

**FORM # 3A**

**BRIDGEWATER TOWNSHIP  
SOMERSET COUNTY, NEW JERSEY**

Board File Name \_\_\_\_\_

Application #: \_\_\_\_\_

Date: \_\_\_\_\_

(Do not write above this line)

**APPLICATION: MINOR SUBDIVISION**

(With and without Variances)

Check type of application:

\_\_\_\_\_ Minor Subdivision

\_\_\_\_\_ Lot Line Adjustment (no new lots created)

1. Applicant's name \_\_\_\_\_

Address \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax: \_\_\_\_\_

2. Name and address of present owner if other than above \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Attorney's name \_\_\_\_\_

Address \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax: \_\_\_\_\_

4. Plan Preparer/Engineer's name \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_

License No#: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax: \_\_\_\_\_

5. Location of subdivision \_\_\_\_\_

(Street)

(Tax map sheet #)

(Block#)

(Lot#)

6. Zone \_\_\_\_\_

7. Number of proposed lots \_\_\_\_\_

8. Area of entire tract \_\_\_\_\_ s.f.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

THE TOWNSHIP OF BRIDGEWATER

MINOR SUBDIVISION

CHECK LIST

Application #: \_\_\_\_\_ Applicant: \_\_\_\_\_

Block(S) \_\_\_\_\_ Lot(S) \_\_\_\_\_

Applicant	Bridgewater

1. **Twenty four (24) copies** of the application form, checklist, fee schedule with calculations, survey and Plat.

**All documents submitted must be collated into 24-sets**  
(or you may select the following option)

2. **OPTION:** You may choose to submit (3) full sets of documents for completeness review only. When the documents submitted comply with the submission requirements, we will notify you to submit the other (21) sets in order to be deemed complete. This option is made available to applicants in an effort to save resources expended on numerous plans that may need to be revised and resubmitted.

3. All fees must be paid.

Application fee: \_\_\_\_\_ Escrow Fee: \_\_\_\_\_

(Fee Schedule with calculations must be submitted, including a signed W-9)

4. If the application involves a request for a *subdivision or site plan* including land development of more than 50 dwelling units or 50,000 square feet of non-residential building space or all major subdivisions or site plans within 500 feet of a municipal border or critical natural resources like primary or secondary streams identified in the County Open Space Plan, that may affect neighboring jurisdictions, *you must submit a copy of the full application packet including plans to Somerville Borough and Raritan Borough and provide proof of submission/ mailing.*

5. Size of Map should be in accordance with the Map Filing Laws

6. Survey of property, signed and sealed by a Licensed Surveyor

7. Submit deeds for property, including easement deeds


8. Signed Consent by owner form even if the applicant is the owner
9. Provide proof of submission of full application including plans to the local Fire Department. You may contact the Fire Official to confirm the correct Fire Department for your Block and Lot at (908) 725-6300 ext. 263. List name and address you submitted to:

Fire Department \_\_\_\_\_

Address \_\_\_\_\_

**PLAT SHOULD CONTAIN THE FOLLOWING DATA:**


10. Key Map at a scale not to exceed 1"=800' showing the proposed subdivision and (a) the Land Use, circulation, and community facility features of the Master Plan within a one-half mile radius, (b) zoning classification of the proposed subdivision and 200' area surrounding the property.
11. Scale not to exceed 1" = 50'
12. The entire tract to be subdivided giving the accurate location and dimensions of existing and proposed streets and property lines
13. The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**
14. Location of existing buildings and other structures including paved parking areas with accurate dimensions from all existing and proposed lot lines.
15. Wooded areas and isolated trees: deciduous 12" dbh or greater; non-deciduous 8" dbh or greater; dogwoods 4" dbh or greater
16. Topography at two foot contours on the tract and within 100 feet. Every 10-foot contour interval line should be shown darker.
17. Owners of the tract being subdivided, all adjoining property owners and those across existing or proposed streets.



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34. Written description of a request for a hardship variance,  
Conditional Use or special permit.

