



CITY OF SUMMIT - Department of Community Services (DCS)
Application for Development - Worksheet

ORIGINAL FILING MODIFICATION OF PRIOR APPROVAL
 RESUBMITTAL OF "INCOMPLETE" AMENDED PLAN(S)

Address: _____

Block(s) _____ Lot(s) _____ Zone(s) _____

How the property is used (one-family, offices, etc.): _____

Property Owner: _____ Phone _____

Email: _____

Owner Address: _____

Applicant: _____ Phone: _____

Email: _____

FILL IN ITEMS 1 THROUGH 5 - MARK EACH BOX OR CIRCLE AS APPROPRIATE FOR YOUR APPLICATION.

① TYPE PROPERTY: RESIDENTIAL OTHER

② Type application:

Appeal Interpretation C – Bulk variance
 D – Use variance Conditional use D – Floor area ratio (FAR)
 Minor subdivision Major subdivision Site plan
 Other _____

CONCEPT PLAN PRELIMINARY FINAL

5 Building area _____ Existing
_____ Proposed new *
_____ Total site building

*-NEW INCLUDES ADDITIONS AND EXPANDED AREAS AS WELL AS NEW STRUCTURES, BUT DOES NOT INCLUDE AREAS ALTERED WITHIN THE EXISTING BUILDING FOOTPRINT

⑥ Comments :

7 Signature: _____ Date: _____

PROCEDURE FOR FILING APPLICATIONS
TO THE
PLANNING BOARD



This guideline has been prepared to assist the applicant in making a complete application to the City's Planning Board. It summarizes many of the requirements of the N.J. Municipal Land Use Law and the City of Summit Development Regulations Ordinance, but does not include all of the law or ordinance requirements.

The responsibility for meeting filing and similar requirements of the Municipal Land Use Law and the Development Regulations Ordinance rests with the applicant.

The Municipal Land Use Law and the Development Regulations Ordinance are available for review by interested parties at the Department of Community Services, 512 Springfield Avenue, Summit N.J. between the hours of 8:30 a.m. and 4:30 p.m.



1. WHEN AN APPLICATION IS REQUIRED:

a. When the applicant has prepared a development plan for a subdivision and/or for a site plan and has prepared an application for proposed work, including a copy of a recent property survey.

The applicant applies to the Board seeking subdivision and/or site plan approval, along with any '**c**' **variances** from the requirements of the ordinance, such as setbacks from property lines, amount of building coverage, or similar "bulk" standards, or lighting, parking, or other standards.

The Planning Board may determine that additional variances are needed at the time of the hearing, based on their review of the ordinance, and on the testimony and the evidence presented.

NOTE: The application cannot also seek approval of a use that is not permitted in a particular zone – these are called **use variances**, all of which must be heard by the Zoning Board of Adjustment, including any associated site plans and/or subdivisions.

b. When the applicant seeks an **informal** or **conceptual** approval of a proposed development before the formal plans and maps are ready for a full hearing. An application package and sets of preliminary plans must be submitted and "Notice" must be served.

2. PRIOR TO FILING THE APPLICATION :

a. Obtain an application package from Community Services.

- * - application form
- * - submission checklist
- * - copy of sample advertisement
- * - copy of sample notice
- * - copy of certification of paid property taxes
- * - site plan package (if needed)
- * - subdivision package (if needed)

b. Obtain from Community Services a certified list of property owners, and a copy of the tax map section showing all properties within 200 feet of the applicant's property. The applicant uses this list for notification to property owners that you are filing an application.
FEE - \$11.00

NOTE: An applicant may prepare the maps and lists with information taken from the city's tax assessor's records. You must then have the lists notarized and submit them with the application.

3. SUBMITTING AN APPLICATION :

a. Complete the application form and all other required forms, including the checklists. Mark the checklists for each item, either a check mark (✓) for items submitted or N/A for those not applicable.

b. Copy all of the applicable numbered items on your primary checklist (#1 through #13), making the number of copies indicated for each.

