

TOWNSHIP OF BRIDGEWATER  
SOMERSET COUNTY, NEW JERSEY

**FORM # 3-I**

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

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

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

(Do not write above this line)

**APPLICATION: SITE PLAN**  
**(Wind Energy Facilities)**

Please check type of application:

- \_\_\_\_\_ Conceptual Site Plan                      \_\_\_\_\_ Conditional Use Approval                      \_\_\_\_\_ Minor Site Plan
- \_\_\_\_\_ Preliminary Major Site Plan                      \_\_\_\_\_ Final Major Site Plan                      \_\_\_\_\_ C-Variances
- \_\_\_\_\_ Amend prior approval for Preliminary Site Plan. Date of prior approval (attach copy) \_\_\_\_\_
- \_\_\_\_\_ Amend prior approval for Final Site Plan. Date of prior approval (attach copy) \_\_\_\_\_

Does this application constitute a new application? \_\_\_\_\_

If not, please attach 24 copies of Site Plan previously submitted with resolution.

1. Applicant's name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address (mailing) \_\_\_\_\_ Email: \_\_\_\_\_

2. Owner's name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address (mailing) \_\_\_\_\_

3. Attorney's name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address (mailing) \_\_\_\_\_ Email: \_\_\_\_\_

4. Engineer's name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address (mailing) \_\_\_\_\_ Email: \_\_\_\_\_

5. Name of Development \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Tax Sheet \_\_\_\_\_

6. Street on which property lies including location of nearest intersection  
\_\_\_\_\_

7. Present use \_\_\_\_\_

8. Proposed Use \_\_\_\_\_

9. Zoning District \_\_\_\_\_

10. Area in acres of any additional adjoining land owned by owner or applicant

\_\_\_\_\_

11. Amount of lot area with slopes 30 percent or greater \_\_\_\_\_

Slopes 20-29 percent \_\_\_\_\_ Slopes 11-19 percent \_\_\_\_\_

Slopes 0-10 percent \_\_\_\_\_

12. Total land available for development (126-266) \_\_\_\_\_

13. Amount of lot area in floodway \_\_\_\_\_; flood fringe \_\_\_\_\_; wetlands \_\_\_\_\_

14. Waivers requested from the following sections of the Township Land Use Code,

Chapter 126 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. List all plans, exhibits, documents, reports, significant letters, and written decisions from other governmental agencies which constitute this application. Please indicate the title of plan or document scale, number of sheets, date of preparation and name and license number of preparer if appropriate.

**NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.**

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

X \_\_\_\_\_

Signature of person preparing application

\_\_\_\_\_

Date

**THE TOWNSHIP OF BRIDGEWATER  
WIND ENERGY FACILITIES  
CHECKLIST**

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



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26. Decommissioning Plan

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



if the applicant is the owner

**SITE PLAN SHALL CONTAIN THE FOLLOWING DATA:**

1. A Key map of the site with reference to surrounding areas, zoning district(s) and existing street locations within 200' of property. Scale not less than 1"=800' (126-153A)
2. The North arrow, scale, block, lot, name and address of the owners of all contiguous land and of property directly across the street , and downstream 200 feet of the property, as shown by the most recent tax records of all municipalities in which such properties shall lie. (126-153B)
3. Lot line dimensions, bearings and distances (126-153C)
4. Location of all buildings and structures, streets, easements, driveways, entrances and exits on the site and within 200 ft thereof. (126-153D) Structures to be removed should be indicated by dashed lines
5. Right-of-way width of existing road from the centerline. Pavement width measurements.
6. Location and dimensions of proposed buildings, structures, roads, driveways, parking areas with dimensions of each (126-153E)
7. Zoning Chart listing required, existing and proposed setbacks, height, lot area, improved lot coverage, and all information included in the schedule of land and area requirements. Graphic depiction is required.
8. Proposed building height setbacks, front, side and rear yard distances and required setbacks (126-153F). Buildings must identify square footage on each building for each floor
9. All existing physical features on the site and within 200 feet thereof, including streams, water courses, existing woodlands, and significant soil and hydrological conditions such as swamp, rock and water flows (126-153G). All existing trees as follows:  
Deciduous 12" dbh or greater; Non-Deciduous 8" dbh or greater;  
Dogwoods 4" dbh or greater
10. Topography showing existing and proposed contours at two foot intervals extending 200 feet off site. A reference bench mark shall be clearly designated (126-153H)
11. Parking and loading areas shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicate direction of traffic flow and sight easements, number of employees, total and maximum in one shift, proposed and required parking spaces. No driveway within ten (10) feet of property lines (126-153I)
12. Architectural building elevations including facade signs and entrances, materials, dimensions and height.
13. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions (126-153J).







