

APPLICATION FOR APPROVAL OF A SITE PLAN

SUBMISSION ITEMS & APPLICATION

1. SEVENTEEN (17) 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) 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 **12 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 **12 reduced** sets of plans (either 11"x17" or 18"x24" depending on scope of project).
 - Storm-water Management Plan (5 Copies)
 - 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 or documents submitted in support of the application
 - Environmental Impact Statement (5 Copies), prepared in accordance with Section 130 et seq. of the General Ordinances, or a completed Environmental Impact Statement Waiver Application.
 - Recycling Plan

2. TWO (2) COLLATED SETS OF ALL DOCUMENTS AND TEN (10) CD'S CONTAINING COPIES OF ALL DOCUMENTS IN PORTABLE ELECTRONIC 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. ONE (1) SET 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 S. Livingston Avenue, 2nd Floor, Suite E
Livingston, NJ 07039
Phone: 973-992-8080

4. One (1) completed **10% Owners List / Ownership Disclosure Statement**.

5. 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.

6. 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.)

7. One (1) completed **W-9 Form** (Request for Taxpayer Identification Number and Certification).

8. Application Fee and Escrow Deposit as required by Ordinance.
Fee Schedule available at: <http://livingstontownship.org/planningdept/>

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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 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* 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 _____

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.

Signature of Applicant / Owner *Date*

Address

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.

Signature of Attorney *Date*

Address