- (1.) Collate all items (#1 through #7) being submitted into the number of separate packages indicated on the checklist. When you are finished, you should have 12 packages, consisting of one set of originals and 11 sets of copies. Each package will have items #1 through #7 in number sequence order (i.e., item #1 on top, then items #2, #3, etc.)
- (2.) Collate the remaining checklist items (#8 through #13) and submit them with the original copy set of items #1 through #7.

c. File the packages with the Department of Community Services at least thirty days prior to the desired meeting date. The meeting schedule is available from the Department, and is posted on the kiosk on the first floor lobby of City Hall.

d. Pay the required fees.

* Refer to the attached fee schedule for application and escrow fees.

* Plus subdivision, conditional use and/or site plan fees, if needed.

** You will be charged for the time the court reporter spends on your case, both during the hearing and the subsequent deliberations and decision-making. The deposit will be credited against the amount charged the City by the reporter. You

will also be charged for the services of any City professionals. You will be billed for additional money as needed, and then receive a refund of any balance after development is completed and all approvals are given.

4. AFTER THE APPLICATION IS FILED :

a. **Determination of “Completeness”** - The office staff will review the package to determine that the application is complete, pursuant to the requirements of the *Municipal Land Use Law* (N.J.S.A. 40:55-10.3). This is a legal determination as to whether the application package contains all of the items and the detail required by the checklist.

(1.) **For incomplete applications:** Either at the time of filing or within 45 days, you will be notified of the deficient item(s); it is up to the applicant to then make any correction(s). You will not be able to advertise or notify property owners until the application is complete!

(2.) **For complete applications:** You will receive a letter from the board secretary that includes the date of the hearing. You then must notify all parties required by law to receive notice, and also advertise the hearing in one of the official newspapers of the City as designated by the Common Council.

b. **Public Notice** -: you must serve notice of the hearing on all property owners within 200 feet of your property, and on the public utility companies, and on the County Planning Board and on the Municipal Clerks when adjoining municipalities are within 200 feet, and on the County Planning Board when your property is located on a county road, and on any other agencies as may be required by the *Municipal Land Use Law*. (See N.J.S.A. 40:55D-12).

(1.) The notice must be in writing.

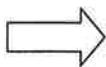
(2.) The notice must set forth the date, time and place of the hearing; the nature of the matter(s) to be considered (reasons for the hearing, including variances sought); identification of the property by street address.

(3.) The notice must identify the location where all application documents may be inspected.

(4.) The notice must be served at least ten calendar days prior to the date of the hearing, by certified mail or by personal service (hand delivery).

(a) If hand delivered, the notice must be presented to a member of the owner's household at least fourteen years of age, with the date, time and name of that person recorded on a list of persons served.

(b) The date of hearing is not one of the ten days. For example, notice of hearing on July 2nd must be served by June 22nd; service on June 23rd would be too late.



Failure to properly notify all required parties prior to the hearing will prevent the case from being heard.

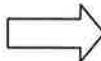


Notifying required parties before the application is determined to be complete will result in your application being withheld from the Board's agenda, and cause you to send a second notice, delaying your hearing date.

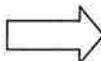
c. **Advertising:** the advertisement for the hearing must be published at least ten days prior to the hearing in the *Union County Local Source* or in the *Star Ledger* newspapers (or any other official City newspapers as designated by the Common Council).

(1.) The *Union County Local Source* publishes on Thursdays only. Please contact the *Union County Local Source* for deadline date to submit your legal notice.

(2.) The content of the advertisement is the same as the **Public Notice** described in Section b. above.



The applicant is responsible for submitting the advertisement to the newspaper in time for publication. Failure to advertise prior to the hearing will prevent the case from being heard.



Advertising before the application is determined to be complete will result in your application being withheld from the Board's agenda, and cause you to advertise a correction notice, delaying your hearing date.

