



BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

Procedure for Filing a Site Plan Exemption

Dear Applicant,

The Mayor and Borough Council adopt Ordinances which regulate the use of land in the Borough of Metuchen ("Borough"). The purpose of these land use regulations is to promote public health, safety, general welfare, morals, the purposes of the Municipal Land Use Law (N.J.S.A. 40:55D-2) and the goals, objectives, recommendations and policies of the Borough's Master Plan.

The Ordinance contains all of the necessary procedures, public notice requirements, subdivision and site plan ordinances, zoning regulations, development and design standards as promulgated by Chapter 110 of the Code of the Borough of Metuchen, which is known as The Land Development Ordinance ("Ordinance").

Applicants are strongly advised to review the Ordinance as they pertain to their application. Applicants would be well advised to consult with an attorney, particularly those who specialize in land use, to ensure that the proper procedures are followed.

In accordance to §110-7 of the Ordinance, applications involving minor façade or site work, as determined by the Zoning Official, shall be exempt from site plan procedures. The Zoning Official shall issue a zoning permit after consultation with the Chairperson of the Planning Board and after the application has been reviewed by the Planner and Engineer to verify and confirm that no variances are required and proposed changes generally meet the spirit of applicable Borough standards.

The following checklist has been prepared on behalf of the Office of Planning and Zoning in an attempt to explain the procedures and various requirements for obtaining site plan exemption approval.

Should you have any questions about these procedures or your application, please contact the Board Secretary at (732) 632-8554 or the Zoning Official at (732) 632-8514 during normal business hours.

Sincerely,

Christopher S. Cosenza
Zoning Official

Submitting an Application

The Office of Planning and Zoning is open during normal business hours and an application can be submitted to the Zoning Official at any time. All applications must be deemed complete and filed with the Board Secretary and/or Zoning Official prior to being forwarded to the Chairperson of the Planning Board, Planner and Engineer (“review committee”). To begin:

1. Applicant shall submit, at minimum, the following to begin completeness review: Zoning Permit Application, zoning permit application fee, property survey indicating the proposed improvement(s), Application for Development, Narrative of Proposal and accompanying documents such as plans, elevations, reports, photographs, etc.
2. The Zoning Official will review the application and execute completeness review. If the application is deemed incomplete, the Board Secretary and/or Zoning Official will notify Applicant of the deficiencies in the application.
3. Applicant shall submit the following to finalize completeness review: 4 copies of the Application for Development, Narrative of Proposal, accompanying documents and the site plan exemption application fee (\$250.00 payable to the Borough of Metuchen).
4. Once the application has been deemed complete, the Zoning Official will prepare a packet and forward same to the review committee.

Reviewing the Application

The process is informal in nature and will proceed as follows:

5. The Zoning Official will informally consult with the review committee from time to time. Should the review committee seek clarification of and/or modification to the plans, the Zoning Official will contact Applicant as necessary. The review time generally takes two (2) to four (4) weeks.
6. The Zoning Official will officially act on the Zoning Permit Application and advise same to Applicant. If approval is granted, Applicant may submit construction permits as necessary.

Submission Checklist

A. Initial Step for Completeness Review:

- Zoning Permit Application
- Zoning Permit Application Fee
- Application for Development (1 copy)
- Accompanying exhibits listed under “Plat Submission” (1 copy)
- Narrative of Proposal (1 copy)

B. Final Step for Completeness Review:

- Application for Development (4 copies)
- Accompanying exhibits listed under “Plat Submission” (4 copies)
- Narrative of Proposal (4 copies)
- Application Fee (\$250.00 payable to the Borough of Metuchen)



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ZONING PERMIT APPLICATION

SUBMIT WITH ZONING COVERAGE CHECKLIST AND SURVEY / PLANS INDICATING IMPROVEMENT(S)

Permit #	_____
Received	_____
Issued	_____
Payment	_____
Amount	_____

1. Location

Street Address _____

Block _____ Lot _____ Zone _____

2. Applicant

Name _____ Phone _____

Street Address _____ Fax _____

City / State _____ Zip _____ Email _____

3. Owner (If other than Applicant)

Name _____ Phone _____

Street Address _____ Fax _____

City / State _____ Zip _____ Email _____

4. Present or Previous Use of Building and/or Land

Detached Single-Family Attached Single-Family Two-Family Residence Multi-Family Residence

Commercial Office Industrial Other _____

5. Proposed Use of Building and/or Land

New Principal Structure Addition / Alteration / Deck / Porch New Accessory Structure

Parking Lot / Driveway Patio / Walkway Fence / Wall

Change of Use / Occupancy Sign Other _____

6. Describe Proposed Work or New Use

7. Non-Residential Use Data

	Present	Proposed
Total Floor Area of Building	_____	_____
Floor Area to be Occupied	_____	_____
Off-Street Parking Spaces	_____	_____
Numbers of Employees	_____	_____
Days & Hours of Operation	_____	_____

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR A ZONING PERMIT ONLY FOR THE LOCATION AND THE WORK DESCRIBED HEREIN AND CERTIFY TO THE ACCURACY OF THAT INFORMATION. I ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO BE AWARE OF AND COMPLY WITH ALL ZONING REQUIREMENTS OF THE BOROUGH OF METUCHEN RELATING TO THIS APPLICATION. I UNDERSTAND THAT FAILURE TO PROVIDE ACCURATE INFORMATION OR TO COMPLY WITH ANY PROVISIONS OF THE PERMIT RENDERS IT NULL AND VOID AND MAY RESULT IN AN ENFORCEMENT ACTION. I UNDERSTAND IT IS MY RESPONSIBILITY TO ENSURE THE PROPERTY SURVEY IS CURRENT.

