DEVELOPMENT REVIEW APPLICATION FORM

COUNTY OF UNION, NEW JERSEY

NOTICE TO APPLICANT: Please forward one paper copy of the plan, supporting documentation and this application form & checklist along with one electronic (PDF) copy of the plans and associated reports on a compact disk /USB drive to the Union County Bureau of Land & Facilities Planning, Department of Economic Development, Administration Building, 2nd Floor, Elizabethtown Plaza, Elizabeth, NJ, 07207, Telephone: (908) 527-4268.

1. TYPE OF DEVELOPMENT: (check one)

A. Subdivision: _____

_____ Minor Exempt Subdivision

_____ Minor Subdivision

_____ Major Subdivision

B. Site Plan: _____

Is this a revised plan/plat? Yes ( ) or No ( ) Circle One: Plan or Plat

2. LOCATION OF DEVELOPMENT: Municipality: _____
Street or Road: _____
Tax Map: Block # _____ Lot # _____

3. APPLICANT: _____
Address: _____
Telephone #_____ Email Address: _____

4. PROPERTY OWNER:_____
Address: _____
Telephone #_____ Email Address _____

5. ATTORNEY: _____
Address: _____
Telephone #_____ Email Address _____

6. ENGINEER:_____
Address: _____
Telephone #_____ Email Address _____

7. ARCHITECT: _____
Address: _____
Telephone #_____ Email Address _____

8. LAND SURVEYOR:_____
Address: _____
Telephone #_____ Email Address _____

9. DEVELOPMENT INFORMATION:

a. Project Name (if any): _____

b. No. of existing lots* _____ No. of proposed lots*_____

c. Area of entire tract _____

d. Area conveyed by present owner or other *_____

e. Area of impervious surface (sq. ft.)_____

f. No. of parking spaces _____

g. Zoning district _____

h. Existing use _____

i. Proposed use _____

j. No. of housing lots for sale*_____

h. No. of multi-family residential units _____

i. Sq. ft. of building area for commercial use_____

j. Sq. ft. of building area for industrial use _____

k. Sq. ft. of building area of other use _____

l. When did you apply to the municipality for this development? _____

m. Status of Municipal Review: Approved___ ; Pending _____ ; Denied ___

n. Municipal Site Plan/Subdivision Approval (Resolution) Date:_____

o. Has the Applicant or Developer previously applied to the Union County Planning Board for approval of the proposed development? Yes ( ) or No ( ) If so, when _____ and what was the County Application# _____

10. Signatures

APPLICANT SIGNATURE**:** _____ DATE**:** _____

OWNER SIGNATURE: _____ DATE**:** _____

Any additional information, which the applicant may wish to note may be provided on a separate sheet.

NOTE: Submission of this application to Union County does not exclude the possibility for the need of any technical studies or reports to support or substantiate the proposed development identified in this application. Any application information requested would be provided by the applicant. Our acknowledgement of the application as complete does not exclude the possibility of a need for any future technical studies.

*__Subdivision applications only.__

Please call the Union County Bureaus of Planning & Economic Development at (908) 527-4268 or (908) 527- 4197.

2018 Update

UNION COUNTY LAND DEVELOPMENT STANDARDS FEE SCHEDULE

Application fees (*) shall be charged for the review of all land subdivisions and site plans submitted to the County's Bureau of Planning and Economic Development in accordance with the following:

Subdivisions

A minor subdivision which does not abut a county road or affect a county drainage facility	$200
A minor subdivision which abuts a county road or affects a county drainage facility	$300
A major subdivision which does not abut a county road or affect a county drainage facility	$400
A major subdivision which abuts a county road or affects a county drainage facility	$500 plus $20 per lot

Site Plans

A site plan which does not abut a county road or affect a county drainage facility and includes less than one acre of impervious surface	$200
Site plan not abutting a county road or affecting a county drainage facility which contains one (1) or more acres of impervious surface	$600
A site plan which abuts a county road or affects a county drainage facility	$500 plus $10 per parking space (Warehouse use: $350.00 + $5.00 per 1000 sq. ft. of floor area)

* Note: The Land Development application fee schedule was revised according to the Union County Board of Chosen Freeholders Resolution #799-2018.

