



Town of Phillipsburg
Office of Planning & Zoning
675 Corliss Avenue, Phillipsburg NJ 08865

Phone 908-454-5500 Ext. 341
Fax 908-213-9214

**GUIDELINES FOR THE SUBMISSION OF
MAJOR SUBDIVISION PRELIMINARY PLAT
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 require by the General Guidelines for subdivision application.
 2. Fees
 - a. Non-refundable application fee - \$100.00 plus \$20.00 per lot.
 - b. Separate review escrow amount - \$500.00 plus \$50.00 per lot.
- 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
 2. N.J.D.E.P. Sewer Extension Permit
 3. N.J.D.O.T.
 - a. Access Permit
 - b. Drainage Permit
 4. 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, Town Engineer & Subdivision Committee 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 for a submission of 10 or fewer lots or 95 days for a subdivision of more than 10 lots:
 - 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 preliminary major subdivision approval.
- IV. Prior to filing an application for final approval, the applicant is responsible to:
 - A. Satisfy all conditions of approval
 - B. Obtain all approvals required by other agencies

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE!