

**GENERAL GUIDELINES FOR THE
SUBMISSION OF
SUBDIVISION APPLICATIONS**

I. PRE-APPLICATION

The applicant is encouraged to request pre-application meetings with the Town Engineer, Zoning Officer and/or Subdivision Committee. 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 for email, planningboard@phillipsburgnj.org or 908-454-5500 ext 341.

II. SUBMISSION OF APPLICATION

A. To have an application deemed technically complete, the applicant is responsible to **submit information to the tax assessor to assign a new block and lot** and submit all of the following to the Administrative Officer at least 28 days prior to 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 plat, which must be signed, sealed **AND FOLDED** by the New Jersey licensed land surveyor.
3. Certification on the plat by the land surveyor that the plat is based upon an actual field survey in accordance with N.J.A.C. 13:40 – 5.1(m).
4. Certification by the owner, applicant and other parties in interest that the plat is submitted with their knowledge and consent.
5. The proper non-refundable application fee(s) (checks made payable to “The Town of Phillipsburg”).
6. A separate review and inspection escrow account.

B. To have an application deemed officially complete, the applicant must provide the following public notice at least 10 days prior to the date of the Planning Board meeting.

1. Publication in the Town's official newspaper or in a newspaper of general circulation in the town which has been approved by the Town Council; and
2. Notice of property owners within 200 feet of the subdivision
3. If within 200 feet of an adjoining municipality – notify the clerk of such municipality and the Warren County Planning Board; and
4. If located on a county road – notify the Warren County Planning Board; and
5. If located on a state highway – notify the Commissioner of Transportation
6. Proof of public notice to be submitted to the Planning Board.

III. OTHER REQUIREMENTS FOR COMPLETE APPLICATIONS

1. Refer to the guidelines for the specific type of subdivision application.
2. If a variance is required, refer to the guidelines for submission of applications requiring a variance(s).

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