**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 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	\$ _____	\$1,500.00	\$ _____
<input type="checkbox"/> B Interpretation (NJSA 40:55D-70b)	\$100.00	\$ _____	\$1,500.00	\$ _____
<input type="checkbox"/> C Hardship/Bulk (NJSA 40:55D-70c)	\$250.00	\$ _____	\$3,000.00	\$ _____
<input type="checkbox"/> D Use (NJSA 40:55D-70d)	\$250.00	\$ _____	\$3,000.00	\$ _____
<input type="checkbox"/> E Permit (40:55D-34&35)	\$100.00	\$ _____	\$1,000.00	\$ _____
<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	\$ _____
<b>MINOR SITE PLAN</b>				
<input type="checkbox"/>	\$250.00	\$ _____	\$2,500.00	\$ _____
<b>PRELIMINARY SITE PLAN - NON-RESIDENTIAL (A+B+C)</b>				
<input type="checkbox"/> A Basic Fee, PLUS B+C	\$250.00	\$ _____	\$5,000.00	\$ _____
<input type="checkbox"/> B For All Structures: + C The first 5000 s.f. Remaining over 5000 s.f.	\$500.00 plus \$0.06/ s.f plus	\$ _____ \$ _____	\$ 2000 plus \$0.20 s.f plus	\$ _____ \$ _____
<input type="checkbox"/> C Acreage of lot (or part thereof)	\$100/ acre	\$ _____	\$50/acre	\$ _____
<b>FINAL SITE PLAN - NON-RESIDENTIAL (A+B+C)</b>				
<input type="checkbox"/> A Basic Fee, plus B plus C	\$250.00	\$ _____	\$5,000.00	\$ _____
<input type="checkbox"/> B For All Structures: + C The first 5000 s.f. Remaining over 5000 s.f.	\$500 plus \$0.06 s.f. plus	\$ _____ \$ _____	\$2000.00 plus \$0.20 s.f. plus	\$ _____ \$ _____
<input type="checkbox"/> C Acreage of lot (or part thereof)	\$100/ acre	\$ _____	\$50/ acre	\$ _____
<b>PRELIMINARY SITE PLAN - RESIDENTIAL (A+B)</b>				
<input type="checkbox"/> A Basic Fee, PLUS B	\$125.00	\$ _____	\$5000.00 plus	\$ _____
<input type="checkbox"/> B Building Site Plan	\$50.00	\$ _____	\$500/ unit	\$ _____
<b>FINAL SITE PLAN- RESIDENTIAL (A+B)</b>				
<input type="checkbox"/> A Basic Fee, plus B	\$250, plus	\$ _____	\$5000.00 plus	\$ _____
<input type="checkbox"/> 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	Application Subtotal	Escrow Fee	Escrow Subtotal
<input type="checkbox"/> A	Appeals (NJSA 40:55D-70a)	\$100.00	X	\$	X
<input type="checkbox"/> B	Interpretation (NJSA 40:55D-70b)	\$100.00	X	\$	X
<input type="checkbox"/> C	Hardship/Bulk (NJSA 40:55D-70c)	\$250.00	X	\$	X
<input type="checkbox"/> D	Use (NJSA 40:55D-70d)	\$250.00	X	\$	X
<input type="checkbox"/> E	Permit (40:55D-34&35)	\$100.00	X	\$	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, APPEALS, CONDITIONAL USE

VARIANCES - Each variance shall be computed.

	Application Charge	Application Fee	Escrow Fee	Escrow Subtotal
<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"/> F SIMPLE VARIANCE	\$75.00	X	\$350.00	X

Single & Two-Family Residences ONLY:

Addition/Alteration not to exceed 500 square feet:

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

APPEAL TO TOWNSHIP COUNCIL \$250.00 \$ None

CONDITIONAL USE

Determine whether to authorize a Conditional use shall be made by the Planning Board

\$350.00 \$ \$1,500.00

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 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

**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)

Sewer

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

**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)

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 – 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)

Gas/Electric Company

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

**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

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

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

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

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

**MISC. CONTACTS:**