X \_\_\_\_\_  
Signature of person preparing application

\_\_\_\_\_  
Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**NOTICE REQUIREMENTS:**

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS
5. Affidavit of publication from the newspaper in which the notice was published

**FORM # 1**

**BRIDGEWATER TOWNSHIP  
CONSENT BY OWNER**

I, \_\_\_\_\_, am the owner of the property known as Block (s) \_\_\_\_\_, Lot (s) \_\_\_\_\_ as shown on the Tax Map of Bridgewater Township. I am aware of the application that is to be filed with the Planning Board or Zoning Board of Adjustment in Bridgewater Township and I consent to said application. I permit the Board, its staff or other designated officials to enter onto the property which is the subject of this application and review existing and proposed site and development elements.

I further understand that there are fees that must be paid in accordance with said application. In the event that the applicant does not pay all of the appropriate fees including application and escrow fees as required for this application, I consent to have any unpaid balance placed as an added assessment against my property to be collected by the Tax Collector's office in due course.

*(This form must be signed and notarized, even if the applicant is the owner)*

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_.

\_\_\_\_\_  
Notary Public

**FORM # 2**

**DISCLOSURE STATEMENT FOR CORPORATIONS AND PARTNERSHIPS  
APPLYING FOR SITE PLAN AND SUBDIVISION APPROVAL**

**CORPORATIONS:**

Please indicate the following with respect to the Corporation:

NAME \_\_\_\_\_

ADDRESS OF PRINCIPAL OFFICE \_\_\_\_\_

REGISTERED AGENT: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE OF INCORPORATION \_\_\_\_\_

If other than New Jersey, is Corporation authorized to do business in New Jersey? \_\_\_\_\_

If so, when was authorization obtained? \_\_\_\_\_

List all stockholders controlling 10% or greater of stock: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARTNERSHIPS:**

Please indicate the following with respect to the partnership:

TRADE NAME \_\_\_\_\_

ADDRESS OF PRINCIPAL OFFICE \_\_\_\_\_

NAMES AND ADDRESSES OF PARTNERS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# VARIANCE AND DESIGN WAIVER REPORT

**FORM # 4**

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

LOT(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_

CURRENT ZONING DISTRICT \_\_\_\_\_

TOTAL SQUARE FEET OF ALL STRUCTURES \_\_\_\_\_ s.f.

	Ordinance Requirement	Existing	Propose	Variance Y or N
Improved Lot Coverage (all improvements)	_____ %	_____ %	_____ %	_____
Floor Area Ratio (F.A.R.)	_____	_____	_____	_____
Lot Area	_____	_____	_____	_____
Lot Width	_____	_____	_____	_____
Side Yard (one)	_____	_____	_____	_____
Side Yard (total of both)	_____	_____	_____	_____
Front Yard	_____	_____	_____	_____
Rear Yard	_____	_____	_____	_____
Building height and number of stories	_____	_____	_____	_____
Parking	_____	_____	_____	_____
ACCESSORY STRUCTURES				
Side yard	_____	_____	_____	_____
Rear yard	_____	_____	_____	_____
LIST OTHER VARIANCES (type)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
LIST ALL DESIGN WAIVERS	_____	_____	_____	_____

**RECOMMENDATION:**

Attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

Provide evidence that Variance will not be detrimental to the neighborhood and adjacent residences such as documentation that variance conforms to existing conditions in the area

