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. 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 21 sets of the application and plans fourteen (14) days prior to the date of the hearing. All sets must be collated in order to further process. If sets are not received in the 14 day time manner, 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.

The Bridgewater Township Code Book is available on our website:

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)

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, James Scott