5. **THE HEARING PROCESS :**

a. **Affidavit of Service:** After serving notice and after advertising, the applicant must submit an affidavit to Community Services, certifying both have been done according to law. This affidavit must be filed at least three business days prior to the hearing date.

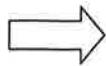
b. **Agenda of the meeting:** The Board chairperson will call the case according to the agenda prepared by the secretary prior to the meeting.

c. **Presentation of witnesses and evidence:** The applicant is responsible for having all witnesses, reports, evidence, displays, and any other items related to the case ready for presentation at the time of the hearing.

Any sketch, plat or other drawing prepared on a display board or similar format must also be presented to the Board Secretary in "paper" form for archive purposes. The paper form will be the document marked into evidence or identified as an exhibit.

d. **Resolution of decision:** Upon conclusion of the hearing, or as soon thereafter as the agenda permits, the Board will deliberate the merits of the application. This may be at the same meeting as the hearing, or at a following meeting. Once discussed and a decision is reached by vote, a resolution will be prepared, setting forth the findings and decision.

e. **Memorialization of the decision:** The decision of the board will be memorialized in the formally adopted resolution at a subsequent meeting of the board, usually the next regularly scheduled meeting. The final resolution will be mailed to the applicant after it has been adopted and signed.



A favorable decision by the Planning Board is not approval to begin construction work.

6. PERFORMANCE GUARANTEES:

Your engineer must prepare construction cost estimates for review and approval by the City Engineer. Once approved, these estimates form the basis for the Performance Guarantees and the Inspection Fees as set forth in the Development Regulations Ordinance.

7. CONSTRUCTION PERMITS:

Construction permits, sewer installation permits, road opening permits, curb and sidewalk permits, tree removal permits, and other similar forms of approval may be required before work can commence. These approvals will not be given to the applicant until after the Board has adopted and memorialized the resolution and all Performance Guarantees and fees are submitted.

The applicant must present a copy of the signed resolution along with construction plans, completed permit forms, and any other information needed to obtain permits. Permit application information is available from the Department of Community Services.

If you need assistance please contact 908-273-6407



PLANNING BOARD APPLICATION CHECKLIST

City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Approval requested: Subdivision Bulk Variance
 Site Plan Other

NOTE: This checklist is not a substitute for the specific requirements of the Development Regulations (zoning) Ordinance. See the Ordinance for detailed requirements.

NOTE: You must collate many of the items on this checklist into separate packages – please refer to the *Procedure for Filing Applications to the Planning Board* for instructions.

| | Applicant | City |
|--|-------------------------|------|
| 1. Original and 15 copies of application form | | |
| 2. Original and 15 copies of narrative description of project | | |
| 3. Original and 15 copies of plat/property survey, showing the existing and proposed building setbacks | | |
| 4. Original and 15 copies of proposed structure, including interiors | | |
| 5. Sixteen copies of the area map of properties within 200 feet, showing each of the following items: | | |
| a. <u>street numbers</u> | c. <u>north arrow</u> | |
| b. <u>date and graphic scale</u> | d. <u>Zone district</u> | |
| e. <u>uses of each property within 200 ft.</u> | | |
| 6. Original and 15 copies of the certified list of owners of property within 200 feet. | | |
| 7. Original and 15 copies of the subdivision submittal, if needed | | |
| 8. Original and 15 copies of the site plan submittal, if needed | | |
| 9. Original and one copy of evidence of paid property taxes | | |
| 10. Original and one copy of the proposed notice to owners within 200' | | |
| 11. Original and one copy of the proposed advertisement | | |
| 12. Original and 1 copy of this completed checklist | | |
| 13. Application fee and escrow deposit | | |

Applicant - Please do not write below this line

On _____, this submittal was deemed complete _____ incomplete _____.

