



### Timing Requirements

Submitted applications for subdivision or site plan approval will be reviewed by a subcommittee of the board. If an application is deemed to be incomplete, the applicant will be so notified within 45 days of submission and supplied with a list of deficient items. If deemed complete and received by the Administrative Officer at least 14 days before the board's monthly meeting, the matter will be included on the agenda for that meeting.

Major subdivisions and site plans require preliminary and final submissions and approvals. Minor subdivisions and site plan approvals are final.

The board will grant or deny approval within 45 days of the submission of a complete application for any preliminary or final subdivision or site plan except preliminary approvals of:

- major subdivisions or more than 10 lots
- major site plan of more than 10 acres or more than 10 dwelling units

for which the board may deliberate up to 50 additional days before rendering a decision. The review time for any application may be extended if the applicant so agrees.

If an applicant does not actively pursue approval within the 45 or 95 days or within any extension granted, the application may be denied without prejudice. Significant changes in an application will require a new application.

Minor subdivision approval will expire 190 days from the date of approval if a deed or plat has not been filed as required by N.J.S.A. 40:55D-47. Final approval for major subdivision will expire 95 days from the date of approval if a deed or plat has not been filed as required by N.J.S.A. 40:55D-54.

Notices to property owners within 200 feet as specified in 12-4.6 of the Land Use Ordinances must be given by the applicant at least ten days prior to a public hearing on the application. With one week's notice, the Administrative Officer will furnish to the applicant a list of property owners required to be given notice (\$10.00 fee)

### Note

This material is intended as a condensed and paraphrased guide for applicants of some of the principal provisions of Planning Board procedures. It does not relieve the applicant from the requirement for thorough familiarization and compliance with the applicable sections of appropriate ordinances.

