



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

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

**General Guidelines for The  
Submission of  
Minor Site Plan Applications**

**I. Pre-Application:**

The applicant is encouraged to request pre-application meetings with the Town Engineer, and/or Zoning Officer. These pre-application meetings are at the applicant's option and are intended to expedite applications. The applicant may also apply for an informal discussion with the Planning Board. Contact the Administrative Officer to arrange a meeting or informal discussion.

**II. 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. The original and 16 copies of the application form with all sections properly completed.
2. Sixteen (16) copies of the site plan **FOLDED**.
3. Certification by the owner, applicant and other parties in interest that the plat is submitted with their knowledge and consent.
4. The proper **non-refundable** application fee of \$100 (checks made payable to "Town of Phillipsburg").
5. A separate review and inspection escrow account based on the following schedule.

**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. If a variance is required, refer to the guidelines for submission of applications requiring a variance (s).
- C. Prior to issuing building permits, a final construction inspection fee must be submitted based on the following.

**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

**THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE.**