



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) 632-8556 or the Zoning Official at (732) 632-8514 during normal business hours.

Sincerely,

Thomas DiMartino
Acting 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 (\$400.00 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 (\$400.00 payable to the Borough of Metuchen)