# BRIDGEWATER FEE SCHEDULE - SUBDIVISION

	Application Charge	Application Fee Subtotal	Escrow Fee	Escrow Fee Subtotal
<b>CONCEPT SKETCH</b>				
<input type="checkbox"/> A Five Lots or More	\$100.00	\$	\$3,000.00	\$
<input type="checkbox"/> B Less than Five Lots	\$100.00	\$	\$1,500.00	\$
<b>MINOR SUBDIVISION</b>				
<input type="checkbox"/> A Minor Subdivision	\$125.00	\$	\$3,000.00	\$
<input type="checkbox"/> B Lot Line Adjustment (No Variances)	\$50.00	\$	\$1,000.00	\$
<input type="checkbox"/> PRELIMINARY MAJOR SUBDIVISION	\$110/ Lot	\$	\$5000 + \$500/ Lot	\$
<input type="checkbox"/> FINAL MAJOR SUBDIVISION	\$55/ Lot	\$	\$5000 + \$500/ Lot	\$
<b>VARIANCES - EACH variance shall be computed.</b>				
<input type="checkbox"/> A Appeals (NJSA 40:55D-70a)	\$100.00	X	\$1,500.00	X
<input type="checkbox"/> B Interpretation (NJSA 40:55D-70b)	\$100.00	X	\$1,500.00	X
<input type="checkbox"/> C Hardship/Bulk (NJSA 40:55D-70c)	\$250.00	X	\$3,000.00	X
<input type="checkbox"/> D Use (NJSA 40:55D-70d)	\$250.00	X	\$3,000.00	X
<input type="checkbox"/> E Permit (40:55D-34&35)	\$100.00	X	\$1,000.00	X
<input type="checkbox"/> AMENDED SUBDIVISION PLAN OR EXTENSION OF APPROVAL	50% of initial Fee	\$	50% of initial Escrow	\$
	<b>Total for Application Fee</b>	\$	<b>Total Escrow</b>	\$

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

# BRIDGEWATER FEE SCHEDULE - SITE PLAN

	Application Charge	Application Fee Subtotal	Escrow Fee	Escrow Fee Subtotal
<b>SITE PLAN - CONCEPT</b>				
<input type="checkbox"/>	A Minor Plan	\$100.00	\$	\$1,000.00
<input type="checkbox"/>	B Major Plan	\$100.00	\$	\$1,000.00
<input type="checkbox"/>	C Multifamily site	\$100/ acre + 10/ Unit (Minimum Deposit = \$500)	\$	\$250/ acre + \$50/ Unit (Minimum Deposit = \$1500.00)
<input type="checkbox"/>	D Site Plan Waiver	\$25.00	\$	\$500.00
<input type="checkbox"/>	<b>MINOR SITE PLAN</b>	\$250.00	\$	\$2,500.00
<input type="checkbox"/>	<b>PRELIMINARY SITE PLAN - NON-RESIDENTIAL (A+B+C)</b>			
	A Basic Fee, PLUS B+C	\$250.00	\$	\$5,000.00
	B For All Structures: + C			
	The first 5000 s.f	\$500.00 plus	\$	\$ 2000 plus
	Remaining over 5000 s.f	\$0.06/ s.f plus	\$	\$0.20 s.f plus
	C Acreage of lot (or part thereof)	\$100/ acre	\$	\$50/acre
<input type="checkbox"/>	<b>FINAL SITE PLAN - NON-RESIDENTIAL (A+B+C)</b>			
	A Basic Fee, plus B plus C	\$250.00	\$	\$5,000.00
	B For All Structures: + C			
	The first 5000 s.f	\$500 plus	\$	\$2000.00 plus
	Remaining over 5000 s.f.	\$0.06 s.f. plus	\$	\$0.20 s.f. plus
	C Acreage of lot (or part thereof)	\$100/ acre	\$	\$50/ acre
<input type="checkbox"/>	<b>PRELIMINARY SITE PLAN - RESIDENTIAL (A+B)</b>			
	A Basic Fee, PLUS B	\$125.00	\$	\$5000.00 plus
	B Building Site Plan	\$50.00	\$	\$500/ unit
<input type="checkbox"/>	<b>FINAL SITE PLAN- RESIDENTIAL (A+B)</b>			
	A Basic Fee, plus B	\$250, plus	\$	\$5000.00 plus
	B Building Site Plan	\$50/ unit	\$	\$500/ unit

CONTINUE CALCULATIONS ON PAGE 2 OF 2

# BRIDGEWATER FEE SCHEDULE - SITE PLAN

VARIANCES - Each variance shall be computed.