Fee Schedule - Continued

Notes:

1. Plan Revisions (if submitted within one year from date of original action)

   1st revision: 25% of original fee
   2nd and each subsequent revision: 50% of original fee

2. A fee will not be charged for informal reviews and any comments shall be non-binding.

3. The applicant shall make payment by check or money order payable to the "County of Union, NJ". Application fees shall be non-refundable. However, the fee may be returned to the applicant upon written request if the application in question was not reviewed and provided that a formal request was not made by the County Bureaus of Planning and Economic Development for a time extension to continue its review. Development review fees may only be collected by the associated county planning office.

4. Application fees shall not exceed $20,000.

5. Fees shall not be charged for the review of plans submitted by state, county, municipal governments and public agencies. Churches, hospitals and non-profit institutions exempt from the local application fee will be exempt from any county review fee.

6. A site plan application shall be exempt from review if the development is proposing a use change to an existing facility that does not require or include any new structures, additions to existing structures, or any site changes associated to utilities, parking, drainage, or site access/circulation.

7. Paper copies of the Land Development Standards and Design Standards will be available from the County for a fee of $5.00. A digital copy of the land development standards and design standards are available on the County's website: www.UCNJ.org - free of charge.

8. Submitted applications should be accompanied by one hard/paper copy of the plans, plats, drawings, application, checklist, and any associated reports including but not limited to drainage calculations, stormwater reports, and traffic reports. A digital copy of the plans and associated documents in Adobe PDF format should also be provided. Any subsequent revisions shall provide the same.

COUNTY OF UNION, NEW JERSEY

DEVELOPMENT REVIEW *CHECKLIST* FOR *SUBDIVISIONS*

Applicant's Name & Address _____

_____

Phone #: _____ Fax #: _____Assigned File #:_____

Name of Subdivision: _____ Location (Municipality):_____

Address: _____Date of Plans: _____

Block/Lot #s: _____

The Land Development Standards of the County of Union

Subdivision Checklist

The Applicant's engineer shall complete each item on the Check List as follows:
Yes (***Y***), No (***N***) or Not Applicable (**N/A**) under the corresponding applicant column.

Section 402. Sketch Plat *Details*
(Scale not less than 1 in. = 200 ft.)

Applicant	*County Verification*	
( )	( )	A) Proper sheet size as permitted by the New Jersey Map Filing Act
( )	( )	B) Key Map – Subdivided area, proposed street pattern & entire tract relative to entire area
( )	( )	C) Location Map – proposed subdivision relative to entire tract
( )	( )	D) Existing structures – to remain/ to be demolished
( )	( )	E) Name & address of owner, developer and applicant
( )	( )	F) Name & address of adjoining property owners within 200 ft.
( )	( )	G) Tax map sheet, block and lot numbers
( )	( )	H) Existing/proposed streets within/adjoining the proposed subdivision
( )	( )	I) Proposed lot lines and lot lines to be eliminated
( )	( )	J) Existing & proposed utilities easements

Applicant *County Verification*

( ) ( ) K) Location, size & direction of flow of all waterways & drainage structures in the area to be subdivided or within 200 ft. of the subdivision

( ) ( ) L) North arrow with reference meridian

( ) ( ) M) Acreage of entire tract & area being subdivided

( ) ( ) N) Plat scale with Graphic Scale

( ) ( ) O) Date of plan and revision(s)

Section 404. Preliminary Plat Details

(Scale not less than 1 in. = 200ft.)

Applicant *County Verification*

( ) ( ) A) Proper sheet size

( ) ( ) B) Key Map of entire subdivision, proposed streets, surrounding areas

( ) ( ) C) Name of subdivision, tax map sheet, block & lot numbers, date revision date, north arrow with reference meridian & graphic scale

( ) ( ) D) Name & address of owner, developer & preparer of plat, maps & reports

( ) ( ) E) Acreage of the subdivided tract

( ) ( ) F) Location of existing & proposed: property lines; bldg. setback lines; structures; identification of structures to be demolished & retained and location & extent of wooded areas

( ) ( ) G) Profile & cross-sections of proposed roadways & existing roadways within the subdivision and abutting the subdivision within 200 ft.

( ) ( ) H) Existing & proposed contours at 2 foot intervals

( ) ( ) I) Metes & bounds of entire tract & proposed subdivision line(s) and street frontage in feet

( ) ( ) J) Existing water courses accompanied with:

1) NJDEP permit application if alteration, relocation or improvement is proposed or when a drainage structure is proposed on a stream

2) Cross-sections of water courses & extent of flood plain, mean water level and elevations at following locations:

a) 50 ft. intervals 300 ft. upstream & downstream of proposed culvert or bridge

b) At any point where water courses cross subdivision boundary

c) Immediately upstream/downstream of any stream confluences

3) Method of slope stabilization, siltation & erosion control with sections and profiles if water courses are altered, improved or relocated.

4) Boundary of flood plain within and adjacent to the

subdivision
5) Identification of Wetlands
6) Total acreage of drainage basin for all water courses running through or adjacent to the subdivision in the area upstream of the subdivision
7) Total acreage of the drainage basin to the nearest downstream drainage structure and subdivision acreage which drains to the structure
8) Drainage & conservation easements and stream encroachment lines
9) Existing & proposed lakes & ponds with water level elevations

( ) ( ) K) Existing and proposed drainage system plans, profiles, computations and direction of flow within 200 ft. of the subdivision

( ) ( ) L) Existing & proposed sanitary sewer facilities

( ) ( ) M) Existing & proposed water mains

( ) ( ) N)Identification of lands to be dedicated or reserved for public use

( ) ( ) O) Other underground utilities and related easements

Section 500. Design Standards

Section 501. Design Standards - General

500.1 Dedication of Road Right-Of-Way

Applicant *County Verification*

( ) ( ) R.O.W. dedication to the Municipality for required County road width

500.2 Streets

At the proposed intersections of roads and driveways, sight triangles shall be clearly indicated, with any obstruction, including trees of 8 in. diameter or greater, within the County R.O.W.

( ) ( ) A) Minimum direct access to County road from interior roads

( ) ( ) B) Proposed road in direct alignment with County road or 150 ft. offset

( ) ( ) C) Proposed road intersects County road at 90 degrees, but not less than 60 degrees

( ) ( ) D) Minimum radius of 25 ft. between County and Municipal R.O.W.s

( ) ( ) E) Maximum grade of 2% at intersection of proposed road with County road for a minimum of 100 ft. from centerline of County road

( ) ( ) F) Sufficient highway pavement shoulder width provided along County road where curb required abutting proposed subdivision

501.3 Sidewalks

May be required at the discretion of the County Planning Board.

Applicant	*County Verification*	
( )	( )	A) Sidewalks – 4000psi Portland cement concrete, 6% air-entrained Class B, 4" thick, 6" thick at residential driveways, 12" thick at commercial/industrial driveways
( )	( )	B) Sidewalks – minimum 4 ft. width and located within R.O.W., placed 1 foot from the property line, except in commercial areas where can extend from bldg. line to curb line
( )	( )	C) Sidewalks-Minimum cross slope ¼" per foot rising from top of curb

501.4 Curbs

( )	( )	Each site plan shall install curbs in conformance with County standards along the entire frontage of the County road.

501.5 Driveways

At the proposed intersections of roads and driveways, sight triangles shall be clearly indicated, with any obstruction, including trees of 8 in. diameter or greater, within the County R.O.W.

( ) ( ) A) Openings with depressed curb design; radius curbing prohibited

( ) ( ) B) Openings as nearly as possible to 90 degrees at County road

( ) ( ) C) Driveways designed to prevent necessity of vehicles backing out onto County road

( ) ( ) D) Single lane driveways- 10 feet minimum width
Double lane driveways – 24 feet minimum width

( ) ( ) E) Driveway gradients within County R.OW. - 5% maximum; maximum gradient change-7%; Grades greater than 7% designed with vehicle templates

( ) ( ) F) Non-residential driveways in conformance with County Design Standards Specific to Site Plans section of the Land Developments ordinance

( ) ( ) G) Driveway intersecting County road requires County Road Opening Permit 1) Number of Driveways- frontage less than 300 ft. – Two (2) frontage 300 ft. & greater – by County Engineer

2) Location of Driveways- as per Section 501.5(G) of the County Land Land Development Standards. **Sight Triangle** required with minimum sight distance as per Section 501.5(G)2(b) of County Land Development Standards 3) Driveway Angle - a) two way operation- 90 degrees, minimum 60 degrees b) one way operation- right turn only, minimum 45 deg. 4) Driveway Dimensions as per Section 501.5(G)4 5) Driveway Surfacing as per Section 501.5(G)5

Section 502. Design of Off Street Parking Areas 502.1 Off Street Parking

( ) ( ) Off Street Parking located behind the existing or proposed County R.O.W. including sidewalk areas.

( ) ( ) Off street parking areas designed to prevent the necessity of vehicles backing into County Road

502.2 Off Street Loading Spaces and Areas

( ) ( ) Off Street Loading Spaces and Areas located behind the existing or proposed County R.O.W. including the sidewalk area. Graphic proof furnished demonstrating truck movement compliance.

502.3 Customer Service Areas

( ) ( ) Customer Service Areas located behind the existing or proposed County R.O.W.

502.4 Curbing

C***urbing is required along the entire property frontage of the county road.***

( ) ( ) A) Alignment and grade

( ) ( ) B) Depressed Curbs 1) Existing curbs 2) New depressed curb 3) Height above pavement – 1 in.

( ) ( ) C) Horizontal Transition

502.5 Shoulder Paving

( ) ( ) Proposed paving for area between existing edge of pavement and new curb

502.6 Right Of Way Encroachment

( ) ( ) County R.OW. clear of all private purpose uses.

502.8 Dumpsters

( ) ( ) Dumpsters located behind County R.O.W.

502.9 Signs

( ) ( ) A) Directional, Regulatory and Advisory Signs

( ) ( ) B) Advertising Signs

502.10 Clear Sight Areas (at roadway intersections)

At the proposed intersections of roads and driveways, sight triangles shall be clearly indicated, with any obstruction, including trees of 8 in. diameter or greater, within the County R.O.W.

( ) ( ) Established on the Subdivision Plan

( ) ( ) Sight Triangle Easement

Section 600. Drainage Requirements

( ) ( ) Submission of Design calculations

Section 601. Drainage Runoff Requirements

( ) ( ) Submission of Stormwater Management Plan

Section 700. Traffic Impact Analysis 701. Criteria Governing the Need for Traffic Impact

( ) ( ) Submission of Traffic Impact Study
( ) ( ) Completion of Check List

SIGNATURE OF ENGINEER PREPARING CHECKLIST WITH DATE

COUNTY OF UNION, NEW JERSEY
DEVELOPMENT REVIEW *CHECKLIST* FOR *SITE PLANS*

Applicant's Name & Address _____

_____

Phone #: _____ Fax #: _____Assigned File #:_____

Name of Subdivision: _____ Location (Municipality):_____

Address: _____Date of Plans: _____

Block/Lot #s: _____

The Land Development Standards of the County of Union

Site Plan Checklist

The Applicant's engineer shall complete each item on the Check List as follows: (***Y***), (***N***) or (**N/A**) Not Applicable

Section 408. Site Plan Requirements and Details

Scale: 1) Not less than 1 in. = 50 ft. & not larger than 1 in. = 10 ft; 2) For site plans of 1 in. = 30 ft. or smaller, a secondary plan of the County road shall be submitted at a scale of 1 in. = 20 ft.

