



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

I. SUBMISSION OF APPLICATIONS

- A. To have an application deemed technically complete to 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. These items are required by the General Guidelines for major site plan applications:
 - 2. Fees
 - a. Non-refundable application fee- \$175.00
 - b. Separate review escrow amount – based upon a percentage of the proposed site improvements

Total Cost of Improvements

Escrow Amount

\$0.00 to \$3,00.00	20% of the total cost
\$3,000.00 to \$5,000.00	\$600.00 plus 4% of the amount over \$3,001.00
\$5,001.00 to \$25,000.00	\$680.00 plus 3% of the amount over \$5,001.00
\$25,001 to \$50,000.00	\$1,500.00
\$50,001.00 to \$99,999.00	\$1,700.00
\$100,000.00 to \$249,999.00	\$1,900.00
\$250,000.00 to \$499,000.00	\$2,100.00
\$500,000.00 to \$749,000.00	\$2,800.00
\$750,000.00 to \$999,999.00	\$3,300.00
\$1,000,000.00 and over	\$4,000.00

- 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 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, Police Department and Fire Department 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 day for a site plan which involves 10 acres of land or less, and 10 dwelling units or less or 95 days for a site plan which involves more than 10 acres of land or more than 10 dwelling units:
 - 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 site plan approval.

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE