

# APPLICATION FOR APPROVAL OF A MINOR SITE PLAN OR SUBDIVISION

## SUBMISSION ITEMS & APPLICATION

1. TEN (10) COLLATED SETS OF THE FOLLOWING:
  - Completed Application (include one with original signature)
  - Minor Site Plan Checklist with original signature and seal
  - Site Plan or Subdivision Plat prepared in accordance with Section §170-61/§170-71B of the Land Use Ordinance. Please provide **3 full size** sets of plans and **7 reduced** sets of plans (either 11"x17" or 18"x24" depending on scope of project)
  - Architectural plans (floor plans and elevations) – Please provide **3 full size** sets of plans and **7 reduced** sets of plans (either 11"x17" or 18"x24" depending on scope of project) if applicable
  - Signage Applications – If review from the Livingston Business Improvement District (BID) is complete, please submit a copy of the review letter. BID contact information listed below.
  - Tree Removal Plan and Tree Replacement Plan in accordance with Section 170-53 of the Land Use Ordinance, if applicable
  - 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.
  - Recycling Plan, if applicable (should accompany applications for refuge/garbage enclosures)
2. 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.
3. One (1) completed *10% Owners List / Ownership Disclosure Statement*.
4. One (1) completed *W-9 Form* (Request for Taxpayer Identification Number and Certification).
5. One (1) CD or USB drive containing copies of all documents in Portable Document Format (PDF).
6. Application Fee and Escrow Deposit as required by Ordinance:
  - Site Plan Application Fee – \$500.00 / Escrow Deposit – \$1,500.00
  - Subdivision Application Fee – \$300.00 + \$50.00 Per Lot / Escrow Deposit – \$1,000.00

### **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.

**Livingston Business Improvement District**  
**Attn: Beth Lippman, Executive Director**  
 250 S. Livingston Avenue, 2<sup>nd</sup> Floor/ Suite E  
 Livingston, New Jersey 07039  
 bklippman@gmail.com  
 Phone: 973-992-8080



# APPLICATION FOR APPROVAL OF A MINOR SITE PLAN OR SUBDIVISION

DATE OF SUBMISSION	APPLICATION NUMBER
FOR OFFICE USE	

Minor Site Plan       Minor Subdivision

**BLOCK**                      **LOT(S)**                      **ZONE**

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**PROJECT LOCATION**

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**APPLICANT**                                      TELEPHONE

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ADDRESS                                      EMAIL

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**OWNER**                                      TELEPHONE

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ADDRESS                                      EMAIL

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**APPLICANT’S ATTORNEY**

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ADDRESS                                      TELEPHONE

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EMAIL

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**APPLICANT’S ENGINEER AND/OR PLANNER**

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ADDRESS                                      TELEPHONE

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EMAIL

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**ADDITIONAL EXPERTS**

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ADDRESS                                      TELEPHONE

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EMAIL

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BRIEF DESCRIPTION OF PROJECT

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PROPOSED LOT DIMENSIONS (For Minor Subdivision)

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# APPLICATION FOR APPROVAL OF A MINOR SITE PLAN OR SUBDIVISION

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

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<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 attorney for the owner 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> <span style="float: right;"><i>Date</i></span></p>	<p><i>Signature of Attorney</i> <span style="float: right;"><i>Date</i></span></p>
<p><i>Address</i></p>	<p><i>Address</i></p>

**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.