

CITY OF PORT REPUBLIC PLANNING BOARD
INSTRUCTIONS AND GENERAL INFORMATION
FOR APPLICATIONS FOR MINOR SUBDIVISION APPROVAL
(3 lots or less)

1. Filing of Applications Applications for development must be filed with the Planning Board using the form provided.
2. Plans Sixteen (16) sets of plans for a minor subdivision application 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. Subdivision plans must be prepared by a licensed New Jersey land surveyor and must be sealed with the surveyors seal.
3. Application Fees 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 minor subdivision application is \$100.00 plus \$50.00 per lot while the required escrow for a minor subdivision application is \$800.00. In addition, if any variances are required for the minor subdivision, a variance fee of \$250.00 and an escrow of \$600.00 must be submitted. Applicant is further responsible for Tax Map revision fees as follows: original plus 1 lot \$200; original plus 2 lots \$250.
4. 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.
5. Time for Submission Applications for minor subdivision approval must be submitted twenty-one (21) days prior to the next scheduled meeting. *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.* Applicant should contact Board Secretary, **Vicki Cantell at 652-9403** for meeting schedule.
6. 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.
7. Representation of Corporations If the application is a corporation, it must be represented by a licensed New Jersey attorney.
8. Public Notice Public notice is required to be provided if the minor subdivision approval requires any variances. If applicable, see the attached special instructions for public notice. 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. Action Taken Upon a favorable outcome, the applicant is responsible for the Notice of Action Taken being published in the Atlantic City Press and must forward verification to the Planning Board.