Applicant Verification	*County*	
( )	( )	A) Proper sheet size as permitted by the New Jersey Map Filing Act
( )	( )	B) Key Map
( )	( )	C) Name & address of *applicant*, *owner* & *preparer* of site plans, maps and reports
( )	( )	D) Name of the development, tax map sheet, block & lot numbers, date, revision date & north arrow with reference meridian and graphic scale
( )	( )	E) Acreage of site to the nearest tenth of an acre

( ) ( ) F) Municipal land use zoning district

( ) ( ) G) Existing & proposed setback dimensions, landscaped areas, trees over 6 in. diameter and fencing within 30 ft. of County R.O.W.

( ) ( ) H) Existing & proposed traffic control devices, signs, lighting standards and utility poles within 25 ft. of County R.O.W.

( ) ( ) I) Existing & proposed structures with finished grade elevations at corners and indication of structures to be retained and demolished

( ) ( ) J) Existing & proposed contours based on NJ Geodetic Control Survey Datum at 2 ft. intervals

( ) ( ) K) Existing and proposed utilities and drainage structures & facilities with supporting design documentation

( ) ( ) L) Existing & proposed curbs, sidewalks, driveways, fences, retaining walls, signs, parking spaces, off-street loading areas and layouts

( ) ( ) M) Existing & proposed R.O.W. and easements with description of proposed County dedications

( ) ( ) N) Location, size and nature of entire lot(s) in question and contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest

( ) ( ) O) Existing & proposed streets with name, pavement and R.O.W. widths within 200ft. of tract

( ) ( ) P) Existing & proposed profiles and cross-sections of access drives, existing streets and highways abutting the site

( ) ( ) Q) Existing water courses with:

1) NJDEP water course alteration, improvement application if or relocation proposed or if fill or structures proposed at stream
2) Cross-sections of water courses within NJDEP guidelines including flood plain, top of bank, mean water level and bottom elevations at the following locations:
   a) at intersection of site boundary
   b) at 50 ft. intervals for 300 ft. upstream/downstream of proposed bridge/culvert
   c) upstream/downstream of the confluence of all water courses
   d) along all water courses within or adjacent to the site at maximum of 500 ft. intervals
3) method of slope stabilization & soil & erosion control if water course to be altered

4) Flood plain boundaries within & upstream of the site
5) Wetlands

( ) ( ) R) Total acreage of drainage basin of all water courses within & adjacent to the site

( ) ( ) S) Total drainage basin acreage to the nearest downstream structure and the acreage of the site to the structure

( ) ( ) T) Drainage, utility and conservation easements and stream encroachment lines

( ) ( ) U) Existing & proposed storm drainage plans within and adjacent to the site

( ) ( ) V) Existing & proposed sanitary sewerage facilities

( ) ( ) W) Existing & proposed water mains

( ) ( ) X) Existing & Proposed underground utilities and easements

Section 500. Design Standards Section 501. Design Standards - General 501.3

Sidewalks

May be required at the discretion of the County Planning Board.

( ) ( ) A) Sidewalks – 4000psi Portland cement concrete, 6% air-entrained Class B, 4" thick, 6" thick at residential driveways, 12" thick at commercial/industrial driveways

( ) ( ) B) Sidewalks – minimum 4 ft. width and located within R.O.W., placed 1 foot from the property line, except in commercial areas where can extend from bldg. line to curb line

( ) ( ) C) Sidewalks-Minimum cross slope ¼" per foot rising from top of curb

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( ) ( ) Completion of Check List

SIGNATURE OF ENGINEER PREPARING CHECK LIST DATE

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