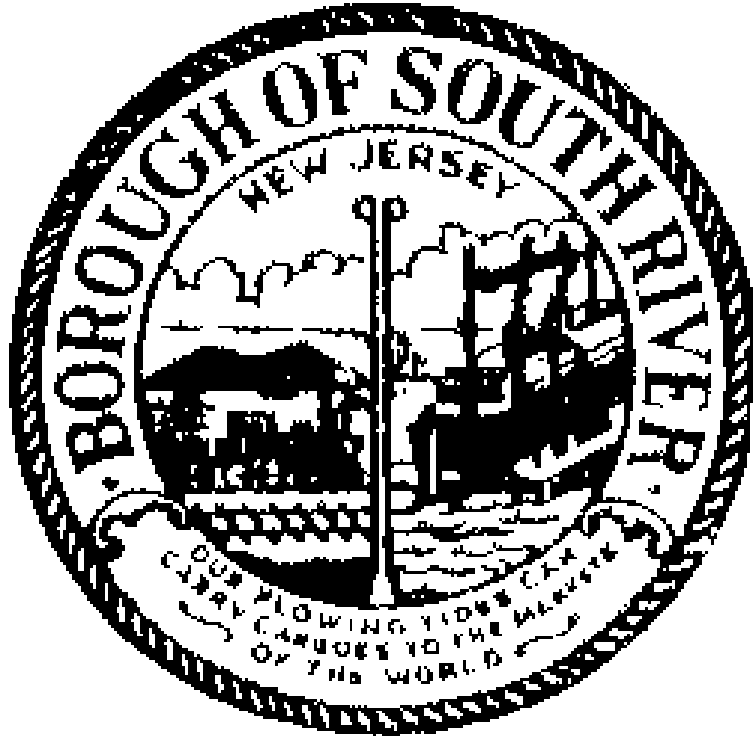


BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY – STATE OF NEW JERSEY
PLANNING BOARD



SITE PLAN / SUBDIVISION
APPLICATION
(COMPLETE AND SUBMIT!)

48 WASHINGTON STREET
SOUTH RIVER, NJ 08882
PHONE: 732-257-1999 EXT. 115 - FAX: 732-613-6105
WWW.SOUTHRIVERNJ.ORG

APPLICATION SUBMISSION

CHECK LIST

DO YOU HAVE THE FOLLOWING?

- Submittal of Zoning Application Form
- Zoning Application is denied by the Zoning Department
- Site Plan / Subdivision Application
- Appropriate Application and Escrow Fees
- Plans (15 copies)

WHAT HAPPENS NEXT?

NOTICE: The Technical Review Committee will review applications for big developments prior to any submission.

The application is submitted to the Board's Professionals for review;

- You will receive a letter informing you of your completeness date.
- The Board recommends you attending the completeness hearing.
- At the completeness hearing the Board will either deem your application to be complete or incomplete.

If deemed complete

- You will receive a letter informing you of your Public Hearing Date. The letter will also inform you to adequately notice the residents within 200' of the property and to publish the hearing date in the Homes News Tribune.

If deemed incomplete

- You will receive a letter informing you that your application was deemed incomplete by the Board. Reports from the Board's Planner and or Engineer will be submitted with the incomplete letter. You must review the reports submitted and address all concerns and resubmit the corrections and or documentations or revised plans to the Board's secretary, located at 48 Washington Street, South River, NJ 08882.



**BOROUGH OF SOUTH RIVER
APPLICATION FOR SUBDIVISION
OR SITE PLAN**

Date Received

THIS FULLY COMPLETED FORM MUST BE FILED WITH THE BOARD SECRETARY AT LEAST FIFTEEN (15) DAYS PRIOR TO THE SCHEDULED HEARING.

