

APPLICATION FOR DEVELOPMENT PROCEDURE FOR FILING AN APPLICATION

You are encouraged to discuss your application with the Planning Department staff for referral to the proper board for the approvals needed.

1. An application should consist of the following:
 - a) **Three (3) copies** of the completed application form, signed by both the owner(s) of the property, and the applicant, and notarized.
 - b) **Twenty -Five (25) copies** each of the Environmental Impact Statement and Traffic Study. **Eight (8) copies** each of the Soil Erosion and Sediment Control Plan, Storm Water Management plan, Tree Removal applications, Recycling Plan, and any other informational reports, if applicable.
 - c) **Please refer to the appropriate Checklist to determine the number of site plans or subdivision plats required.**
 - d) The required application and escrow fees in **separate checks**, made payable to the Township of South Brunswick.
 - e) **One (1) copy** of the completed report from the Tax Search Officer.
 - f) Disclosure of ownership of corporate applicant, if applicable.
2. The Director of Planning and Community Development shall have up to 45 days to rule on the completeness of an application before either the Planning Board or Zoning Board of Adjustment.
3. All taxes, liens and assessments due to the Township must be paid prior to any application being deemed complete, and prior to the commencement of the hearing.
4. All notices must be served in accordance with the "Requirement for Public Hearing" in the format and time period noted on the separate sheet enclosed in this application.
5. Corporations must be represented by any attorney.

6. Upon payment of the required fee you may request from the Township Tax Assessor's Office a list of all property owners who must be notified of a public hearing, or you may prepare your own list, the accuracy for which you will be responsible.

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