

APPLICATION FOR APPROVAL OF A MAJOR SUBDIVISION

MANDATORY SUBMISSION ITEMS & APPLICATION CHECK LIST

1. SEVENTEEN (17) COLLATED SETS OF THE FOLLOWING:
 - Completed application (one with original signature) for Approval of a Major Subdivision
 - Completed Checklists (Preliminary Subdivision Plat Details and/or Final Subdivision Plat Details) with original signature and seal
 - Subdivision Plat prepared in accordance with Section 170-61 of the Land Use Ordinance
 - Storm-water Management Plan
 - Tree Removal Plan and Tree Replacement Plan in accordance with Section 170-53 of the Land Use Ordinance
 - List of names and addresses of persons having 10% interest or more in the applicant corporation or partnership
 - Statement of Compliance with requirements of Residential Site Improvement Standards (RSIS), if applicable
 - Any other reports or documents 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.

2. TWO (2) COLLATED SETS OF ALL DOCUMENTS AND ONE (1) CD OR USB DRIVE CONTAINING COPIES OF ALL DOCUMENTS IN PORTABLE DOCUMENT FORMAT (PDF) MUST ALSO BE SUBMITTED TO THE LIVINGSTON ENVIRONMENTAL COMMISSION (“LEC”) CONCURRENT WITH SUBMISSION TO THE PLANNING DEPARTMENT. THE LEC SUBMISSION MUST BE MADE THROUGH:

Livingston Environmental Commission
c/o Jackie Hollis – Livingston Planning Department
357 South Livingston Avenue
Livingston, NJ 07039

3. THREE (3) SETS OF ALL DOCUMENTS MUST BE SUBMITTED TO THE LIVINGSTON BUSINESS IMPROVEMENT DISTRICT (“BID”) ARCHITECTURAL REVIEW BOARD CONCURRENT WITH SUBMISSION TO THE PLANNING DEPARTMENT. THE BID SUBMISSION MUST BE MADE THROUGH:

Livingston Business Improvement District
Attn: Beth Lippman, Executive Director
250 South Livingston Avenue, 2nd Floor, Suite E
Livingston, NJ 07039

4. Completed **W-9 Form** (Request for Taxpayer Identification Number and Certification).

5. Completed **Application for Development**, which will provide certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.

6. 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.)

7. Application Fee and Escrow Deposit as required by Ordinance.



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ESCROW DEPOSITS:

In accordance with the Ordinances of the Township of Livingston (§170-52B), escrow accounts are established to cover the cost of professional services including but not limited to planning, engineering, legal, meeting fees incurred (i.e. court reporter) and other expenses associated with the review of submitted materials. If additional sums are deemed necessary, the Board Administrator will notify the Applicant of the required additional amount. Sums not utilized in the application process shall be returned upon written request by the Applicant.

ATTACHMENTS:

- Application for Approval of a Major Subdivision
- Preliminary Subdivision Plat Details Check List
- Final Subdivision Plat Details Check List
- Environmental Impact Statement Waiver Application
- W-9 Form
- Application for Development (Certification of Taxes and Assessments)
- Request for Certified List of Property Owners within 200'
- Planning Board or Zoning Board Model Conditions of Approval

Copies of the board's Rules of Procedure can be obtained from the Planning Department or on-line at www.livingstonnj.org / Planning Department.

PUBLIC NOTICES ARE A JURISDICTIONAL REQUIREMENT. THE APPLICATION CANNOT BE HEARD UNTIL PUBLICATION AND PUBLIC NOTICE IS PROPERLY SERVED AND PROOF OF SAID NOTICE IS RECEIVED.

THIS APPLICATION DOES NOT RELIEVE THE APPLICANT FROM COMPLYING WITH OTHER TOWNSHIP ORDINANCES SUCH AS THE LOT SURFACE DRAINAGE, STORM WATER OR TREE REMOVAL ORDINANCES. OBTAINING THE NECESSARY APPROVALS AND PERMITS UNDER SUCH ORDINANCES WILL BE THE RESPONSIBILITY OF THE APPLICANT.

ESSEX COUNTY PLANNING BOARD

In the event that this project is bounded on any side by a county road or is within 200' of another municipality or includes a subdivision, a county application must be completed and submitted to Essex County Planning Board directly. Submit to the Planning Department verification that the application was filed with the County Planning Board.

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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 _____

ENGINEER OR SURVEYOR PREPARING THE PLAT _____

ADDRESS _____ TELEPHONE _____

EMAIL _____

ADDITIONAL EXPERTS _____

ADDRESS _____ TELEPHONE _____

EMAIL _____

DIMENSIONS AND TOTAL AREA OF PARCEL _____

PROPOSED NUMBER OF LOTS FOLLOWING SUBDIVISION _____

<u>AREA</u>	<u>DIMENSIONS</u>	<u>DEVELOPMENT PLANS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



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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.)

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.)

HAS THERE BEEN ANY PREVIOUS APPEAL REGARDING THESE PREMISES?
(If so, state the character of appeal, date, and disposition.)

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

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