Applicant's Name: _____	Application Number: _____
Applicant's _____	
Address: _____	Block #: _____ Lot#: _____
	Application Fee: _____
Phone: _____	Escrow Fee: _____
Contact Email: _____	Date Filed: _____

1. Please select all that apply: Minor Subdivision Preliminary Major Subdivision Final Major Subdivision
Minor Site Plan Preliminary Major Site Plan Final Major Site Plan Amended Site Plan
Site Plan Waiver
2. Present type of occupancy or use: _____
3. Proposed type of occupancy of use: _____
4. If applicant is not the legal owner of the property, please provide the following:
 - a. Name & Address of owner: _____
 - b. Applicant's interest in the property: _____
 - c. If you are not the property owner you must attach a letter of authority from the property owner authorizing the applicant to act on his/her behalf for the purpose of this application, or a Copy of Contract of Sale of the Property.
5. The premises affected are located at: _____ Zoning District: _____
and shown on the Official Tax Map, Block # _____, Lot # _____.
6. **For Subdivisions:** Present Number of Lots _____ Proposed Number of Lots: _____
Area of entire Tract: _____(sf) Portions being subdivided: _____(sf)
Reason for subdivision: Sell lots (Yes No Construct houses for sale with lot: (Yes No
Other: _____
7. **For Site Plans:** Area of entire Tract: _____(sf) Total number of proposed dwelling units: _____

Are any special or off-tract improvements proposed? (Yes No)

8. List any easements, deed restrictions, similar instruments connected to this property: _____

9. Name and address of persons preparing plans or reports:

Engineer: _____ . Phone: _____

Architect: _____ . Phone: _____

Attorney: _____ . Phone: _____

Planner: _____ . Phone: _____

10. List all checklist item waivers you are requesting: _____

11. Attach in duplicate, an original sealed property survey of the site.

12. Attach in duplicate, a sealed plan/plat drawn to scale showing the actual dimensions of the site under consideration, proposed locations of lot lines, and all improvements required by and listed in the Borough Site Plan/Subdivision Checklist(s). If any signs or other design elements are proposed, attach a drawing showing dimension and details. The above plan or sketch shall bear the seal of a licensed professional engineer or architect in the State of New Jersey.

13. Office of the Tax Collector Verification (To be completed by the Tax Search Officer of the Borough of South River)

The Tax records at this office indicate that there are, are not delinquent taxes or assessments on the above described properties know as Block: _____, Lot: _____.

/s/ _____

Tax Search Officer

I swear or affirm that made by me are true. I am aware that if any of the forgoing statements made by me are willfully false, I am subject to punishment by contempt of court.

Applicant's Signature

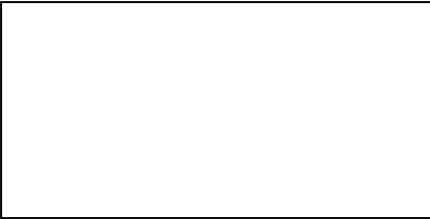
Applicant's Name

Date

Sworn and subscribed before me,

This _____ day of _____, 20_____

Notary Public, State of New Jersey



**BOROUGH OF SOUTH RIVER
CHECKLIST for MINOR SUBDIVISIONS
PRELIMINARY & FINAL MAJOR
SUBDIVISIONS**

Applicant's Name: _____ Project Name: _____
 Applicant Address: _____ Project Location: _____
 _____ Block and Lot #: _____

Site Plans shall be submitted at least 15 days prior to the Regular Meeting of the Board for the purpose of Completeness Review and discussion. At least 15 black and white prints of the plan and any other information required by the Site Plan Ordinance shall be submitted.

The following items shall appear on the Preliminary Plat in order to be deemed complete unless otherwise approved by the Board.

	PROVIDED (X)	WAIVER REQUESTED	ITEM
1.			The Preliminary Plat shall be drawn at a suitable scale (not more than 50 feet to the inch)
2.			Key Map of scale 1" = 400' or 1" = 500' showing the surrounding areas within 1,000 feet, zoning boundaries, and two street intersections with names
3.			Reference meridian (North arrow) and graphic scale
4.			Title Block containing the map title, name, address, license number, signature, and embossed seal of the licensed N.J. Professional Engineer who prepared the engineering details, the date of original preparation, the Tax Map Sheet, Lot and Block numbers and a box to record revision dates
5.			Survey of tract certified by a licensed Land Surveyor
6.			Name and address of owner of record and applicant (adjacent to the title block)
7.			Entire tract shown
8.			Names of owners within 200 feet, adjacent landowners and owners directly across any official street with block and lot numbers
9.			Space provided for endorsement by the Chairman and Secretary of the Planning Board

