

**§425-58. Concept plans. [Amended 2-12-2002 by Ord. No. 2002-2]**

- A. The developer may submit, prior to the preparation of a detailed plan, a concept plan for discussion purposes and to obtain input and direction as may be needed or specifically requested.
- B. The concept presentation shall include such data as is reasonably necessary to inform and properly advise the applicant concerning the particular site.
- C. Though a concept presentation is not required, it is encouraged in the interests of saving time and costs to all concerned with the land development process. No fee shall be required for such presentation; no time limits shall be applied, and no official actions shall be taken.

**§425-59. Submission of application; contents of complete application. [Amended 7-24-2002 by Ord. No. 2002-49; Amended 11-14-06 by Ord. No. 2006-93; Amended 12-28-06 by Ord. 2006-110; Amended 4-11-07 by Ord. 2007-24; and Amended 7-31-09 by Ord. 2009-52]**

- 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) Six copies of the plat, prepared from a current survey performed not more than 18 months prior to the date of the application (plus four copies if the application must go to the County Planning Board).
    - (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.
  - (2) For a major subdivision, preliminary plat:
    - (a) Ten copies of the plat, prepared from a current survey performed not more than 18 months prior to the date of the application (plus four copies if the application must go to the County Planning Board). This shall include all items listed in §425-72.1.3.
    - (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) Ten copies of the materials listed in the checklist for site development Stormwater plans, as indicated in § 425-72.1.3.
    - (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.
- (3) For a major subdivision, final plat:
- (a) Three (3) reproducible copies of the plat, post approval.
  - (b) Twelve (12) print copies of the plat [plus four (4) if the application must go to the County Planning Board]
  - (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.
- (4) For site plans:
- (a) Minor site plans: six (6) copies [plus four (4) if the application must go to the County Planning Board].
  - (b) Major site plans: ten copies (plus four copies if the application must go to the County Planning Board).
  - (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 eighteen (18) months prior to the application date.
  - (g) Ten (10) copies of materials listed in the Checklist Requirements of §425-72.I.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.