



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

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Guidelines for the Submission of
Major Subdivision Final 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 required by the General Guidelines for subdivision applications.
 2. Proof of satisfaction of all conditions of preliminary approval.
 3. Fees
 - a. Non-refundable application fee - \$100.00 plus \$10.00 per lot
 - b. Separate review escrow amount - \$300.00 plus \$25.00 per lot
 4. Plans and construction details of all proposed improvements. These drawings must be signed and sealed by a New Jersey licensed professional engineer.
 5. An engineering cost estimate of all improvements required by Section 60-12. This estimate must be based upon public bid prices.
 6. Copies of all approvals from other agencies.

- B. To have an application deemed officially complete the applicant is responsible to satisfy the requirements indicated in the General Guidelines.
 - 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 and 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, 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 minor subdivision approval.
- IV. The applicant is responsible to file the approved subdivision within 95 days of the date of approval. The applicant must –
- A. Satisfy all conditions of approval.
 - B. Submit final plat to the Town Engineer for review.
 - C. Submit performance guarantee – 120% of the construction cost of improvements.
 - D. Upon receipt of the approved plat, file the plat with the Warren County clerk (in accordance with “Map Filing Law”).

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE!