

**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 – Phillipsburg Planning Board approval (application forms available in the office of the Administrative Officer).

b. **\*For subdivisions, Tax Assessor's new block and lot approval** and 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!**