

**Passaic County
Department of Planning and Economic Development
Planning Board
Totowa Business Center
930 Riverview Drive, Suite 250
Totowa, New Jersey 07512
973-569-4040**

GUIDELINES FOR SITE PLAN AND SUBDIVISION APPLICATIONS
Incorporated amendments to the County's Site Plan and Subdivision Resolution,
Amended August 19, 2014

**PLEASE READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE PASSAIC
COUNTY DEVELOPMENT REVIEW APPLICATION.**

Incorrectly completed application forms, applications submitted with the incorrect fee, or applications with missing submission requirements are automatically rejected by Staff and no review will commence.

Complete Development Review Applications consist of:

Two (2) Development Review Forms, correct fee, authorization of property owner, CD with plans in PDF and AutoCad format (DWG), Two (2) sets of folded plans no larger than 9" by 14" when folded, and Two (2) copies of any reports associated with the application must be submitted.

All application forms must be signed by the Applicant or a Designated Representative. Please retain a copy of the application form for your records. Application fees for all Site Plan and Subdivision submissions shall not exceed \$9,550.00. **All checks shall be made payable to "County of Passaic".**

SKETCH PLATS

(Minor Subdivisions)

All subdivision of land within Passaic County shall be submitted to the County Planning Board for review. See Passaic County Subdivision Resolution Section II Part A & B for further detail.

PRELIMINARY PLATS

(Major Subdivisions)

A complete preliminary plat application shall be submitted to the County Planning Board for all preliminary plats. See Section II Part C of the Passaic County Subdivision Resolution for further detail.

FINAL PLATS

(Major Subdivisions or optional for Minor Subdivisions)

PRIOR to submitting an application for Final Plat Review, ALL conditions of the Preliminary Subdivision Review or Sketch Plat Review must be satisfied. See Passaic County Subdivision Resolution Section II for further detail.

SITE PLAN

Site plans for any proposed land development along County roads or which will cause storm water to drain either directly or indirectly to a County road or through any drainage-way, structure, pipe, culvert or facility for which the County is responsible for the construction, maintenance or proper functioning shall be submitted to the County Planning Board for review and approval. This must occur before the issuance of any building permit by a municipal building official or any other agency or individual with authority to approve a site plan or issue a building permit.

Site plans for housing structures containing less than five (5) dwelling units are exempted from county site plan review. Site plans for land development not along a county road that include less than one (1) acre of impervious surfaces are exempted from county site plan review. In cases where site plan review by the County Planning Board is not required, the County Planning Board may review and comment on that site plan but the comments shall not be binding. See Passaic County Site Plan Resolution Section II for further detail



PASSAIC COUNTY PLANNING BOARD 2016-2018 DEVELOPMENT REVIEW APPLICATION

_____ Sketch Plat (Minor Subdivision)

_____ Preliminary Plat (Major Subdivision)

_____ Final Plat

_____ Site Plan

Please Review Guideline Sheet Prior to Completion

Section I:

Submission Requirements

- Two (2) completed copies of the County Development Review Application Forms
- Two (2) folded copies of drawings no larger than 9 inches by 14 inches when folded.
- A CD of the plans in PDF format and AutoCad format (DWG).
- Two (2) copies of the drainage study (per County Site Plan Resolution).
- Two (2) copies of the traffic impact study (per County Site Plan Resolution).
- Payment of the application fee, Check or Money Order, in accordance with the fee schedule made out to the County of Passaic

Section II:

Project Information

Project Name _____

Street Address _____

Block(s) _____ Lot(s) _____ Municipality _____

Name of Adjacent Road(s) _____

Zoning _____ Area _____ Number of Lots _____

Existing Use _____ Proposed Use _____

	Existing	Proposed (New)	Total
Parcels/Lots:			
Tract Area (sf):			
Impervious Area (sf):			
Building Coverage (sf):			
Gross Floor Area (sf):			
Floor Area Ratio:			
Total SF of Commercial/Industrial:			
Number of Dwelling Units:			
Dwelling Units per Acre:			
Number of Bedrooms:			
Number of Parking Spaces:			
Number of Employees:			
Hours of Operation:			

Section III:

Applicant and Contact Information

Applicant(s) _____

Mailing Address _____

E-mail _____ Daytime Phone _____

Owner(s) _____

Mailing Address _____

E-mail _____ Daytime Phone _____

Authorized Agent _____

Mailing Address _____

E-mail _____ Daytime Phone _____

Engineer/Architect _____

Mailing Address _____

E-mail _____ Daytime Phone _____

Section IV:

Status of Applications and Approvals

Please list date of submission to other agencies and status:

	Submission Date	Hearing Date	Status
Municipal Planning Board			
Zoning Board of Adjustment			
Construction Official			
NJ DEP Permits			
Highlands Commission			
Army Corp of Engineers			
Soil Conservation District			
Other			

Other info: Please provide brief description of the project

Section V:

Fee Schedule

Application	Rate	Fee
Sketch Plat (Minor Subdivision)	\$325.00 + \$33.00 for each new buildable lot	\$
Preliminary Plat (Major Subdivision)	\$725.00 for projects with any frontage on a county road plus \$125.00 for each new buildable lot \$375.00 for projects with no frontage on a county road plus \$33.00 for each new buildable lot	\$
Final Plat	\$125.00 for each final plat	\$
Site Plan	Residential: \$775.00 plus \$25.00 per new dwelling unit up to a maximum fee of \$9,550.00 Non-residential: \$775.00 plus \$13.00 per new parking space up to a maximum fee of \$9,550.00	\$
Corridor Enhancement Program (* Corridor Enhancement Plan element of the Passaic County Master Plan)	\$20 per linear foot of frontage on County Roadway	\$

There is no fee for government agencies. For not-for-profit organization, there is a processing fee of \$125.00 for each application.

These fees cover all **NEW** submissions which are defined as the development of or construction on a site which has not previously been reviewed by the County. There is no charge for revisions.

Separate application forms and fees must be submitted for subdivisions and site plans on the same property reviewed simultaneously.

Fees charged represent the cost to the County of doing the review and are not a guarantee of approval. No refund of fees will be made if an application is subsequently denied, withdrawn or changed.

CERTIFICATION: I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the owner or the contract purchaser pursuant to the owner's authorization. I also certify that the identical plans submitted herewith have simultaneously been submitted to the appropriate municipal subdivision and/or site plan approval authority.

Signature of Applicant or Designated Representative

Type or Print Name

Please either mail or hand deliver to:

Passaic County Planning Board
Totowa Business Center
930 Riverview Drive, Suite 250.