Name _____ Date _____

Signature _____



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APPLICATION FOR DEVELOPMENT

Control Information (Office Use Only)

Application Number	Applicant Name	Date Received	Date Deemed Complete

1. Application

A. Location

Street Address _____

Block _____ Lot _____ Zone _____

Situated on _____ side of _____

distant _____ feet from _____

B. The Site is Located:

- Within 200' of Edison Township Adjacent to County Road Adjacent to State Highway

C. Status:

- New Revision or Resubmission of Prior Application No. _____

D. Type (Check all that Apply):

- Concept Preliminary Final Conditional Use Approval
- Minor Site Plan Major Site Plan Minor Subdivision Major Subdivision
- (a) – Appeal (b) – Interpretation (c) – Variance (Bulk) (d) – Variance (Use)
- Request for Waiver of Submission Requirements Other _____

E. Nature of Relief or Variance Request (List Ordinance Reference Sections)

F. Date and Disposition of any previous Board Hearings involving this Site

G. Plat Submission (List maps and other exhibits accompanying this application)

2. Applicant Information

A. Applicant

First Name _____ Phone _____
Last Name _____ Phone _____
Street Address _____ Fax _____
City / State _____ Zip _____ Email _____

B. Applicant is a/an:

Individual Partnership Corporation Other _____

C. Applicant's Relationship to Owner:

Owner Lessee Purchaser Under Contract Other _____

D. Owner (If other than Applicant; requires Owner's Consent on Page 6)

First Name _____ Phone _____
Last Name _____ Phone _____
Street Address _____ Fax _____
City / State _____ Zip _____ Email _____

3. Applicant's Experts

A. Attorney (Required if Applicant is a Corporation; must be a licensed in the State of New Jersey)

Name _____ Phone _____
Street Address _____ Fax _____
City / State _____ Zip _____ Email _____

B. Engineer

Name _____ Phone _____
Street Address _____ Fax _____
City / State _____ Zip _____ Email _____

C. Architect

Name _____ Phone _____
Street Address _____ Fax _____
City / State _____ Zip _____ Email _____

D. Other Professional Consultants

Name _____ Phone _____
Street Address _____ Fax _____
City / State _____ Zip _____ Email _____

4. Plat / Plan Data

A. Present Use of Land / Structure

B. Proposed Use of Land / Structure

C. Building Data

Existing :	Floor Area:	_____	Height in Stories & Feet:	_____
Addition:	Floor Area:	_____	Height in Stories & Feet:	_____
New Bldg:	Floor Area:	_____	Height in Stories & Feet:	_____
Total Floor Area:		_____		

D. Subdivision Data

Area:	Entire Tract:	_____	Portion being subdivided:	_____
No. of Lots:	Present	_____	Proposed:	_____
No. of Units:	Demolished:	_____	Proposed:	_____
Purpose:		_____		

E. Non-Residential Use Data

	Present	Proposed
Total Floor Area of Building:	_____	_____
Floor Area to be Occupied:	_____	_____
Off-Street Parking:	_____	_____
Number of Employees:	_____	_____
Days & Hours of Operation:	_____	_____
Machinery / Equipment Used:	_____	_____
	_____	_____
	_____	_____
Description of Operation(s):	_____	_____
	_____	_____
	_____	_____
	_____	_____

5. Correspondence

A. Person to be contacted in regard to all matters pertaining to this Application (If other than Applicant)

First Name	_____	Phone	_____
Last Name	_____	Phone	_____
Street Address	_____	Fax	_____
City / State	_____	Zip	_____
		Email	_____

6. Verification and Authorization

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR AN APPLICATION FOR DEVELOPMENT ONLY FOR THE LOCATION AND THE WORK DESCRIBED HEREIN AND CERTIFY TO THE ACCURACY OF THAT INFORMATION. I ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO BE AWARE OF AND COMPLY WITH ALL ZONING REQUIREMENTS OF THE BOROUGH OF METUCHEN RELATING TO THIS APPLICATION. I UNDERSTAND THAT FAILURE TO PROVIDE ACCURATE INFORMATION OR TO COMPLY WITH ANY PROVISIONS OF THE APPLICATION RENDERS IT NULL AND VOID AND MAY RESULT IN AN ENFORCEMENT ACTION.

CONSTRUCTION OF IMPROVEMENTS WILL NOT BE COMMENCED AT THE ABOVE LOCATION UNTIL THE APPLICANT/OWNER IS IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS REGARDING ZONING AND PROPERTY MAINTENANCE AS DEFINED BY THE CODE OF THE BOROUGH OF METUCHEN. THIS APPLICATION AND ASSOCIATED APPROVALS DO NOT WAIVE ANY OTHER RESTRICTIONS OR REGULATIONS IMPOSED PRIVATELY OR BY LAW.

A. Applicant's Verification

I HEREBY CERTIFY THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE.

Name _____ Date _____

Signature _____

B. Owner's Authorization

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE PROPERTY DESCRIBED HEREON AND THAT I CONCUR WITH THE DOCUMENTS PRESENTED TO THE OFFICE OF PLANNING AND ZONING. I HEREBY AUTHORIZE THE APPLICANT TO SUBMIT THIS APPLICATION FOR DEVELOPMENT.

Name _____ Date _____

Signature _____

Telephone & Fax Number: _____