[Signature]

Administrative Officer

Application to Planning Board of Summit, New Jersey

Summit, N. J. _____, 20_____

In the matter of the petition of _____ for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner _____
residing at _____ says:

1. Petitioner is the _____ of property located at _____.

Block _____, Lot(s) _____ on the Tax Map located in the _____ Zone.

2a.) With respect to said property petitioner desires a variance, special exception, or other relief from the bulk requirements of the Zoning Ordinance of the City of Summit to permit the use of the property in the following manner: _____

2b.) The proposed use described above requires the following variance(s): _____

3. The premises affected are more particularly described as follows:

Area of Plot _____ square feet

Area of existing structures which will remain _____ square feet

Total area of plot to be occupied by structures _____ square feet

Percentage of lot to be occupied by structures _____ percent

Proposed set-back, front line _____ feet;

Proposed sidelines (specify if corner) _____ feet;

Proposed rear yard _____ feet.

Year house built _____.

Other pertinent characteristics _____

4. There has been no previous petition for relief involving these premises except: _____

5. The reasons which support petitioner's claim of the right to relief are as follows: _____

6. Attached hereto and made a part hereof are the following:

(a) Complete set of plans of any proposed building alteration or extension including schematic floor plans and elevations with sufficient notations to clearly establish the extent and character of the proposed structure:

(b) Plot plan showing size of plot bounding streets: compass point, size, type and location of all existing buildings and improvements on the plot: size and location of proposed building and improvements: distance of all property lines from buildings and improvements including the proposed building or buildings.

7. By signing this section, the petitioner hereby gives consent for City Officers and Board Members to enter upon this property for the purpose of reasonable inspections to investigate representations made herein.

Petitioner

Petitioner's Phone Number _____

Petitioner's Email _____

Attorney's name, address, phone, email and fax numbers.

State of New Jersey
County of Union

_____, being duly sworn, says that she/he is the petitioner, or one of the petitioners, in the above action; that permission of the owner has been obtained if the petition is filed by a party other than the owner: and that all of the matters and things set forth herein are true.

Petitioner's printed name

Petitioner's signature

Sworn and subscribed before me this

____ day of _____, 20 ____

Notary Public

Check here if additional pages are attached.

NOTICE OF HEARING FOR PUBLICATION

The Union County Local Source
1291 Stuyvesant Avenue
Union, NJ 07083

Tel: 908-686-7700

TAKE NOTICE THAT the Planning Board of the City of Summit, New Jersey, will hold a hearing on _____, 20____ at 7:30 p.m. in the City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as _____, Block _____, Lot _____.

The conditions affecting this property and the reason for the application being heard are as follows: _____

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, and may be inspected on any workday during business hours, 8:30 a.m. to 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

Applicant's printed name

NOTICE OF HEARING

DATE: _____

TO: _____

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Planning Board of the City of Summit, New Jersey, will hold a hearing on _____, 20____ at 8:00 p.m. in the City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as _____.

The conditions affecting this property and the reasons for the application being heard are as follows:

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, and may be inspected any workday between the hours of 8:30 a.m. and 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

Applicant's signature

Applicant's printed name

**AFFIDAVIT OF PROOF OF SERVICE
PLANNING BOARD
CITY OF SUMMIT**

**PROOF OF SERVICE OF NOTICES REQUIRED BY THE MUNICIPAL LAND USE
LAW MUST BE FILED WITH THE ADMINISTRATIVE OFFICES OF THE BOARD
AND VERIFIED AT LEAST TWO DAYS PRIOR TO THE DATE OF THE HEARING.**

STATE OF NEW JERSEY }
COUNTY OF UNION }

_____, of full age, being duly sworn according to law, deposes and says that he/she/they reside(s) at _____ in the _____ of _____, County of _____, and he/she/they is (are) the applicant(s) in a proceeding before the Planning Board of Summit, New Jersey, said proceeding being an appeal or an application under the Development Regulations Ordinance, and which relates to premises known as Block _____, Lot _____, and street address _____ and that on _____, 20_____, gave written notice of the hearing on this application to each and all of the persons upon whom service must be made, in the required form and according to the attached list(s), and in the manner attached hereto.