10.			Existing and proposed elevations and contours based on the United States Coast and Geodetic Survey
11.			Contours overlapped onto adjoining properties
12.			Spot elevations on existing structures, pavements, walks, or other physical features
13.			The location, size, and use of existing structures, wooded areas, water courses, and drainage facilities on the site and within 200 feet
14.			Existing curbs, walks, fences, walls, culverts, bridges, and driveways on the tract
15.			A copy of any covenants, deed restrictions or exceptions covering any or all of the tract
16.			The layout of the proposed subdivision indicating all lot lines and dimensions in feet and tenths
17.			The location of the tract to be subdivided in relation to any larger tract of which it is a part
18.			All easements, deed restrictions, R.O.W.'s and walkways for pedestrian traffic
19.			Sanitary Sewer extension permit
20.			Floodway and flood hazard boundaries
21.			Location of all trees with a caliper of six (6") inches or mores as measured three (3) feet above the ground
22.			Existing sanitary sewers, water mains and fire hydrants, gas lines, electrical lines, telephone lines, gas valves and water valves
23.			Required setback lines
24.			Building height, size, location and setback
25.			Zoning compliance schedule, including parking requirements
26.			Certification that the applicant is the agent or owner of the land, or other
27.			Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent
28.			Proposed water mains, sanitary sewers, fire hydrants, gas lines, electrical lines, telephone lines, water valves, gas valves, and service connections
29.			Improvements to existing pavement, concrete curb, sidewalk, site grading, and aprons along frontage of all streets
30.			Soil erosion and sediment control plan
31.			Spot elevations at corners of all buildings and lots, changes in grade, and at the top of curbs at all lot corners
32.			First floor and garage floor elevations
33.			Acreage of each proposed lot

34.			A drainage plan on a U.S.G.S. quadrangle map with the drainage area in acres, including the contributory upstream areas.
35.			A design report for water, sewer and drainage facilities
36.			Plans and profiles of all existing and proposed roadways, pipelines, manholes, structures, utilities, and proposed facilities
37.			All roadways including all improvements designed in accordance with the "Standard Details of the Borough of South River"
38.			The location and description of all monuments
39.			Environmental impact report, if applicable
40.			A special sheet for construction details is required for subdivision of more than ten (10) lots
41.			Disclosure statement: application by Corporation or Partnership for approval of a site to be used for commercial purposes shall submit a list of all stockholders holding ten (10%) percent or more of stock in any class and/or all individual partners having ten (10%) percent or greater interest in the Partnership or Corporation
42.			Disclosure Statement of ten (10%) percent ownership interest of Corporation or Partnership which is ten (10%) percent owner of applying Corporation or Partnership
43.			Submission in full of all required application and escrow fees
44.			Submission of all completed application forms.

NOTE: No Planning Board, Board of Adjustment, or Municipal Governing Body shall not approve application of any Corporation or Partnership which does not comply with these Disclosure Acts, as per New Jersey Statute 40:55D-48.3.

Such other information or data as may be required by the Board in order to determine that the details of the Site Plan are in accordance with the standards of the Site Plan Ordinance and other ordinances of the Borough.

Person Preparing Check List: _____

Applicant's Signature: _____ Date: _____

**BOROUGH OF SOUTH RIVER
APPLICATION FEE CALCULATION SHEET**

Applicant's Name: _____	Application Number: _____
Applicant's Address: _____	Block #: _____ Lot #: _____
Owner's Name: _____	Street Address: _____
Owner's Address: _____	Calculated By: _____
Contact Phone #: _____	Date Calculated: _____
Contact Email: _____	_____

1. **VARIANCES**
 - a. "a" or appeal of an administrative decision: \$75.00 \$ _____
 - b. "b" or interpretation of zoning map or ordinance: \$75.00 \$ _____
 - c. "c" -each new single or 2-family residential bulk variance: \$75.00 \$ _____
 -each multi-family or new non-residential bulk variance \$100.00 \$ _____
 - d. "d" or use variance: \$250.00 \$ _____
 - e. Conditional use approval: \$250.00 plus any site plan/subdivision fees \$ _____

