

## Developer's Permit Checklist – Non-Residential

**All applications that have been approved by the Zoning Board of Adjustment or Planning Board in connection with the development of non-residential properties must comply with the following procedure prior to obtaining Land Use or Building Permits to complete the project:**

1. Pay all outstanding escrow fees in Zoning/Planning Office
2. Obtain a Technical Letter of Compliance prepared by Board Engineer
3. Receive an Administrative Approval from the Township Engineer
4. Post all guarantees and inspection fees with the Guarantee Coordinator
5. The Performance Guarantee must be accepted by Township Council by a Resolution
6. Arrange for a pre-construction meeting with the Engineering Department
7. Submit the following items to the Land Use Office: Completed Land Use Application, three sets of sealed Preliminary and Final Site Plan (Site Plan page only) with one set of architectural plans and all other pertinent documents that may be required such as approval from The Monmouth County Board of Health, Department of Environmental Protection, Council Resolution accepting Performance Guarantee etc., along with application fee in the sum of \$20.00.
8. Obtain application for Non-Residential Development Coah Fee Form.  
(For all nonresidential developments, a mandatory development fee shall be paid equal to 1% of the total equalized assessed valuation of the nonresidential development. This mandatory fee shall be calculated as follows:  $.01 \times$  total equalized assessed valuation. This form must be delivered to the Tax Assessor's Office along with one set of the approved preliminary and final site plan and architectural plan.

One half of the mandatory development fee must be delivered to the building department when submitting the plans for plan review and approval. The remaining one half must be paid prior to the issuance of the Certificate of Occupancy.

The application and plans will be delivered to our Engineering Department for plan review and approval. The Engineering Department is allowed ten business days to complete the plan review. In the event that the application has been approved by engineering this office will contact you and inform you that the Construction Permit Package may be delivered to the Building Department for their plan review and approval. In the event that there are any deficiencies or corrections required a letter of denial will be forthcoming. You will be required to correct the deficiencies and deliver the revised plans and all the information in your denial requested to the Land Use Office. There will be an additional ten business days required to complete the plan review.

Page 2 of 2

Developer's Permit Checklist-Non Residential

The Land Use Office will deliver the Land Use Application together with Memorandum reflecting conditions to be satisfied to comply with Engineering Approval to the Building Department, in addition to a receipt representing payment of the application fee. The Land Use Application together with a copy of the Memorandum reflecting conditions to be satisfied to comply with Engineering approval will be delivered to you along with a receipt for payment of the application fee when obtaining your building permits to complete the project.

This checklist is a guide to assist in the submission and approval of your application. If any additional requirements are to be met it will be supplied in the Engineering Memorandum.