

**GUIDELINES FOR THE SUBMISSION OF
MAJOR SUBDIVISION PRELIMINARY 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 require by the General Guidelines for subdivision application.
2. Fees
 - a. Non-refundable application fee - \$100.00 plus \$20.00 per lot.
 - b. Separate review escrow amount - \$500.00 plus \$50.00 per lot.

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
 1. Warren County Soil conservation District Certification
 2. N.J.D.E.P. Sewer Extension Permit
 3. N.J.D.O.T.
 - a. Access Permit
 - b. Drainage Permit
 4. Others
 - 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 & 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 for a submission of 10 or fewer lots or 95 days for a subdivision of more than 10 lots.
 - 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. preceeding shall constitute preliminary major subdivision approval.

IV. Prior to filing an application for final approval, the applicant is responsible to:

- A. Satisfy all conditions of approval
- B. Obtain all approvals required by other agencies

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE!