

**Passaic County Planning Board  
Department of Planning and Economic Development  
Passaic County Administration Building  
401 Grand Street, Room 417  
Paterson, New Jersey 07505  
973-569-4040**

**GUIDELINES FOR SITE PLAN AND SUBDIVISION APPLICATIONS**  
Incorporated amendments to the County's Site Plan and Subdivision Resolutions,  
Amended August 19, 2014

**PLEASE READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE PASSAIC  
COUNTY DEVELOPMENT REVIEW APPLICATION.**

Incorrectly completed application forms, applications submitted with the incorrect fee, or applications with missing submission requirements are automatically rejected by County staff and no review will commence.

**Complete Development Review Applications consist of:**

Two (2) completed Development Review Application forms, correct fee, authorization of property owner, PDF copies of all submitted documents, plans/plats in AutoCAD format (DWG), two (2) sets of folded plans no larger than 9" by 14" when folded, and two (2) copies of any reports associated with the application must be submitted.

All application forms must be signed by the Applicant or a Designated Representative. Please retain a copy of the application form for your records. Application fees for all Site Plan and Subdivision submissions shall not exceed \$10,975.00. **All checks shall be made payable to "County of Passaic".**

**SKETCH PLATS**

(Minor Subdivisions)

All subdivision of land within Passaic County shall be submitted to the County Planning Board for review. See Passaic County Subdivision Resolution Section II, Parts A & B for further detail.

**PRELIMINARY PLATS**

(Major Subdivisions)

A complete application shall be submitted to the County Planning Board for all major subdivisions. See Section II, Part C of the Passaic County Subdivision Resolution for further detail.

**FINAL PLATS**

(Major Subdivisions or optional for Minor Subdivisions)

PRIOR to submitting a Final Plat for review, ALL conditions of the Preliminary Plat Review or Sketch Plat Review must be satisfied. See Passaic County Subdivision Resolution, Section II for further detail.

**SITE PLAN**

Site plans for any proposed land development along County roads or which will cause storm water to drain either directly or indirectly to a County road or through any drainage-way, structure, pipe, culvert or facility for which the County is responsible for the construction, maintenance or proper functioning shall be submitted to the County Planning Board for review and approval. This must occur before the issuance of any building permit by a municipal building official or any other agency or individual with authority to approve a site plan or issue a building permit.

Site plans for housing structures containing less than five (5) dwelling units are exempted from county site plan review. Site plans for land development not along a county road that include less than one (1) acre of impervious surfaces are exempted from county site plan review. In cases where site plan review by the County Planning Board is not required, the County Planning Board may review and comment on that site plan but the comments shall not be binding. See Passaic County Site Plan Resolution, Section II for further detail.



---

Section III: Applicant and Contact Information

Applicant(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Authorized Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Engineer/Architect \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

---

Section IV: Status of Applications and Approvals

Please list date of submission to other agencies and status:

	Submission Date	Hearing Date	Status
Municipal Planning Board			
Zoning Board of Adjustment			
Construction Official			
NJ DEP Permits			
Highlands Commission			
Army Corp of Engineers			
Soil Conservation District			
Other			

Please provide a description of the project (**must be completed for application to be accepted**)

## Section V:

## Fee Schedule

<b>Application</b>	<b>Rate</b>	<b>Fee</b>
Sketch Plat (Minor Subdivision)	<u>\$375.00</u> plus <u>\$37.00</u> for each new buildable lot	\$
Preliminary Plat (Major Subdivision)	<u>\$875.00</u> for projects with <b>any frontage</b> on a County road plus <u>\$150.00</u> for each new buildable lot; OR <u>\$450.00</u> for projects with <b>no frontage</b> on a County road plus <u>\$37.00</u> for each new buildable lot	\$
Final Plat	<u>\$150.00</u> for each final plat	\$
Site Plan	<b>Residential (including mixed-use):</b> <u>\$875.00</u> plus <u>\$29.00</u> per new dwelling unit up to a maximum fee of <u>\$10,975.00</u> <b>If no new residential units are proposed:</b> <u>\$875.00</u> plus <u>\$15.00</u> per new parking space up to a maximum fee of <u>\$10,975.00</u>	\$
Corridor Enhancement Program (* Corridor Enhancement Plan element of the Passaic County Master Plan)	\$20 per linear foot of frontage on County Roadway	\$

There is no fee for government agencies. For a not-for-profit organization, there is a processing fee of \$150.00 for each application.

These fees cover all **NEW** submissions which are defined as development, change of use, and/or subdivision which has not previously been reviewed by the County. There is no charge for revisions.

**Separate application forms and fees must be submitted for subdivisions and site plans on the same property reviewed simultaneously.**

Fees charged represent the cost to the County of completing the review and are not a guarantee of approval. No refund of fees will be made if an application is subsequently denied, withdrawn or changed.

**CERTIFICATION:** I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the owner or the contract purchaser pursuant to the owner's authorization. I also certify that the identical plans submitted herewith have simultaneously been submitted to the appropriate municipal subdivision and/or site plan approval authority.

\_\_\_\_\_  
Signature of Applicant or Designated Representative

\_\_\_\_\_  
Type or Print Name

Please either mail or hand deliver to:

Passaic County Planning Board  
401 Grand Street, Room 417  
Paterson, NJ 07505