

PROCEDURE FOR FILING PLANNING & ZONING BOARD 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 (www.bridgewaternj.gov). In order for an application to be brought before the Board, all items on the checklist must be submitted. This will assure a complete application. *(Tax Maps and Topographic Maps are available in the Engineering Department for a nominal fee. The Land Use/Zoning Ordinance is accessible from the Township website).*

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 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.

ONLY 3 COLLATED COPIES OF THE APPLICATION MATERIALS SHOULD BE SUBMITTED INITIALLY. DO NOT SUBMIT ALL 24 COPIES INITIALLY. 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 via **SCHEDULING NOTICE (emailed to applicant or attorney for applicant)**. The Scheduling Notice will prompt the applicant to submit **24 COLLATED** sets of the application and plans in accordance with timelines outlined therein. **UNCOLLATED MATERIALS WILL NOT BE ACCEPTED.** *If sets are not received within the established timeframes, the hearing on the application may be rescheduled.*

NOTICE TO INTERESTED PARTIES. Prior to the hearing, Notice requirements must be met. If these requirements are not 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.** A sample Notice will accompany the Scheduling Notice. **NOTICE PROCEDURES:**

(1) Public Notice to Property Owners within 200' of Subject Property

A copy of the Notice must be sent by certified mail (return receipt requested) OR made by personal service** at least ten (10) days prior to hearing (not including date of hearing) and in full accordance with the requirements of the MUNICIPAL LAND USE LAW (“MLUL”) and the TOWNSHIP OF BRIDGEWATER LAND USE ORDINANCE. *Notice requirements may differ according to the type of relief being sought.* **Notice should be made to:**

- All property owners within 200' (**OBTAIN FROM BRIDGEWATER TOWNSHIP TAX ASSESSOR**). If the property is within 200' of an adjoining municipality then a list of property owners within that municipality that are within 200' of the subject property must also be obtained (FROM THAT MUNICIPALITY) 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 will be provided by the Tax Assessor.

** IF NOTICE IS BEING MADE 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/s and date received is required if hand delivered.

- (2) Notice must ALSO be published in ONE of the OFFICIAL newspapers of the Township.** The official newspapers are the Courier News and Star Ledger. The newspaper should be contacted well in advance to ensure timely publication at least ten (10) days before the date of the public hearing. **Notice must be published at least ten days prior to the hearing** (not including date of hearing).

(3) **The following proof of satisfying the Notice requirements must be filed with the Land Use Administrator (Planning Department) a minimum of 48 hours prior to the hearing date:**

1. Affidavit of Service (from the person serving Notice).
2. Copy of the Notice served.
3. Copy of Certified list/s of property owners within 200' and others served.
4. **ORIGINAL** Certified Mail receipts with LEGIBLE date stamp by USPS.
5. Affidavit of publication from the newspaper in which the Notice was published.

All applications must include:

- Form #1** Owner Consent – must be signed using 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 Chairperson, Secretary and Engineer must be lettered on the plan immediately below the signature line.**

PLANNING BOARD (names/titles for signature block):

1. Board Engineer, William Burr, P.E.
2. Board Chairperson, Maurizio Vescio
3. Board Secretary, Scarlett Doyle, P.P.

ZONING BOARD (names/titles for signature block):

1. Board Engineer, William Burr, P.E.
2. Board Chairperson, Jeffrey Foose
3. Board Secretary, Scarlett Doyle, P.P.