		Application Charge	Application Fee Subtotal	Escrow Fee	Escrow Fee Subtotal
<input type="checkbox"/>	A	\$100.00	X _____ \$	X \$1,500.00	X _____ \$
<input type="checkbox"/>	B	\$100.00	X _____ \$	X \$1,500.00	X _____ \$
<input type="checkbox"/>	C	\$250.00	X _____ \$	X \$3,000.00	X _____ \$
<input type="checkbox"/>	D	\$250.00	X _____ \$	X \$3,000.00	X _____ \$
<input type="checkbox"/>	E	\$100.00	X _____ \$	X \$1,000.00	X _____ \$

AMENDED SITE PLAN  
OR EXTENSION OF APPROVAL

50% of initial Fee \$ \_\_\_\_\_

50% of initial Escrow \$ \_\_\_\_\_

**Total Application Fee** \$ \_\_\_\_\_

**Total Escrow** \$ \_\_\_\_\_

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

# BRIDGEWATER FEE SCHEDULE - VARIANCE, APPEALS, CONDITIONAL USE

VARIANCES - Each variance shall be computed.

	Application Charge	Application Fee	Application Subtotal	Escrow Fee	Escrow Fee Subtotal
<input type="checkbox"/> A Appeals (NJSA 40:55D-70a)	\$100.00	x	\$	\$1,500.00	\$
<input type="checkbox"/> B Interpretation (NJSA 40:55D-70b)	\$100.00	x	\$	\$1,500.00	\$
<input type="checkbox"/> C Hardship/Bulk (NJSA 40:55D-70c)	\$250.00	x	\$	\$3,000.00	\$
<input type="checkbox"/> D Use (NJSA 40:55D-70d)	\$250.00	x	\$	\$3,000.00	\$
<input type="checkbox"/> E Permit (40:55D-34&35)	\$100.00	x	\$	\$1,000.00	\$
<input type="checkbox"/> F SIMPLE VARIANCE	\$75.00	x	\$	\$350.00	\$

Single & Two-Family Residences ONLY:

Addition/Alteration not to exceed 500 square feet:

For buildings, fence, shed, swimming pool and deck.

<input type="checkbox"/> APPEAL TO TOWNSHIP COUNCIL	\$250.00		\$	None	
<input type="checkbox"/> CONDITIONAL USE					
Determine whether to authorize		w			
a Conditional use shall be made	\$350.00		\$	\$1,500.00	\$
by the Planning Board					

**Total for Application Fee** \$ \_\_\_\_\_ **Total Escrow** \$ \_\_\_\_\_

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as reported on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

**REQUEST FOR 200' RADIUS LIST OF CERTIFIED PROPERTY OWNERS**

(APPLICANT TO SUBMIT COMPLETED FORM WITH FEE TO THE TAX ASSESSOR)

DATE \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

APPLICANT \_\_\_\_\_

PLEASE MAIL TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE # \_\_\_\_\_

PAID CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_

*Tax Assessor's Note: The Charge for this list is \$10.00 for forty (40) or less properties printed. Each property in excess of forty (40) names has an additional .25-cent charge. In addition, as per Section 94 of the Code of Bridgewater Township, the Township may charge an additional \$35.00 per hour for the cost of preparing a list of certified property owners.*

**Mail or deliver this request to:**

**Tax Assessor's Office  
Bridgewater, Township  
100 Commons Way  
Bridgewater, NJ 08807**

**SAMPLE FORM OF NOTICE OF PUBLICATION TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE TOWNSHIP (Courier News) AT LEAST 10-DAYS PRIOR TO THE HEARING DATE**

**BRIDGEWATER TOWNSHIP  
NOTICE OF HEARING**

TAKE NOTICE, that on \_\_\_\_\_ (date of public hearing) at \_\_\_\_\_ (time) P.M. a public hearing will be held before the Bridgewater Township \_\_\_\_\_ (Planning or Zoning) Board at the Bridgewater Municipal Courtroom, 100 Commons Way, Bridgewater, New Jersey to consider the application of \_\_\_\_\_ (applicant's name) for the following:

1. (List type of variance, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit ( example: construction of ; installation of ; creation of one new developable lot) on the premises located at \_\_\_\_\_ (address) and designated as Block \_\_\_\_\_ (#) Lot \_\_\_\_\_ (#) on the Bridgewater Township Tax Map.

The application and supporting documents are on file with the Secretary of the Bridgewater Township Board and may be inspected at the Bridgewater Township Municipal Complex at 100 Commons Way in the Planning Department, during regular business hours Monday through Friday, 9:00 am to 5:00 pm.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Board.

