

## South Brunswick Township Checklist

### Sec. 62-156 Final Approval of Site Plans

- (a) *Scope.* The checklist in this section is designed to inform applicants regarding what is required in preparing a final site plan for board review. Applicants should check off items to confirm its inclusion in the submission. Omitted checklist items can result in the application being found incomplete, thus delaying consideration by the board. The checklist must be submitted with the application.
- (b) *Application requirements.* The applicant shall file the following documents with the secretary of the municipal agency:
- (1) *Final site plan.* Twenty-five copies of the final site plan large enough to present legibly written data, prepared, signed and sealed by a licensed architect or engineer, shall be submitted. If multiple sheets of the plan are submitted, each must be appropriately signed and sealed, on the same size sheet, collated and folded. The plans shall be one of four standard sizes: 8.5 inches by 14 inches, 30 inches by 42 inches, 24 inches by 36 inches or 15 inches by 21 inches, as measured from cutting edges. If one sheet is not of sufficient size to contain the entire tract, the plan may be divided into sections to be shown on separate sheets of equal sizes, with match lines on each sheet to the adjoining sheet. Each lot and block shown on it shall be numbered as specified by the assessor. The final site plan shall also contain all data required in the preliminary site plan, dimensioned exactly and with reference to monuments.
  - (2) *Certification by tax collector.* The applicant shall submit a certification by the tax collector that all municipal taxes due and owing by the applicant have been paid.
  - (3) *Certification by the director of planning.* Certification by the director of planning that all conditions of preliminary approval have been met, unless preliminary and final approval are filed jointly, shall be submitted.
  - (4) *Deeds of easement or dedication.* Four copies of all public and private deeds of easement or dedication shall be submitted. The language shall include the grantor and grantee and the restrictions or rights appurtenant to the document. Included, but not limited to this requirement are sight, drainage, conservation and utility easements and deeds of dedication for open space or other purpose. If the application includes open space which will be held by a private organization established to own and maintain the open space, the applicant shall submit all proposed documents for the establishment of the organization and a copy of its proposed bylaws, rules and regulations.
  - (5) *Application forms.* Twenty-five copies of a completed application form, which form shall be obtained from the secretary of the municipal agency, shall be submitted by the applicant.
  - (6) *Payment of fees.* Payment of applicable fees shall be in accordance with section 62-41. Separate checks (payments) shall be submitted for the application charge and escrow deposit. A completed W-9 form and escrow agreement shall be submitted.
  - (7) *Disclosure of ownership.* Disclosure of ownership shall be submitted as follows:

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- a. For residential developments, the applicant shall submit five copies of the information required to be provided to potential purchasers in compliance with [section 62-2838\(a\)](#).
  - b. Twenty-five copies of the disclosure of ownership shall be submitted pursuant to [section 62-2838\(b\)](#).
- (8) *Public offering statement.* For residential developments, a copy of the public offering statement for the project shall be submitted for review and approval as to the accuracy of the description of local conditions contained therein. The township manager or his designee shall review and approve the description of local conditions in the public offering statement after the application is deemed complete. Any inaccuracies found shall be corrected prior to hearing or as a condition of final approval.
- (c) *Application procedure.* The application procedure shall be as follows:
- (1) *Copies of application; review.* The secretary of the municipal agency shall, within three days, forward one copy of the completed application to the township engineer, the township planner, the county planning director, the state department of transportation if the final site plan shows frontage along a state highway, and the chairman of the subdivision and site plan review committee and shall request each to review the application and to file a written report of his findings and recommendations, giving full consideration to the standards and principles for the design, review and approval of site plans set forth in division 2 of this article and stating whether the application is feasible and sound from an engineering standpoint and whether it conforms to the preliminary site plan.
  - (2) *Notice of hearing.* The applicant shall comply with the notice and hearing requirements of this chapter.
  - (3) *Copies of decision; publication.* The secretary shall mail a copy of the decision of the board to the applicant or his attorney and to all other persons who have requested it, within ten days after approval has been granted or denied. The secretary shall also file a copy of the decision with the township clerk and shall cause a brief notice of the decision to be published in the official newspaper of the township.
  - (4) *Signature designating approval.* If the application is approved, such approval shall be noted on the site plan, and it shall be signed by the chairman and the secretary of the municipal agency.
- (d) *Time for approval or denial of final site plan.* Limitations on the time for approval or denial of a final site plan shall be as follows:
- (1) *Time for decision.* Final approval shall be granted or denied within 45 days after submission of a complete application to the board or within such further time as may be consented to by the applicant. Failure of the board to act within the period prescribed shall constitute final approval, and a certificate of the administrative officer as to the failure of the board to act shall be issued on request of the applicant.

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(2) *Incomplete application; notice.* If the township planner determines that the application is incomplete, he shall notify the applicant within 45 days of his submission, or the application shall be deemed to be complete.

(e) *Effect of final approval of site plan.* The effect of final approval of the site plan is as follows:

(1) *Rights of developer.* The zoning requirements applicable to the preliminary approval first granted and all other rights conferred upon the developer pursuant to [section 62-155](#), whether conditionally or otherwise, shall not be changed for a period of two years after the date of final approval. If the developer has followed the standards prescribed for final approval, the board may extend such period of protection for extensions of one year but not to exceed three extensions. Notwithstanding any other provision of this chapter, the granting of final approval terminates the time period of preliminary approval pursuant to [section 62-155](#) for the section granted final approval.

(2) *Extension of rights.* Rights may be extended in accordance with the following:

- a. For a site plan for a planned residential development of 150 acres or more, the board may grant the rights referred to in subsection (e)(1) of this section for such period of time longer than two years as shall be determined by the municipal agency to be reasonable, taking into consideration the following:
  1. The number of dwelling units and nonresidential floor area permissible under final approval.
  2. Economic conditions.
  3. The comprehensiveness of the development.
- b. The developer may apply for thereafter and the municipal agency may thereafter grant an extension of final approval for such additional period of time as shall be determined by the municipal agency to be reasonable, taking into consideration the following:
  1. The number of dwelling units and nonresidential floor area permissible under final approval.
  2. The number of dwelling units and nonresidential floor area remaining to be developed.
  3. Economic conditions.
  4. The comprehensiveness of the development.

*(Code 1988, § 175-45; Ord. No. 26-94, § 4, 8-16-1994; Ord. No. 28-94, § 7, 8-16-1994; Ord. No. 36-99, § II, 8-3-1999; Ord. No. 2007-69, § I, 9-25-2007)*