Applicant's printed name

Applicant's signature

Sworn and subscribed before me
this _____ day of _____, 20_____.

Notary Public

The City of Summit

New Jersey

City Hall

512 Springfield Avenue

Summit NJ 07901

CAROLYN M. BRATTLOF
Collector of Taxes

Telephone (908) 273-6403
Fax (908) 273-2977

ADDRESS: _____ DATE: _____

OWNER(S): _____

BLOCK: _____ LOT(S): _____

PURSUANT TO THE PROVISIONS OF THE MUNICIPAL LAND USE LAW, N.J.S.A. 40:55D-1 ET. SEQ. PERTAINING TO THE ZONING BOARD OF ADJUSTMENT AND/OR PLANNING BOARD APPLICATIONS. I, HEREBY CERTIFY THAT THE TAXES OR ASSESSMENTS FOR PUBLIC IMPROVEMENTS, OR BOTH, ARE NOT DUE OR DELINQUENT ON THE ABOVE PARCEL(S), AND HAVE BEEN PAID TO DATE ACCORDING TO LAW.

Juliet Ruggiero
Collector of Taxes

For Office Use Only:

Department of Community Services

Date filed: _____

File ZB/PB - _____

Received by: _____

The City of Summit

New Jersey

Public Utility Registration List

Request for Notice of Hearings

Any public utility, cable television company, local or other utility may request service of notice of hearings for development, pursuant to N.J.S.A. 40:55D-12, et. seq., provided the utility has an easement or other form of right-of-way.

The following listed utilities have registered to receive service of any notice of hearing for development in the City of Summit. Proof of service, as required by the Municipal Land Use Law, shall include service to this utility.

**Donna Short
GIS Supervisor
New Jersey-American Water Company, Inc.
1025 Laurel Oak Road
Voorhees, NJ 08043**

**Public Service Electric and Gas Company
Manager - Corporate Properties
80 Park Plaza, T6B
Newark, NJ 07102**

CITY OF SUMMIT
TABLE OF PLANNING AND ZONING FEES
with Ordinance Section Reference and Price

| D.R.O. Section | Description | Price |
|----------------------------------|--|--------------|
| PRIMARY ZONING BOARD FEES | | |
| 6.5 D | <i>One/two family Floor Area Ratio ("D") variance – application fee.</i> | \$200 |
| 6.5 D | Escrow fee, FAR variance one/two family | \$800 |
| 6.5 D | <i>One/two family "C" variance – application fee</i> | \$200 |
| 6.5 D | Escrow fee, one/two family "c" variance | \$800 |
| 6.5 D | <i>"C" variance (not one or two family dwellings) – application fee</i> | \$500 |
| 6.5 D | Escrow fee, "C" variance other than one or two family dwellings | \$1000 |
| 6.5 D | <i>"D" variance (not one or two family dwelling FAR) – application fee</i> | \$1000 |
| 6.5 D | Escrow fee, "D" variance (not one or two family dwelling FAR) | \$2000 |
| 6.5 F | Additional escrow required to maintain minimum 30% of original amount | To be det'd. |
| 6.5 D | <i>Conditional use application fee</i> | \$250 |
| 6.5 D | Escrow fee, conditional use application | \$750 |
| 6.5 D | <i>Appeal of zoning officer decision - application fee</i> | \$250 |
| 6.5 D | Escrow fee, appeal of zoning officer decision | \$500 |
| 6.5 D | <i>Interpretation of Zoning Ordinance or Map - application fee</i> | \$250 |

