



Town of Phillipsburg
Office of Planning & Zoning
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**Guidelines for the Submission of
Minor Subdivision 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 the regularly scheduled Planning Board Meeting.

1. Those items required by the General Guidelines for subdivision application
2. Fees
 - a. Non-refundable application fee - \$100.00
 - b. Separate review escrow amount - \$200.00

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.

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 190 days of the date of approval. The applicant must –
- A. Satisfy all conditions of approval.
 - B. Submit deed (or map in accordance with the “Map Filing Law” to the Board’s attorney and engineer for review.
 - C. Upon receipt of approved deeds (or map) file the deeds (or map) with the Warren County Clerk (in accordance with “Map Filing Law”).

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE!