

# **SOMERSET COUNTY PLANNING BOARD**

**Telephone (908) 231-7021; Fax (908) 707-1749; TDD (908) 231-7168  
P.O. Box 3000, Somerville, N.J. 08876-1262**

## **LAND DEVELOPMENT APPLICATION FORM CHECKLIST & REVIEW FEE SCHEDULE**

The *Somerset County Land Development Review Resolution* requires that certain proposed land development proposals be submitted to the Somerset County Planning Board for review and, where required, approval. Land development activities subject to County Planning Board approval include:

- All subdivisions and resubdivisions of land within Somerset County.
- All site plans for land development
- Change of Use applications

This application form shall be completed by the applicant, or the applicant's designated agent and submitted with all required documents to the Somerset County Planning Board. This application consists of three (3) parts, each of which shall be completed as indicated.

- Part I – Project Information
- Part II – Review Fee Schedule
- Part III – Submission Contents Checklist

One set of plans and supporting documents shall be submitted.

*Somerset County is an equal opportunity employer.*

**PART I – PROJECT INFORMATION**

*For new land development applications, complete Sections A-E and sign the application in Section F .  
For resubmissions and revisions, fill out Section A, update Sections B-E for any change in information,  
and sign the application in Section F.*

**SECTION A – PROJECT IDENTIFICATION**

PROJECT NAME \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

TAX MAP PAGE \_\_\_\_\_ DATE OF PLANS BEING SUBMITTED \_\_\_\_\_

LOCAL BOARD REVIEWING APPLICATION:

PLANNING BOARD \_\_\_\_\_ BOARD OF ADJUSTMENT \_\_\_\_\_

COUNTY PLANNING BOARD FILE # \_\_\_\_\_ (for resubmissions/revisions)

**SECTION B – APPLICANT AND CONTACT INFORMATION**

APPLICANT’S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

PLAN PREPARER’S NAME \_\_\_\_\_

PLAN PREPARER’S ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

ATTORNEY’S NAME \_\_\_\_\_

ATTORNEY’S ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**SECTION C – SITE DATA**

AREA OF TRACT \_\_\_\_\_ acres

DEDICATED OPEN SPACE \_\_\_\_\_ acres

PUBLIC SEWER YES \_\_\_\_\_ NO \_\_\_\_\_  
 PUBLIC WATER YES \_\_\_\_\_ NO \_\_\_\_\_  
 REDEVELOPMENT YES \_\_\_\_\_ NO \_\_\_\_\_

**SECTION D – SUBDIVISION INFORMATION**

SUBDIVISION TYPE RESIDENTIAL (✓) \_\_\_\_\_ NONRESIDENTIAL (✓) \_\_\_\_\_  
 NUMBER OF NEW BUILDING LOTS \_\_\_\_\_  
 NEW BUILDING LOTS PROPOSED UNDER FAIR HOUSING ACT \_\_\_\_\_  
 TOTAL AREA OF NEW BUILDING LOTS \_\_\_\_\_ acres  
 AVERAGE AREA OF NEW BUILDING LOTS \_\_\_\_\_ acres  
 NUMBER OF MULTI-FAMILY LOTS \_\_\_\_\_  
 LENGTH OF NEW STREET \_\_\_\_\_ linear feet

**SECTION E – SITE PLAN INFORMATION**

<u>TYPE (✓)</u>	<u>NUMBER OF UNITS</u>	<u>AMOUNT OF NEW SQ. FOOTAGE</u>	<u>NUMBER OF NEW PARKING SPACES</u>
_____ RESIDENTIAL	_____	_____	_____
Living Units	_____	_____	
Attached Units	_____		
Fair Housing Act Units	_____		
_____ COMMERCIAL/RETAIL		_____	_____
_____ OFFICE		_____	_____
_____ INDUSTRIAL/WAREHOUSE		_____	_____
_____ PUBLIC/INSTITUTIONAL		_____	_____
_____ OTHER		_____	_____

**SECTION F - SIGNATURE**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
 (SIGNATURE OF APPLICANT OR AGENT)

## PART II – REVIEW FEE SCHEDULE

A review fee shall apply to each subdivision and land development submitted to the Somerset County Planning Board for review in accordance with the New Jersey County Enabling Act, Section 40 27-6.2 and 40 27-6.6. Fees shall be submitted with the submission package to the County Planning Board located in the County Administration Building, 20 Grove Street, Somerville, New Jersey. Only certified checks or money orders, payable to Treasurer, County of Somerset, will be accepted. Review will not commence until the proper fees and accompanying plans and supporting documents are received by the County Planning Board. The review fee is non-refundable.

One pre-application meeting and/or submission of a concept plan will be considered by the Planning Board when requested by the applicant. Subsequent meetings and reviews of documents will only be considered upon receipt of a completed Somerset County Land Development Application Form and Checklist with the appropriate fee.

*Complete all sections of the fee schedule below that apply.*

### **SECTION A – REVIEW FEE EXEMPTION (Check reason for exemption)**

1. \_\_\_\_\_ Lot line adjustments where no building lots are being created.
2. \_\_\_\_\_ Minor building additions not on a county road involving less than 1,000 sq. ft. and no additional parking.
3. \_\_\_\_\_ Plans submitted by a duly recognized nonprofit institution or municipality.
4. \_\_\_\_\_ Housing units proposed as per the Fair Housing Act. *Only the specific housing units or lots proposed under the Fair Housing Act are exempt from the review fee.*

### **SECTION B – SUBDIVISION REVIEW FEE (Check appropriate category)**

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will notify the applicant as to the correct fee in the first County Planning Board report.

1. \_\_\_\_\_ A minor subdivision which contains two (2) or fewer new lots, which does not impact a County road or drainage facility as determined by the County.  
**\$150.00 flat fee** \$ \_\_\_\_\_
2. \_\_\_\_\_ A minor subdivision which contains two (2) or fewer new lots, which impacts a County road or drainage facility as determined by the County.  
**\$200.00 flat fee** \$ \_\_\_\_\_
3. \_\_\_\_\_ A major subdivision which contains three (3) or more new lots, which does not impact a County road or drainage facility as determined by the County.  
**\$300.00 flat fee** \$ \_\_\_\_\_
4. \_\_\_\_\_ A major subdivision which contains three (3) or more new lots, which impacts a County road or drainage facility as determined by the County.  
**\$400.00 flat fee plus** \$ \_\_\_\_\_  
**\$20.00 per new lot** + \$ \_\_\_\_\_
5. \_\_\_\_\_ A Final Plat  
**\$300.00 flat fee** \$ \_\_\_\_\_

**SECTION C – SITE PLAN REVIEW FEE (Check appropriate category)**

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will notify the applicant upon issuance of the first County Planning Board report.

1. \_\_\_\_\_ A site plan which does not impact a County road or drainage facility as determined by the County.  
**\$150.00 flat fee** \$ \_\_\_\_\_
2. \_\_\_\_\_ A site plan which impacts a County road or drainage facility as determined by the County.  
**\$400.00 flat fee plus** \$ \_\_\_\_\_  
**\$10.00 per parking stall**      **Commercial/Office** + \$ \_\_\_\_\_  
**\$2.00 per 100 sq. ft.**      **Industrial** + \$ \_\_\_\_\_  
**\$20.00 per dwelling unit**      **Residential** + \$ \_\_\_\_\_

For projects requiring a more detailed engineering/planning review, an escrow account may be required to cover the actual cost of completing the review of the project. The County Planning Board will advise the applicant of this amount when applicable.

**SECTION D – TOTAL APPLICATION FEE** \$ \_\_\_\_\_

**SECTION E – REVISION FEE (Check appropriate category)**

*A revision fee must be submitted for revised plans, stormwater management reports, traffic reports and other supporting documentation.*

1. \_\_\_\_\_ 1st revision - no revision fee
  2. \_\_\_\_\_ 2<sup>nd</sup> and each subsequent revision
- \$150.00 Minor Subdivision (2 or fewer new lots)** \$ \_\_\_\_\_  
**\$300.00 Major Subdivision (3 or more new lots)** \$ \_\_\_\_\_  
**\$300.00 All Site Plans** \$ \_\_\_\_\_

**SECTION F – GEOGRAPHIC INFORMATION SYSTEM FEE (Check appropriate category)**

*A separate check shall be submitted for the Geographic Information System fee as listed below.*

- \$25.00 per plat plus** \$ \_\_\_\_\_  
**\$10.00 per new lot** \$ \_\_\_\_\_
- \$25.00 per site plan if proposed structure is greater the 400 sq. ft.** \$ \_\_\_\_\_

## PART III – COMPLETENESS CHECKLIST

# SOMERSET COUNTY LAND DEVELOPMENT COMPLETENESS CHECKLIST

The Somerset County Land Development Application Completeness Checklist is part of the adopted *Somerset County Land Development Review Resolution*. For further clarification concerning items on the checklist refer to the *Land Development Review Resolution*. The *Land Development Review Resolution* may be viewed on the Somerset County website at ([www.co.somerset.nj.us/planweb/index.htm](http://www.co.somerset.nj.us/planweb/index.htm); select Planning Division, then Land Development Review). Somerset County Planning and Engineering staffs are authorized to make all determinations on completeness. Please refer to the *Land Development Review Resolution* for appropriate thresholds for traffic and stormwater management reports.

Any applicant seeking a waiver from any item on this completeness checklist shall provide a detailed written explanation for each waiver request being sought. If deemed necessary, this written request and accompanying explanation will be brought before the Somerset County Land Development Committee for review and consideration. The applicant will be advised in writing of the Land Development Committee's decision concerning the waiver request(s).

# Somerset County Land Development Completeness Checklist

The following checklist is to be completed and included with the standard application form:

*I= Incomplete*

*NA=Not Applicable*

*C=Complete*

## General Requirements

- | <b>I</b>                 | <b>NA</b>                | <b>C</b>                 |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed current County Land Development Application form with all required attachments. ( <a href="http://www.co.somerset.nj.us/planweb/pdf/appformlist.pdf">http://www.co.somerset.nj.us/planweb/pdf/appformlist.pdf</a> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Review or revision fees paid in full by certified check.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Written description of application. Description must include existing and proposed use. Any items marked not applicable on this checklist must be fully explained within the written description.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Copy of complete application as submitted to municipality.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Copy of all applications to other review agency (NJDEP, Soil Conservation, Canal Commission, etc.).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Historical Impact Statement (if required by Chapter 8 of Resolution). If not applicable, state reason in written description of project.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Agricultural Impact Statement (if required by Chapter 8 of Resolution). If not applicable, state reason in written description of project.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Recycling Plan Element (if required by Chapter 8 of Resolution). If not applicable, state reason in written description of project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Copy of Highlands Preservation Area Approval (if applicable). Please refer to <a href="http://www.highlands.state.nj.us/njhighlands/">http://www.highlands.state.nj.us/njhighlands/</a> for more information on requirements. If not applicable, state reason in written description of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Number of COAH units must be listed in the written description of application and shown on plan.  |

## Plan Requirements

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Title page with a legible key map, containing a north arrow, at a scale suitable to easily find the site for a field inspection. The title page must also include the project name and the 3"x 4" County acceptance stamp block.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Construction plans showing all proposed improvements to County facilities at a scale of 1"=30' signed and sealed by a professional engineer prepared in accordance with County standards. All sheets are to contain the scale of plan (written and graphic) and a correctly oriented north arrow. Existing features must be shown consistent with the Plan of Survey. |

- | I                        | NA                       | C                        |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. County construction details, drawn to scale, and applicable specifications.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Title block (Per N.J.S.A.13:40-1.3) containing type/name of application, plan preparer, existing block and lot numbers, and date of plan with revision dates.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. County facilities and surrounding topography and features must be shown for a minimum distance of 200' beyond the tract boundaries. For projects affecting County facilities this includes pavement, curb, drainage systems, utilities, vegetation, striping, signage (sign type and description), signals and similar features. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Zone district of site and adjoining areas, name of applicant, owner and applicant's attorney.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Existing and proposed square footage (per floor) and use of building(s) listed. Number and type of new units is to be specified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Current signed and sealed Plan of Survey of the property in question prepared in accordance with N.J.S.A.13:40-5.1.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Names of all property owners within 200' with lot and block numbers shown and adjacent lot numbers shown on all sheets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Right-of-way dedication(s) to the County consistent with County standards and the County Master Plan shown on the plan with signed and sealed metes and bounds descriptions by a professional land surveyor.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Proposed access location and configuration in accordance with Chapter 4 of the Land Development Review Resolution and applicable County standards.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. For improvements within the County right-of-way, the centerline of the County road is to be defined with bearings, distances and curve data with stationing every 50 feet increasing to the north or east.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Lines of sight per County standards shown in plan and profile views with proposed treatment to provide clear lines of sight. Sight easements are to be shown per County standards.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Intersection Grading Plan drawn at 1"=20' showing pavement and curb elevations as needed to ensure proper construction and positive drainage control. Superfluous information is to be omitted from the Intersection Grading Plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Cross sections of the County road drawn per County standards at 1"=5' (horizontal and vertical) with existing and proposed elevations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Typical roadway section(s) of the County road in accordance with County standards.   |

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| I                        | NA                       | C                        |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Proposed utility connections within the County right-of-way (sanitary, water, gas, electric, etc.) with pavement restoration details and specifications per County standards. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Profile of driveway or sidestreet intersecting the County road showing smooth profile with grades matching cross sections and intersection-grading plan.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Provisions for the collection of recyclables in multi-family residential and commercial developments.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Signage and striping plan per County standards.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Traffic control plan for construction of improvements to County facilities.   |

**Stormwater Management Requirements**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Stormwater management report prepared in accordance with County standards, signed and sealed by a professional engineer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Full-scale drainage area maps for existing and proposed conditions showing correct delineation of sub-areas, times of concentration with flow paths and slopes, soil and cover types and downstream point of analysis. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Proposed treatment consistent with County standards for intercepting, detaining and treating all stormwater runoff directed to County facilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Adequate drainage improvements to ensure proper drainage at access point(s) and along the County road.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Drainage calculations showing proposed drainage facilities in accordance with the appropriate requirements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Contours and spot elevations to determine existing and proposed drainage patterns.   |

**Traffic Requirements**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Traffic Impact Study including: Existing, No Build, and Build Traffic Volumes, New Trip Distribution Figures, Pass-by Trip Distribution Figures, Site Generated New Trip Figures, Site Generated Pass-by Trip Figures, Site Generated Total Trip Figures, Existing, No Build, Build, and Build with Mitigation Levels of Service Figures, Proposed Mitigation Measures, Sketch of Proposed Mitigation Measures and Cost Estimate for Proposed Mitigation Measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Traffic Impact Study Technical Appendix, including: Traffic Count Data (Manual Count Sheets / ATR's), Trip Generation Calculations, including pass-by calculations, Gravity Model (if applicable) and Capacity Analysis Worksheets.  |