

Chapter 425. Land Use

Article VI. Subdivision and Site Plan Review and Approval

§ 425-59. Submission of application; contents of complete application.

[Amended 12-23-1986 by Ord. No. 86-84; 10-8-1996 by Ord. No. 96-82; 2-12-2002 by Ord. No. 2002-2; 7-23-2002 by Ord. No. 2002-49; 11-14-2006 by Ord. No. 2006-93; 4-10-2007 by Ord. No. 2007-24; 7-28-2009 by Ord. No. 2009-52; 11-13-2012 by Ord. No. 2012-50; 12-23-2024 by Ord. No. 2024-79]

- A. All applications for development approval shall be submitted to the Planning Division. There shall be no submission deadline. All applications received by the Planning Division shall be reviewed for completeness by the Engineering and Planning staff within statutory time limitations. Those applications deemed complete shall then be forwarded for technical review.
- B. A complete application shall consist of the following.
- (1) For a minor subdivision or resubdivision of land:
 - (a) Four copies of the plat, prepared from a current survey performed not more than 18 months prior to the date of the application.
 - (b) One digital copy of the plat in a format compatible with the City Engineer's electronic drafting and GIS systems, using NJ State Plane Coordinate System and NAD 83. Where survey accuracy is not utilized for the establishment of NJSPC, sub-meter coordinates shall be used and noted on the plans.
 - (c) One copy of the application form and disclosure statement, with all required signatures including that of Tax Collector.
 - (d) An affordable housing production plan providing a calculation of the affordable housing obligation for the development based on the proposed development and COAH's third round rules; the manner in which the affordable housing obligation is to be addressed; a plan indicating the location of all proposed affordable units where units are to be provided on site or off site and the manner in which they shall comply with the growth share and development fee ordinances and applicable COAH regulations.
 - (e) The review fee as set under § **425-5** of Article I.
 - (f) An affidavit setting forth the names and addresses of all the record title owners of the lands subdivided by the map and written consent to the approval of the map of all those owners.
 - (g) One copy of any existing or proposed deed restrictions or covenants, if any.
 - (2) For a major subdivision, preliminary plat:
 - (a) Four copies of the plat, prepared from a current survey performed not more than 18 months prior to the date of the application. This shall include all items listed in § 425-72(3).
 - (b) One digital copy of the plat in a format compatible with the City Engineer's electronic drafting and GIS systems, using NJ State Plane Coordinate System and NAD 83. Where

survey accuracy is not utilized for the establishment of NJSPC, sub-meter coordinates shall be used and noted on the plans.

- (c) Three copies of the materials listed in the checklist for site development stormwater plans, as indicated in § 425-72I(3).
 - (d) One copy of the application form and disclosure statement, with all required signatures including that of Tax Collector.
 - (e) An affordable housing production plan providing a calculation of the affordable housing obligation for the development based on the proposed development and COAH's third round rules; the manner in which the affordable housing obligation is to be addressed; a plan indicating the location of all proposed affordable units where units are to be provided on site or off site and the manner in which they shall comply with the growth share and development fee ordinances and applicable COAH regulations.
 - (f) The review fee as set under § **425-5** of Article I.
 - (g) An affidavit setting forth the names and addresses of all the record title owners of the lands subdivided by the map and written consent to the approval of the map of all those owners.
- (3) For a major subdivision, final plat:
- (a) Three reproducible copies of the plat, post approval.
 - (b) Five print copies of the plat.
 - (c) One digital copy of the plat in a format compatible with the City Engineer's electronic drafting and GIS systems, using NJ State Plane Coordinate System and NAD 83. Where survey accuracy is not utilized for the establishment of NJSPC, sub-meter coordinates shall be used and noted on the plans.
 - (d) Two paper copies and one digital copy of the description of lands to be dedicated to public use.
 - (e) One copy of the application form and disclosure statement, with all required signatures including that of Tax Collector.
 - (f) Two copies of the draft homeowners' association documents.
 - (g) The review fee as set under § **425-5** of Article I.
 - (h) An affidavit setting forth the names and addresses of all the record title owners of the lands subdivided by the map and written consent to the approval of the map of all those owners.
 - (i) One copy of any existing or proposed deed restrictions or covenants, if any.
 - (j) One copy of proof of legal right to discharge drainage through abutting properties or easements, if any.
- (4) For site plans:
- (a) Minor site plans: four copies.
 - (b) Major site plans: 10 copies.
 - (c) One digital copy of the plat in a format compatible with the City Engineer's electronic drafting and GIS systems, using NJ State Plane Coordinate System and NAD 83. Where survey accuracy is not utilized for the establishment of NJSPC, sub-meter coordinates shall be used and noted on the plans.
 - (d) One copy of the application form and disclosure statement, with all required signatures including that of Tax Collector.

- (e) The review fee as set under § **425-5** of Article I.
- (f) Outbound and topographic survey information/plan (signed and sealed), dated within 18 months prior to the application date.
- (g) Four copies of materials listed in the checklist requirements of § 425-721(3).
- (h) An affordable housing production plan providing a calculation of the affordable housing obligation for the development based on the proposed development and COAH's third round rules; the manner in which the affordable housing obligation is to be addressed; a plan indicating the location of all proposed affordable units where units are to be provided on site or off site and the manner in which they shall comply with the growth share and development fee ordinances and applicable COAH regulations.