\_\_\_\_\_ (Name of Applicant)

**AFFIDAVIT OF SERVICE**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

I \_\_\_\_\_ of full age, being dully sworn according to law, upon oath deposes and says that on \_\_\_\_\_, at least 10 days prior to the hearing date, I did deposit in the United States mail via certified mail, with postage prepaid thereon a copy of the annexed Notice of Hearing. Copies of the certified receipts are also attached hereto. Said notice was sent to all shown on the list annexed hereto which list is a list of owners of property within 200 feet of the effected property which were served as well as any public utilities which have registered with the Township of Bridgewater. The signature of any owner served personally appears alongside their name. Also attached hereto is a certified list of property owners and public utilities prepared by the Tax Assessor of the Township of Bridgewater.

In addition to those shown on the list, notices were served upon (Check if applicable)

- 1. Clerk of adjoining municipalities
- 2. Somerset County Planning Board
- 3. The Department of Transportation

Sworn to and subscribed before me on \_\_\_\_\_.

(mm/dd/yyyy)

\_\_\_\_\_  
Notary Public

**NOTICE REQUIREMENTS:**

If required, the following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

- 1. Affidavit of Service.
- 2. Copy of the notice served.
- 3. Certified list of property owners within 200 feet and others served with manner of service
- 4. Certified Mail receipts stamped by the USPS only.
- 5. Affidavit of publication from the newspaper in which the notice was published.

## PROCEDURE FOR FILING APPLICATIONS

### TOWNSHIP OF BRIDGEWATER

All applications shall be made upon the forms supplied by the Board, which may be obtained in the Planning Department or downloaded from our website at [www.bridgewaternj.gov](http://www.bridgewaternj.gov). In order for an application to be brought before the Board, all of the items on the checklist must be submitted. This will assure a complete application.

*(Note: Tax Maps and Topographic Maps are available in the Engineering Department for a nominal fee)*

If the application involves a request/application for a Subdivision or Site Plan approval you must submit additional full application packets to Somerville Borough and Raritan Borough and provide proof of distribution/mailing.

If the application involves a request/application for a Subdivision or Site Plan approval, submission of a Somerset County Planning Board Application (attached) to the County is required. The County Planning Board can be contacted at (908) 231-7021 should you have any questions regarding their Application requirements.

Action on completeness of an application must be taken within 45 days from date of filing. During this period, notice will be given as to any incomplete items. An application will not be listed for hearing until it is deemed complete. After an application is deemed complete, a hearing date will be scheduled at a date which is convenient to the Board. The applicant will need to submit 24 sets of the application and plans within 5-days of receiving the completeness letter. All sets must be collated in order to further process. If sets are not received within 5-days of the completeness letter, the application hearing may be rescheduled.

Prior to the hearing, notice requirements must be met. If these requirements are not properly met, the application cannot be heard. Do not notice for a public hearing until you are advised of the date that has been assigned to your case. To comply, the following is required;

#### **1. NOTICE TO INTERESTED PARTIES**

a) A copy of the notice must be sent by certified mail at least ten (10) days prior to the date of the hearing (not including the hearing date) to the following:

- All property owners within 200 feet.(You can obtain this list from the Tax Assessor) If the property is within 200 feet of an adjoining municipality, then a list of property owners within that municipality that are within 200 feet of

the subject property must be obtained and notice given. In such case, notice must also be given to the municipal clerk of the adjoining municipality and the Somerset County Planning Board. (If the adjoining municipality is in another county then notice to that County's Planning Board must be given)

- If the property is on a county road, then to the Somerset County Planning Board.
- If the property is adjacent to a state highway, then to the Commissioner of Transportation.
- If the application for development involves property exceeding 150 acres or 500 dwelling units, then to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, the notice shall include a copy of all maps or documents required to be on file with the Clerk of the Board of Adjustment.
- Notice must be given to any public utility which has registered with the municipality. The names of such public utilities may be obtained from the Tax Assessor.

b) In addition to certified mail, there is another option:

Required Notice may also be given by personal service. Personal service can only be accomplished if the notice is handed to the property owner. Placing the notice in the mailbox is not proper. Signatures of the property owners on the certified list and date received is required if hand delivered.