 2. **CERTIFICATE OF PRE EXISTING NON-CONFORMING USE (NJSA 40:55-D-68)** \$250.00 \$ _____

 3. **SITE PLANS**
 - a. Minor Site Plans: \$300.00 \$ _____
 - b. (Preliminary) Major Site Plan: \$300.00 base fee & \$ _____
 - c. (Final) Major Site Plan: \$200.00 base fee \$ _____
 - d. Site Plan Waiver Request Application Fee: \$150.00 \$ _____

 4. **SUBDIVISIONS**
 - a. Minor subdivision: \$250.00 base fee + \$100.00 per each lot created \$ _____
 - b. (Preliminary) Major Subdivision: \$250.00 base fee + \$100.00 ea. lot created \$ _____
(Final) Major Subdivision: \$250.00 \$ _____

 5. **RESUBMISSIONS**
 - a. Submission of each revised plat including but not limited to: minor preliminary or final site plan, or subdivision, sketch plat, use variance plan or resubmission of revised plan in accordance with any conditions of any approval.
Total original application fee \$ _____ x 50% = \$ _____

 6. **APPLICATIONS INVOLVING UTILITY EXTENTIONS or SPECIAL DESIGN ELEMENTS**
 - Base fee + \$100.00 per lot for extension of sewer utilities \$ _____
 - Base fee + \$50.00 per lot for extension of sewer utilities \$ _____
 - Base fee + \$700.00 flat fee for pump station or other special design facility \$ _____
- TOTAL ORIGINAL APPLICATION FEE DUE:** \$
- Original application fee submitted by applicant: \$ _____
- Check #: # _____
- BALANCE of application fee still due: \$ _____
-
- EACH REVISED SUBMISSION APPLICATION FEE DUE:** \$
- Revised submission application fee submitted by applicant: \$ _____
- Check #: # _____
- BALANCE of revised application fee still due: \$ _____

**BOROUGH OF SOUTH RIVER
ESCROW DEPOSIT FEE CALCULATION SHEET**

Applicant's Name: _____	Application Number: _____
Applicant's Address: _____	Block #: _____ Lot #: _____
Owner's Name: _____	Street Address: _____
Owner's Address: _____	Calculated By: _____
Contact Phone: _____	Date Calculated: _____
Contact Email: _____	_____

1. VARIANCES

- d. "a" or appeal of an administrative decision: \$600.00 \$ _____
- e. "b" or interpretation of zoning map or ordinance: \$400.00 \$ _____
- f. "c" -single or 2-family residential bulk variances: \$700.00 \$ _____
- multi-family or new non-residential bulk variance \$1,000.00
- d. "d" or use variance: \$1,000.00 \$ _____
- e. Conditional use approval: \$1,250.00 plus any site plan/subdivision fees \$ _____

2. CERTIFICATE OF PRE EXISTING NON-CONFORMING USE (NJSA 40:55-D-68) \$600.00 \$ _____

3. SITE PLANS

- c. Minor Site Plans: \$2,500.00 \$ _____
- d. (Preliminary) Major Site Plan
 - 1. Residential development of 1-10 units: \$2,500.00 \$ _____
 - 2. Residential development of 11 or more units: \$5,000.00 \$ _____
 - 3. Non Residential or mixed uses: \$5,000.00 \$ _____
 - 4. Non residential uses over 5,000 SF GFA: \$10,000.00 \$ _____
- c. (Final) Major Site Plan: \$1,500.00 \$ _____
- d. Site Plan Waiver Request Escrow Fee: \$300.00 \$ _____

SUBDIVISIONS

- 4. c. Minor subdivision: \$3,000.00 \$ _____
- d. (Preliminary) Major Subdivision: \$5,000.00 \$ _____
- (Final) Major Subdivision: \$1,500.00 \$ _____

