



**City of New Brunswick**  
**Department of Planning, Community and Economic Development**  
 25 Kirkpatrick Street  
 P.O. Box 269  
 New Brunswick, NJ 08903-0269

## SITE PLAN /SUBDIVISION/VARIANCE APPLICATION GUIDANCE

In order to be reviewed, a complete application package must be submitted. A complete package consists of:

1.	Completed application form
2.	19 <b>folded</b> , signed and sealed copies of site and/or subdivision plan complying with the plan detail requirements of 16.24.190, 16.24.270 16.28.060 (minor subdivision and/or 16.28.090 (major subdivision) (plan size: 24 x 36 or 30 x 42) and prepared in accordance with N.J.A.C. 13:40-7 The site plan must include: <ul style="list-style-type: none"> <li>• Landscaping plan</li> <li>• Lighting plan</li> <li>• Utilities plan</li> <li>• Grading Plan</li> <li>• Soil Erosion and Sediment Control Plan</li> </ul> * Additional 19 folded, signed and sealed copies of plans will also be required to be submitted after TAC review
3.	Site logistics plan, if any sidewalks or streets are to be closed for construction staging or safety
4.	19 Architectural plans, including floor plans depicting all rooms dimensions, room uses, all means of ingress and egress and elevations of all visible side of buildings.
5.	One (1) portable document file (PDF) of the proposed site plan and/or subdivision plan ( <b>needs to be submitted with each submission of revised plans</b> )
6.	One (1) portable document file (PDF) of the proposed architectural plans including elevations ( <b>needs to be submitted with each submission of revised plans</b> )
7.	Property Survey prepared, signed and sealed by a licensed New Jersey surveyor (4 copies)
8.	Letter of Principal Points describing the proposed development
9.	Traffic Impact Statement
10.	Environmental Impact Statement
11.	Submission of a recycling plan: <ul style="list-style-type: none"> <li>• Detailed analysis of the expected composition and amounts of solid waste and recyclables generated at the proposed development.</li> <li>• Locations documented on the application's site plan that provide for convenient recycling opportunities for all owners, tenants, and occupants of the proposed building.</li> </ul>
12.	Drainage calculations in compliance with Section 16.24.270, 270A. or Section 10.2 of the City's Engineering and Landscaping Standards

13.	Two (2) copies of any easements, covenants, deed restrictions, court decisions or board decisions affecting the property, and submission of an easement due diligence checklist certification
14.	Certified list of property owners within 200' of the planned development
15.	Certification of Paid Taxes
16.	Copy of completed W-9 Form
17.	Payment for Application Fee (see Section 16.24.260)
18.	Payment for Professional Review Escrow Fee (see Section 16.16.040)
19.	Middlesex County Utility Authority Tracking Form
20.	If determined necessary by the Administrative Officer, a Phase 1 Environmental Report or a No Further Action letter from the NJ DEP
21.	If determined necessary by the Administrative Officer, a site traffic circulation plan graphically showing the ability of vehicles anticipated to use the site to navigate through the site without obstruction
22.	One(1) Mylar copy of the proposed subdivision plat (final major subdivisions only)

**Fees :** Contact the Planning staff for assistance in calculating application fees and escrow fees. The application fee and professional escrow fees must be paid by **separate checks** or money orders. Cash will not be accepted.  
**Checks are made payable to:** City of New Brunswick

**Notice:** The applicant is responsible for complying with all notice requirements, including publication of a public notice the Home News Tribune and personal notice to property owners within 200 feet of the subject property and all utility companies. Notice requirements must be met at least 10 days prior to a scheduled Board hearing. Applicants must provide affidavits of proof of services of personal notice and publication in the newspaper.

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**Due Dates:** Applications for TAC meetings are required to be filed at least 20 days prior to the TAC meeting date.

Applications for public hearings must be filed at least 10 days prior to the scheduled Board hearing date.

**Professional Review Escrow Fees:** The initial required escrow fees are:

<b>Residential Development</b>	<b>Review Fee (Escrow)</b>
Site Plan Application	
0-10 units	\$4,000.00
11-25 units	\$6,000.00
26 or more units	\$10,000.00
<b>Nonresidential Development</b>	<b>Review Fee (Escrow)</b>
Site Plan Application	
Total Floor Area	
Less than 1,250 sq. ft.	\$2,000.00

1,250 to 20,000 sq. ft.	\$6,000.00
Greater than 20,000 sq. ft.	\$10,000.00

<b>Subdivision Applications</b>	<b>Review Fee (Fixed)</b>
Minor Subdivision	\$600.00
Major Subdivision	\$1,000.00

Additional professional review escrow fees may be required during the application review process. Professional reviews of the application will not occur unless adequate escrow funds are on deposit to pay for the anticipated review costs.

**Waivers:** Any requests for waivers of any application items must be made in writing. Approvals of any waivers will be made in writing.

**Plans/Reports:** Site plans must be signed and sealed by a NJ licensed architect or engineer. See NJAC 13:40-7.3 for details as to which professional may sign and seal which plans. Surveys must be signed and sealed by a NJ license surveyor.

**Hearings:** Public Hearing:  
All public hearings before the Planning Board and the Zoning Board of Adjustment are held in City Council Chambers, City Hall, 78 Bayard Street, New Brunswick, NJ 08903. Hearings will not be scheduled until the application is deemed complete.

TAC Meeting:  
In addition to a public hearing, all site plan, subdivision and variance applications will be reviewed by the City's Technical Advisory Committee (TAC) to review the plans for technical compliance with the zoning code, City engineering standards, barrier-free code, construction code and other applicable codes. TAC meetings are held at the Department's offices in the Civic Square Building, 2<sup>nd</sup> floor, next door to City Hall.