

CITY OF PORT REPUBLIC PLANNING BOARD

INSTRUCTIONS AND GENERAL INFORMATION
APPLICATIONS FOR SITE PLAN APPROVAL

1. Filing of Applications. Applications for site plan review must be filed with the Planning Board 21 days prior to the regular meeting date using the form provided.
2. Plans. Sixteen copies of a properly completed plat plan must be submitted at the time of application. The plans submitted must reflect the information required by Section 54-E32C of the Port Republic Municipal Land Use Ordinance. If located within the Pinelands Area of Port Republic, the plans must reflect the information required by Section 95-3 of the ordinance. Plans must be prepared by a licensed New Jersey land surveyor and must be sealed with the surveyors seal.
3. Environmental Impact Statement. An Environmental Impact Statement for all development within the Rural Residential-Environmental Limitations District and the Conservation-Recreation District must be submitted. The Statement submitted must reflect the information required by Section 54-62F of the Port Republic Municipal Land Use Ordinance.
4. Application Fee and Escrow. An application fee and a separate review escrow must be submitted at the time of an application. Currently, the required application for a site plan review application is \$200.00 plus \$25.00 per lot while the required escrow for a site plan review application is \$3,000.00.
5. Tax Certification. A Certification of paid property taxes must be obtained from the City Tax Collector and submitted at the time of application. Taxes must be kept current during the application process.
6. Time for Submission. Applications for site plan review approval must be submitted ***in completed form at least 21 days prior to the next regularly scheduled meeting date.*** *Dependent upon the completeness of the application, the availability of the Board attorney, and the Board engineer's ability to review the application, the matter will be scheduled as soon as possible. The Board secretary will call the phone number on the application to inform the applicant when the matter will be put on the agenda.*
7. Pinelands Certificate of Filing. If the subject property is located within the Pinelands Area of Port Republic, the Board cannot hear the application unless the Pinelands Commission has issued a Certificate of Filing. Therefore, prior to submitting the application to Port Republic, an applicant must first submit an application to the Pinelands Commission, which will then issue a Certificate of Filing when it has deemed the application to be complete. A copy of the Certificate of Filing must be included as a part of the application to the Board.
8. Applicant should **contact Board Secretary, Vicki Cantell at 652-9403** for meeting schedule.
9. Review Escrow Account. Applicants are responsible for all costs incurred for review of their applications by the Board's consultants and will be paid from the applicant's escrow. Any amount unused at the end of the application will be returned. If additional funds are required during the process, the applicant will be advised and the additional amount must be paid within 10 days. The Board will take no further action if the additional funds are not deposited or if the approval has already been granted, it will be suspended until the additional funds have been deposited.
10. Planning Board reserves the right to request more information as needed.