RESUBMISSIONS

5.. Submission of each revised plat including but not limited to: minor preliminary or final site plan, or subdivision, sketch plat, use variance plan or resubmission of revised plan in accordance with any conditions of any approval.
 Total original escrow fee \$_____ x 20% = \$ _____

SPECIAL DESIGN ELEMENT

6. Original escrow fee \$_____ x 33% = \$ _____

TOTAL ORIGINAL ESCROW FEE DUE:

Original escrow fee submitted by applicant: \$

Check #: \$ _____

BALANCE of escrow fee still due: \$ # _____

EACH REVISED SUBMISSION ESCROW FEE DUE:

Revised submission escrow fee submitted by applicant: \$

Check # \$ # _____

BALANCE of revised escrow fee still due: \$ _____

200FT. PROPERTY LIST

**BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY
NEW JERSEY**



Application for Property Owners' List Within 200 Feet

As provided by *N.J.S.A. 40:55D-12c*

Name of Requester: _____

Address: _____

Telephone: _____

Date Requested: _____

List of Property Owners within 200' of the following property:

Address: _____

Block: _____

Lot: _____

Applicant

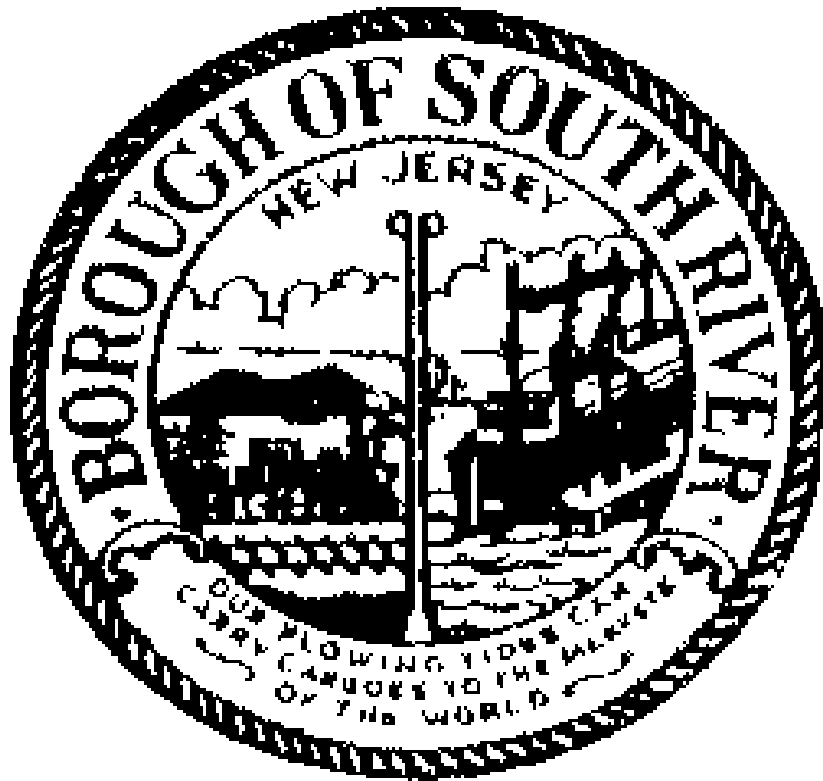
Custodian of Record

Date _____

Date _____

Fee: \$10.00

BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY – STATE OF NEW JERSEY
PLANNING BOARD



LEGAL NOTICE

(KEEP FOR YOUR REFERENCE!)

48 WASHINGTON STREET
SOUTH RIVER, NJ 08882
PHONE: 732-257-1999 EXT. 115 - FAX: 732-613-6105
WWW.SOUTHRIVERNJ.ORG

LEGAL NOTICE

COMPLETED

- Submittal of Zoning Application
- Denial of Zoning Application from the Zoning Department
- Submittal of Application Site Plan / Subdivision Application

PROCESSING OF APPLICATION

1. Application will be reviewed by the Board's staff and Construction official;
2. You received a letter informing you of your completeness date;
3. You attended your completeness hearing;
4. The Board deemed your application complete or incomplete;
5. You will receive a letter informing you of your hearing date.

