

**MIDDLESEX COUNTY PLANNING BOARD  
 LAND DEVELOPMENT REVIEW SECTION  
 40 Livingston Avenue  
 New Brunswick, New Jersey 08901**

**GUIDELINES AND WORKSHEET FOR APPLICATIONS**

**SUBDIVISION APPLICATIONS**

Incorporating amendments to the County's Land Subdivision Resolution as adopted by the Middlesex County Board of Chosen Freeholders, June 3, 1991, effective July 1, 1993.

PLEASE READ ALL OF THE FOLLOWING INFORMATION BEFORE COMPLETING APPLICATION FORM.

A separate application form, fee and required plans must be submitted for each type of application.

FEES expressed on outdated application forms still in use are no longer valid.

INCORRECTLY COMPLETED application forms and/or application forms accompanied by incorrect fees are automatically rejected by the Staff and no review will commence.

If you mail the requirements of submission to this office, retain last sheet (gold) of the application for your use.

If you handcarry the requirements of submission to this office, Land Development Review Section Staff will acknowledge receipt of material before handing back last sheet (gold) to you.

Direct all questions to Land Development review Section: 745-3844 or 745-3812.

Application fees for all Subdivisions and Site Plan submittal shall not exceed \$8,000.00.

ALL CHECKS MUST BE MADE PAYABLE TO "TREASURER MIDDLESEX COUNTY"

**SKETCH PLATS**

1. In addition to supplying all of the information on top half of the application form, and signing at the bottom of the application form, the following fee guidelines are to be following correcting the form as necessary.

_____ SKETCH PLAT	Initial fee	\$ 100.00
plus \$8.00 Per Acre and any fraction thereof <u>up</u> to 25.00 acres =		\$ ____00
plus \$6.00 Per Acre and any fraction thereof <u>over</u> 25.00 acres =		\$ ____00
	<b>SKETCH PLAT TOTAL</b>	<b>\$ ____00</b>

(FEE calculated on whole acres-round-up-no-cents)

\_\_\_\_\_ No Fee Necessary (Exempt)

NOTE: Sketch Plats which are declared exempt as per Section 4.20 of the County's Land Subdivision resolution must display ALL the following characteristics:

- (1) Three (3) lots or less
- (2) Total of less than two (2) acres including lands to be conveyed and retained.
- (3) May have no more than a total of 200 linear feet of frontage along one or more County roads.

Any and all sketch plats must be submitted to the County for classification purposes regardless of whether or not the criteria for exempt status is met. This is an order that the applicant be permitted to file the subdivision by either deed or plat with the County Clerk.

2. Two (2) prints of the proposed sketch plat

**PRELIMINARY SUBDIVISIONS**

_____ PRELIMINARY PLAT	Initial fee	\$ 150.00
plus no. of dwelling units X \$7.00 =		\$ ____00
and/or		
number of non-residential acres X \$7.00 =		\$ ____00
	<b>PRELIMINARY PLAT TOTAL</b>	<b>\$ ____00</b>

(FEE calculated on whole acres-round-up-no-cents)

2. Four (4) complete sets of Preliminary Plats, drainage calculations, environmental impact statements, traffic reports, soil erosion and sediment control plan, community impact statements, etc. which are also required by the municipality.

**FINAL SUBDIVISIONS**

NOTE: Prior to making application for a Final Subdivision, all conditions of preliminary approval or sketch plat classification are to be satisfied.

1. In addition to supplying all information on the top half of the application form, and signing at the bottom of the application form, the following fee guidelines are to be followed, correctly as necessary.

_____ FINAL PLAT	Initial fee	\$ 110.00
plus no. of dwelling units X \$7.00 =		\$ ____00
and/or		
plus number of non-residential acres X \$7.00 =		\$ ____00
	FINAL PLAT TOTAL	\$ ____00
(FEE calculated on whole acres-round-up-no-cents)		

2. Three (3) prints of the final plat

**SITE PLANS**

Incorporating amendments to the County's Site Plan Review Resolution as adopted by the Middlesex County Board of Chosen Freeholders, March 3, 1994 effective March 3, 1994.

A site plan shall be submitted for any of the following proposed land developments:

- a. Commercial use along a County road or affecting County drainage facilities.
- b. Industrial use along a County road or affecting drainage facilities.
- c. Multi-family structures of five units or more along a County road or affecting County drainage facilities.
- d. Any land development along a County road requiring off-street parking area or off-street area for more than five vehicles or affecting County drainage facilities.
- e. Any land development causing storm water to drain either directly or indirectly to a County road or through a drainage way, structure, pipe, culvert of Facility for which the County is responsible for the construction, maintenance or proper functioning and falls within any of the above categories.
- f. Any land development which generates traffic directly onto a County road and falls within any of the above land uses or affecting County drainage facilities.

Commercial, Office, Multi-family, Quasi-Public Application - Parking Space Fee

The parking space fee shall be paid for all proposed, or required parking spaces as specified by municipal zoning ordinance, (whichever number is greater) which are to be used as a result of this site plan proposal.

Industrial Applications Square Footage Fee

The square footage fee shall be paid for each square foot of the proposed building area.

_____ SITE PLAN	Initial fee	\$ 210.00
plus \$.06 per sq. ft. for industrial uses =		\$ ____00
and/or		
\$6.00 per parking space for non-industrial uses =		\$ ____00
	SITE PLAN TOTAL	\$ ____00
(Round off all fees to nearest dollar)		

\_\_\_\_\_ 2. Four (4) complete sets of Site plan, drainage calculations, environmental impact statements, traffic reports, soil erosion and sediment control plans, community impact statements, etc., which are also required by the municipality.

Questions may be directed to the Land Development Review Section: 745-3844 or 745-3812.