper. The Board will then accept jurisdiction of the application and begin testimony.

### **APPROVED or DENIED**

Resolutions will be memorialized at the next month's meeting and signed by secretary and mailed.

- Once resolution is signed: (if required)
  1. Submit for **resolution compliance**. (4 complete sets, with all outside agency approvals, 4 thumb drives and 30% of original escrow) Once in compliance, then:
  2. The applicant shall submit **maps for signature** to the Planning Department. We require 8 complete sets for signature - (subdivision and engineering drawings submitted at the same time.) Also;
  3. **Performance Guarantee shall be submitted to the Township Clerk with copies** to Township Engineer and Planning & Zoning Department.
  4. Once it is approved by all above, the applicant shall post the 10% cash portion and **inspection fees with the Township Clerk**.
- For **Subdivision** approval:  
After all required Township signatures, the applicant must have County Planning Board signature and then file the map at the County Recording Office. (Map filing room.) Once all signatures have been obtained and the map has been filed at the County Recording Office, it is the applicant's responsibility to submit 6 complete fully executed sets back to the Board Sec'y for distribution and permits to be obtained.
- For **Site Plan** approval:  
After all required Township signatures, the Board Sec'y will distribute the signed maps and permits can then be obtained.