| | | |
|---|---|----------------------|
| 6.5 D | Escrow fee, interpretation of Zoning Ordinance or Map | \$500 |
| RESIDENTIAL DEVELOPMENT | | |
| 6.5 A | Residential concept plan application fee | \$250 |
| 6.5 A | Escrow unit fee per lot/unit for residential concept plan, 0 to 20 lots/units | \$100 |
| 6.5 A | Escrow base fee for residential concept plan, more than 20 lots/units | \$2000 |
| 6.5 A | Escrow unit fee for residential concept plan, more than 20 lots/units, fee per lot/unit over 20 | \$50 |
| MINOR SUBDIVISION (not more than three lots) | | |
| 6.5 A | Minor subdivision application fee | \$500 |
| 6.5 A | Escrow base fee, minor subdivision | \$300 |
| 6.5 A | Escrow unit fee per lot, minor subdivision | \$200 |
| MAJOR SUBDIVISION | | |
| 6.5 A | Preliminary major subdivision application fee | \$250 + \$250/lot |
| 6.5 A | Escrow base fee, preliminary major subdivision application | \$2500 |
| 6.5 A | Escrow unit fee, preliminary major subdivision | \$50/lot or dw. unit |
| 6.5 A | Final major subdivision application fee | 50% of prelim. fee |
| 6.5 A | Escrow base fee, final major subdivision | \$1000 |
| 6.5 A | Escrow unit fee, final major subdivision | \$50/lot or dw. unit |
| SITE PLAN | | |
| 6.5 A | <i>Preliminary site plan</i> application fee | \$250 + \$250/lot |
| 6.5 A | Escrow base fee, preliminary site plan application | \$2500 |

| | | |
|-------|---|----------------------|
| 6.5 A | Escrow unit fee, preliminary site plan | \$50/lot or dw. unit |
| 6.5 A | <i>Final site plan</i> application fee | 75% of prelim. fee |
| 6.5 A | Escrow base fee, final site plan | \$1000 |
| 6.5 A | Escrow unit fee, final site plan | \$50/lot or dw. unit |
| 6.5 F | Additional escrow required to maintain minimum 30% of original amount | To be det'd. |

☞ End of Residential Application Fees ☜

| COMMERCIAL/INDUSTRIAL (all properties not residential) | | |
|---|---|----------------------|
| CONCEPT PLAN | | |
| 6.5 B | <i>Commercial/industrial concept plan</i> – application fee | \$250 |
| 6.5 B | Escrow fee for commercial/industrial concept plan | \$1000 |
| MINOR SUBDIVISION (not more than three lots) | | |
| 6.5 B | Minor subdivision application fee | \$250 + \$250/lot |
| 6.5 B | Escrow base fee, minor subdivision | \$1000 |
| 6.5 B | Escrow unit fee per lot, minor subdivision | \$500 |
| MAJOR SUBDIVISION | | |
| 6.5 B | Preliminary major subdivision application fee | \$250 + \$250/lot |
| 6.5 B | Escrow base fee, preliminary major subdivision application | \$2500 |
| 6.5 B | Escrow unit fee, preliminary major subdivision | \$50/lot or dw. unit |
| MAJOR SUBDIVISION | | |
| 6.5 B | Final major subdivision application fee | 50% of prelim. fee |
| 6.5 B | Escrow base fee, final major subdivision | \$1000 |
| 6.5 B | Escrow unit fee, final major subdivision | \$50/lot or dw. unit |

| COMMERCIAL PRELIMINARY SITE PLAN | | |
|---|--|-----------------------------|
| 6.5 C | <i>Commercial/industrial preliminary site plan</i> application fee NOTE : \$250 + \$100 per acre or part + \$100 per 10,000 s.f. new building area or part | See NOTE |
| 6.5 C | Escrow base fee, commercial/industrial preliminary site plan application | 200% of application fee |
| FINAL SITE PLAN | | |
| 6.5 C | <i>Commercial/industrial final site plan</i> application fee | 75% of prelim. appl. fee |
| 6.5 C | Escrow fee, final commercial/industrial site plan | \$100% of prelim. fee |
| MODIFICATIONS – ALL SITE PLANS | | |
| 6.5 D | Modifications of previously approved site plans | 50% of orig. fee |
| 6.5 D | Escrow fee | \$1,000 |