**2. Notice must also be published in the official newspaper of the Township.**

The official newspaper is the Courier News. The Courier News should be contacted well in advance to insure timely publication at least ten days before the date of the public hearing

**3. Notice must be published at least ten days prior to the hearing** (not including hearing date).

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.

3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS.
5. Affidavit of publication from the newspaper in which the notice was published.

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The Bridgewater Township Code Book is available on our website:

[www.bridgewaternj.gov](http://www.bridgewaternj.gov)

## **All applications must include:**

**Form #1** Owner consent form - signed on Township form

**Form #2** Disclosure Statement (if applicable)

**Form #3** Fully executed application and checklist for the following, as applicable;

- A.** Minor Subdivision (with or without variances) **OR;**
- B.** Preliminary major Subdivision **OR;**
- C.** Final major Subdivision **OR;**
- D.** Site Plan **OR;**
- E.** Appeal or variance only(not involving Subdivision or Site Plan)
- F.** Request for an Amendment of Prior Approval
- G.** Request for an Extension of Time for Prior Approval
- H.** Site Plan (Solar/ Photovoltaic)
- I.** Site Plan (Wind Energy)

**Form #4** Variance and design waiver report

**SIGNATURE BLOCK:** The signature block on all plans must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

**PLANNING BOARD (names/titles for signature block):**

1. Board Engineer, Robert C. Bogart, PE
2. Board Chairperson, Joanne Kane
3. Board Secretary, Scarlett Doyle, PP

**ZONING BOARD (names/titles for signature block):**

1. Board Engineer, Robert C. Bogart, PE
2. Board Chairperson, William Vornehm
3. Board Secretary, Lee Schapiro

## COMPLIANCE REPORT

Before signing a preliminary plat, deeds or scheduling of a preconstruction meeting, THREE (3) copies of a COMPLIANCE REPORT in a three-ring leaf binder shall be submitted to the Planning Board which will demonstrate that all requirements of municipal approvals, county approvals and State Regulations are satisfied.

**The Compliance Report shall contain the following sections and information.**

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**Section 1** Copy of Resolution adopted by the Board

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**Section 2** Using the numbering format of the Resolution, respond to each condition:  
Provide documents, certificates, letters and identification of plan sheet numbers for each plan revision required in the Resolution. (Documents must be numbered to correspond to the number of the condition found in the Resolution)

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**Section 3** Provide a copy of the following documents in the Compliance Report binders. **If an item does not apply to your application, indicate not applicable (n/a) and why,** in order to ensure you address each item requested:

- a) Engineer's Cost Estimate (signed and sealed)
- b) NJDOT Permits
- c) Road Opening Permit and Driveway Access Permit
- d) Approval from the Soil Conservation District (approval/no interest letter required)
- e) NJDEP permit for wetlands Permit
- f) NJDEP Stream Encroachment Permit
- g) NJDEP General Permits
- h) Other NJDEP permits, as required
- i) Approval from the Sewage Authority/TWA Permit (approval/no interest letter required)
- j) Approval of Sewer Coordinator (located in Engineering Department)
- k) Somerset County Planning Board Approval (approval/no interest letter required)
- l) Board of Health Approval (Confirming full compliance of plans with the Resolution)
- m) Fire Official and Local Fire Chief Approvals (Confirming full compliance of plans with the Resolution)
- n) Deed(s) & deed descriptions, easements descriptions - conforming to the Map Filing Law – (if applicable)
- o) Township Attorney & Board Attorney approval as to form of deed(s), include copy of deed(s) – (if applicable)
- p) Will-serve letters from the water company and gas company (approval/no interest letter required)
- q) Letter from the Finance Department confirming escrow balance is current (required w/each submission)

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**Section 4** Three (3) full sets of plans accompanying the Report binders (one for each Report). The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans.  
**Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