NOTE: If deemed incomplete, a letter to address any concerns will be sent to you. You cannot proceed any further until you address all of the Board's concerns.

YOU ARE HERE LEGAL NOTICE

6. Once you notified of your public hearing date, you are obligated to notify all the residents within 200' of the property and also to publish the hearing date in the Homes News Tribune;
7. You must submit to the Board's secretary the certified receipts of all residents notified within 200ft of the property and to supply the Affidavit of Publication of your Hearing Date in the Home News Tribune. (Please contact the Newspaper by dialing 1-888-516-9220).

PUBLIC HEARING

8. You or your legal representative must attend the Public Hearing;

RESOLUTION

9. Approximately 30 days from the Public Hearing, your Resolution will be memorialized at the next scheduled Public Meeting;
10. The Resolution will be mailed to the applicant contingent that all escrow invoices are paid.

ADDITIONAL NOTE ONCE APPROVED

11. If the resolution has conditions and requires resubmission of drawings, be aware this must be done in order to obtain a permit. Once the resubmission of drawings and documents are received and reviewed by the professionals, a letter of Final Compliance will be submitted to you, at which point you can obtain your required permit.

“SAMPLE”

200FT. PROPERTY NOTICE

NOTICE OF HEARING

TO PROPERTY OWNERS WITHIN 200FT OF PROPERTY

RE: _____ (Name of applicant)

_____ (Property Address)

South River, NJ 08882

Block: _____ Lot: _____

TO WHOM IT MAY CONCERN,

In compliance with Section 50-32 of the Code of the Borough of South River, New Jersey, notice is hereby served upon you to the effect that I, _____ (applicant's name), have applied before the _____ Board for relief from the regulations of the zoning code to permit the following on the above referenced property:

HEARING DATE AND TIME

Any person or persons affected by this application may have an opportunity to be heard at the meeting to be held on _____, 20____ at 7:30PM in the Council Chambers of the Criminal Justice Building, located at 61 Main Street, South River, NJ, 08882.

YOUR RIGHT TO PUBLIC INSPECTION OF FILE

All Documents related to this applicant may be inspected by the public between the hours of 9:00AM to 4:00PM, Monday-Friday, in the office of the Secretary of the Board, located at 48 Washington Street, South River, NJ, 08882.

Signature of Applicant

NOTIFY PROPERTY OWNERS WITHIN 200' VIA CERTIFIED MAIL RECEIPT



7008 1140 0002 4019 8586
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS. FOLD AT DOTTED LINE
CERTIFIED MAIL™

7008 1140 0002 4019 8586
7008 1140 0002 4019 8586

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To
Street, Apt. No.;
or PO Box No.
City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

OR

OBTAIN ACKNOWLEDGEMENT

VIA DOOR TO DOOR

(Please see the next page)

“SAMPLE”
LEGAL NOTICE

**BOROUGH OF SOUTH RIVER
PLANNING AND ZONING BOARD
LEGAL NOTICE**

IN THE MATTER OF THE APPLICATION OF:

_____ (Applicant's Name)

_____ (Address)

NOTICE IS HEREBY GIVEN in compliance with the Zoning Ordinance of the Borough of South River, that an Application from _____ (applicant's name), in regards to _____ (address) has been filed with the _____ (state which Board), Borough of South River, in the County of Middlesex, State of New Jersey, to request relief from the South River zoning code to permit the following:

The application has been placed on the Board's calendars for a public hearing date scheduled for: _____ (date & time of hearing) at the Borough of South River Criminal Justice Building, Located at 61 Main Street, South River, NJ 08882, at which time you may appear in person or by attorney and present any comments or objections you may have to the relief(s) sought.

The application, documents, and maps for which approval is sought are on file in the office of the secretary of the Planning Board, located at 48 Washington Street, South River, NJ 08882.

Date: X/XX/XXX Applicant's Signature: _____

Home News Tribune Classified Legal Advertisement:

Legal Advertising

The Home News Tribune

P.O. Box 787

Neptune, NNJ 07754

Tele: 1-888-516-9220 Fax: 1-888-516-9450 Email: HNTLEGALS@gannett.com