| OTHER FEES | | |
|------------|--|--|
| 6.5 F | <i>Additional escrow for all application types – calculated amount to maintain minimum 30% of initial escrow</i> | To be det'd. |
| 6.5 D | <i>Conditional use application fee</i> | \$250 |
| 6.5 D | <i>Escrow fee, conditional use application</i> | \$750 |
| 6.5 D | <i>Appeal of zoning officer decision - application fee</i> | \$250 |
| 6.5 D | <i>Escrow fee, appeal of zoning officer decision</i> | \$500 |
| 6.5 D | <i>Interpretation of Zoning Ordinance or Map - application fee</i> | \$250 |
| 6.5 D | <i>Escrow fee, interpretation of Zoning Ordinance or Map</i> | \$500 |
| 6.5 E | <i>Revised/amended plans or submission in all categories – application fee</i> | 50% of original fee |
| 6.5 E | <i>Escrow fee, revised/modified plan or submission</i> | Not more than 50% of original escrow fee |
| 6.5 D | <i>Resubmittal fee for application deemed to be "incomplete" (no additional escrow due)</i> | \$125 |
| 6.5 D | <i>Certificate of Subdivision Approval</i> | \$10 |
| 6.5 D | <i>Application fee, permit under N.J.S.A. 40:55D-34 or 36</i> | \$250 |
| 6.5 D | <i>Escrow fee, permit under N.J.S.A. 40:55D-34 or 36</i> | \$250 |
| 6.5 E | <i>Revised or amended plans/submissions in all categories (concept, preliminary, final)</i> | 50% of original fee |

| | | |
|---|--|-------------|
| 6.5 E. | Escrow fee, revised/amended plans or submissions - (concept, preliminary, final) - Not more than 50% of original escrow fee. | To be det'd |
| 6.14 | <i>Deposit toward cost of City engineering inspections - 5% of cost of improvements</i> | To be det'd |
| 6.13 | <i>Interest on unpaid amounts due</i> | 1.5%/mo. |
| 6.5 F | <i>Cost for special meetings, including secretary, janitorial and other expenses</i> | To be det'd |
| RELATED FORMS AND DOCUMENT CHARGES | | |
| n/a | <i>Development Regulations Ordinance</i> | \$50 |
| n/a | <i>Area map - properties within 200 feet</i> | \$1 |
| n/a | <i>DRO Zoning District Map</i> | \$5 |
| n/a | <i>Master Plan</i> | \$50 |
| n/a | <i>Property Owners List with area map</i> | \$11 |

END OF LIST

All Ordinance requirements for application fees, escrow amounts, and other fees, including combinations of fees, additional fees due, time period for submittals, and all other related matters may be found in their entirety in the Development Regulations Ordinance.

**CITY OF SUMMIT
PLANNING BOARD
2019 MEETING SCHEDULE**

As approved by the Planning Board 12/17/18

Meetings of the Planning Board of the City of Summit for the year 2018 shall be held at Summit City Hall, 512 Springfield Avenue, Council Chambers, Summit, NJ at 7:30 p.m., according to the following schedule. If authorization is granted by the Technical Review Committee, legal publication of the meeting notice is required according to the following schedule for placement on the corresponding Planning Board meeting agenda:

| <u>Publishing Date:</u> | <u>Regular Meeting:</u> |
|-------------------------|-------------------------|
| January 17 | January 28* |
| February 14 | February 25 |
| March 14 | March 25 |
| April 11 | April 22 |
| May 9 | May 20 |
| June 13 | June 24 |
| July 11 | July 22 |
| August 15 | August 26** |
| September 19 | September 23 |
| October 17 | October 28 |
| November 14 | November 25 |
| December 6 | December 23 |
| January 17, 2020 | January 27, 2020 |

*Reorganization meeting

**Board does not meet in regular session however, it will entertain emergent applications