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### Processing Procedure

The Compliance Reports are to be submitted to the Planning Department, which will then be directed to the Engineer and Planner. Documents that require additional approvals, (such as the Township Attorney or Fire Safety) must be sent by the applicant directly to the appropriate agencies (contact list attached). When the professionals are satisfied that all conditions have been met, they will so advise the Planning Department. A Developer's Agreement may be required, which will be determined by the Township Engineer. The Planning Department will advise the Engineer, Board Chairperson, Board Secretary and Applicant that the plans are ready for signature. After the plans are signed, the Planning Department will distribute the signed plans and other documents as follows:

- 2 sets to the Engineering Department
- 2 sets to the Planning Department
- 1 set to the Tax Assessor
- 3 sets to the Zoning Officer with one (1) copy of approved Resolution  
(Zoning provides two (2) sets to the Construction Department with approved Resolution)
- 1 set to the Applicant

**NOTE:** If the Engineer or Planner finds that the Compliance Report is deficient, the Compliance Report will be returned for updating. UPON RECEIPT OF THE SIGNED SETS OF PLANS, EXECUTED PERFORMANCE BOND, AND EXECUTED DEVELOPER'S AGREEMENT; THE APPLICANT MAY ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEERING DEPT.

Prepared by: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**BRIDGEWATER TOWNSHIP – ATTORNEY:**

William B. Savo, Esq.  
SAVO, MAURO, CAMERINO & GRANT, PA  
77 North Bridge Street  
Somerville, NJ 08876  
908-526-0707

**Somerset County Planning Board**

20 Grove Street  
PO Box 3000  
Somerville, NJ 08876-1262  
908-231-7021

Rev.01/13

**BRIDGEWATER TOWNSHIP –ENGINEERING**

**DEPARTMENT:**

Robert Reich, P.E Sewer Utility Engineer  
Bridgewater Township  
100 Commons Way  
Bridgewater, NJ 08807  
908-725-6300 ext 5507

**Somerset – Union Conservation District**

Somerset County 4-H Center  
308 Milltown Road  
Bridgewater, NJ 08807  
908-526-2701

**Sewer**

Somerset-Raritan Valley Sewerage Authority  
Polhemus Lane  
PO Box 6400  
Bridgewater, NJ 08807  
732-469-0593

**BRIDGEWATER TOWNSHIP – MUNICIPAL CLERK:**

Linda Doyle, RMC  
Bridgewater Township  
100 Commons Way  
Bridgewater, NJ 08807  
908-725-6300 ext 5025  
[bwtclerk@bridgewaternj.gov](mailto:bwtclerk@bridgewaternj.gov)

**Water Company**

New Jersey American Water  
1341 North Avenue  
Plainfield, NJ 07062  
908-791-3477 (Developer Services)  
[www.njawater.com](http://www.njawater.com)

**BRIDGEWATER TOWNSHIP – FIRE SAFETY:**

Phillip J. Langon, Fire Official  
Bridgewater Township  
100 Commons Way  
Bridgewater, NJ 08807  
908-725-6300 ext 5555  
[fireofficial@bridgewaternj.gov](mailto:fireofficial@bridgewaternj.gov)

**Gas/Electric Company**

PSE&G  
472 Weston Canal Road  
Somerset, NJ 08873  
800-782-0067

**BRIDGEWATER TOWNSHIP – DEPT. OF HEALTH:**

Chris Poulsen, Director of Human Services  
Bridgewater Township  
100 Commons Way  
Bridgewater, NJ 08807  
908-725-6300 ext  
[health@bridgewaternj.gov](mailto:health@bridgewaternj.gov)

**PLANNING BOARD ATTORNEY:**

Thomas F. Collins, Jr., Esq.  
VOGEL, CHAIT, COLLINS & SCHNEIDER, PC  
25 Lindsley Drive, Suite 200  
Morristown, NJ 07960-4454  
973-538-3800

**ZONING BOARD OF ADJUSTMENT ATTORNEY:**

Lawrence A. Vastola, Esq.  
VASTOLA, FACKELMAN & SULLIVAN  
The Atrium At Middlesex  
495 Union Avenue, PO Box 7  
Middlesex, NJ 08846  
732-560-0888

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Board Chairperson, William Vornehm  
Board Secretary, Lee Schapiro

**MISC. CONTACTS:**