

APPLICATION FOR APPROVAL OF A SITE PLAN

Updated January 2022

SUBMISSION ITEMS & APPLICATION

DIGITAL SUBMISSION REQUIREMENT

In addition to hardcopy submission, there is a digital submission requirement. All required plans must be submitted digitally on a USB flash drive and/or emailed to the Planning Department. The digital files shall be combined into a single Adobe Portable Document (PDF file format).

The application must be filled out completely with all blanks completed and must be legible. Signatures must be originals and must include legible printed full names. We do not accept facsimile (FAX) transmissions.

1. FIFTEEN (15) COLLATED SETS OF THE FOLLOWING:

- Completed application (one with original signature) for Approval of a Site Plan
- Completed Checklists (Preliminary Site Plan Details / Final Site Plan Details) one with original signature & seal.
- Site Plan prepared in accordance with Section 170-61 of the Land Use Ordinance. Please provide **5 full size** sets of plans and **10 reduced** sets of plans (either 11"x17" or 18"x24" depending on scope of project).
- Architectural plans (floor plans and elevations) – Please provide **5 full size** sets of plans and **10 reduced** sets of plans (either 11"x17" or 18"x24" depending on scope of project). Plans must be folded, not rolled.
- Storm-water Management Plan, if Applicable – **Four (4)** signed sets are required.
- Tree Removal Plan and Tree Replacement Plan – Section 306 of the General Code
- Statement of Compliance with requirements of Residential Site Improvement Standards (RSIS), if applicable.
- Any other reports, documents, or review memos submitted in support of the application.
- Environmental Impact Statement, prepared in accordance with Section 130 et seq. of the General Ordinances, or a completed Environmental Impact Statement Waiver Application.
- Recycling Plan.

2. Disclosure Statement Form - One (1) completed ***10% Owners List / Ownership Disclosure Statement.***

3. One (1) completed ***Application for Development***, which will provide certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.

4. One (1) complete ***Request for Certified List of Property Owners***, in order to obtain list of all property owners within 200 feet of the property. (\$10.00 fee – please make check payable to the Township of Livingston.)



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5. One (1) completed **W-9 Form** (Request for Taxpayer Identification Number and Certification).
6. **Application Fee and Escrow Deposit** as required by Ordinance.
Fee Schedule available at: <http://livingstontownship.org/planningdept/>
7. DIGITAL COPIES OF YOUR SUBMISSION WILL BE FORWARDED TO:
Livingston Environmental Commission (LEC) and Livingston Business Improvement District (BID)
8. **ESSEX COUNTY PLANNING BOARD** - In the event that this project is located or bounded on any side by a County road or a municipal boundary, a county application must be completed and submitted to the Essex County Planning Board directly. All subdivisions must be submitted to the County of Essex as well. Applications are available on the Essex County website:
Essex County Planning Board
900 Bloomfield Avenue
Verona, NJ 07044-1393
(973)226-8500 EXT 262
(973)226-7469 (Fax)
9. **STATE HIGHWAY** - If the project is located on a state highway, an application must be submitted to:
New Jersey Highway Authority
1035 Parkway Avenue
Trenton, NJ 08625

ATTACHMENTS:

- Application for Review of a Site Plan
- Preliminary Site Plan Details Check List
- Final Site Plan & Check List
- Environmental Impact Statement Waiver Application
- Recycling Plan
- Ownership Disclosure Statement
- Application for Development (Certification of Taxes and Assessments)
- Request for Certified List of Property Owners within 200'
- W-9 Form
- BID Façade Matrix

Copies of the Board's *Model Conditions of Approval* or *Rules of Procedure* is available on-line at: livingstonnj.org

This application does not relieve the applicant from complying with other Township Ordinances such as the Lot Surface Drainage, Stormwater or Tree Removal Ordinances. Obtaining the necessary approvals and permits under such Ordinances is the responsibility of the applicant.



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DATE OF SUBMISSION _____

APPLICATION NUMBER _____

FOR OFFICE USE

Preliminary Approval

Final Approval

Preliminary & Final Approval

BLOCK _____

LOT(S) _____

ZONE _____

PROJECT LOCATION _____

APPLICANT

TELEPHONE _____

ADDRESS _____

EMAIL _____

OWNER

TELEPHONE _____

ADDRESS _____

EMAIL _____

APPLICANT'S ATTORNEY

ADDRESS _____

TELEPHONE _____

EMAIL _____

APPLICANT'S ENGINEER AND/OR PLANNER

ADDRESS _____

TELEPHONE _____

EMAIL _____

APPLICANT'S ARCHITECT

ADDRESS _____

TELEPHONE _____

EMAIL _____

ADDITIONAL EXPERTS

ADDRESS _____

TELEPHONE _____

EMAIL _____



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BRIEF DESCRIPTION OF PROJECT (Indicate type of use proposed; size of structures; hours of operation; number of employees; number of parking spaces; intention to sell or rent; and any other information submitted for consideration.)

LOT DIMENSIONS

DOES THIS SITE PLAN COMPLY WITH ALL REQUIREMENTS OF THE ZONE? If not, state violation, article, section and variance request and state principal points on which the variance request is made. (Use separate sheet if necessary.)

LIST ANY LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.

I hereby affirm that all of the above statement and statements contained in the papers submitted herewith are true.	I hereby affirm that I am the attorney for the owner of the premises involved in this application and that I consent to the filing of the application.
<hr/> <i>Signature of Applicant / Owner</i> <i>Date</i>	<hr/> <i>Signature of Attorney</i> <i>Date</i>
<hr/> <i>Address</i>	<hr/> <i>Address</i>