



Town of Phillipsburg
Office of Planning & Zoning
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**GUIDELINES FOR THE SUBMISSION OF
 FINAL MAJOR SITE PLAN
 APPLICATIONS**

I. SUBMISSION OF APPLICATION

A. To have an application deemed technically complete the applicant is responsible to submit all of the following to the Administrative Officer at least 28 days prior to a regularly scheduled Planning Board meeting.

1. Those items required by the General Guidelines for Major Site Plan Applications.
2. Fees and escrow deposits.
 - a. Non-refundable application fee - \$150.00
 - b. Construction and final inspection escrow amount – based upon the schedule below.

Total Cost of Improvements

Escrow

Less than \$4,000.00	8% of total cost
\$4,001.00 to \$5,000.00	\$320 plus 7% of excess over \$4,001.00
\$5,001.00 to \$10,000.00	\$350.00 plus 5% of excess over \$5,001.00
\$10,001.00 to \$50,000.00	\$640.00 plus 4% of excess over \$10,001.00
Over \$50,000.00	\$2,240.00 plus 2% of excess over \$50,001.00

3. Two (2) copies of a boundary survey based upon a field survey performed by or under the supervision of a New Jersey licensed land surveyor. The survey must be signed and sealed by the land surveyor and shall have been performed no more than two (2) years prior to the date of application.

4. Sixteen (16) sets of: architectural floor plans for each floor of the building(s); and elevations from all principal exposures of the building(s). These drawings must be signed, sealed **AND FOLDED** by a New Jersey licensed architect.
5. Plans and construction details of all proposed improvements. These drawings must be signed and sealed by a New Jersey licensed engineer. An engineering cost estimate of all site improvements. This estimate must be based upon public bid prices.

B. To have an application deemed officially complete the applicant is responsible to:

1. Satisfy the requirements indicated in the General Guidelines.
2. Approvals of other agencies (these approvals may, at the Board's option, be made conditions of approval).
 - a. All applications – Warren County Planning Board approval (application forms available in the office of the Administrative Officer).
 - b. Other approvals where required.
 1. Warren County Soil Conservation District Certification
 - c. N.J.D.E.P. Sewer Extension Permit
 - d. N.J.D.O.T.
 1. Access Permit
 2. Drainage Permit
 - e. Others

C. If a variance is required, refer to the guidelines for submission of applications requiring a variance(s).

II. Upon receipt of a technically complete application the Administrative Officer shall –

- A. Place the application on the next available Planning Board agenda.
- B. Forward the application to the Zoning Officer and Town Engineer for review.

III. The Planning Board shall –

- A. Deem the application to be either:
 1. officially complete, or
 2. incomplete and indicate the reasons therefor.
- B. Upon deeming the application to be complete the Board **MUST** within 45 days, either:
 1. deny the application, or
 2. conditionally approve the application, or
 3. unconditionally approve the application, or
 4. obtain a written extension of time to act from the applicant.
- C. Failure of the Board to act in accordance with B. preceding shall constitute final site plan approval.

IV. Prior to obtaining a building permit the applicant is responsible to:

- A. Satisfy all conditions of approval.
- B. Submit a performance guarantee – 120% of the construction cost of improvements.

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE.