

**SUSSEX COUNTY
DEPARTMENT OF ENGINEERING & PLANNING
County Administrative Center
One Spring Street
Newton, New Jersey 07860
Telephone (973) 579-0500 FAX (973) 579-0513**

APPLICATION REQUIREMENTS

SUBDIVISIONS: All subdivision applications must be submitted for review or approval by the County Planning Board

SITE PLANS: Site plan applications must be submitted when one of the following criteria is applicable:

1. Fronts on a County Road or abut County Property (for approval),
2. Affects a County drainage structure (for approval), or
3. Includes more than one acre of impervious surface (for review).

A **COMPLETE APPLICATION** consists of the following items:

1. One (1) copy of County's "Application for Subdivision and Site Plan Review", with signatures of applicant and all property owners,
2. One (1) copy of municipal application, including application for variances, if applicable.
3. One (1) set of plans prepared and sealed by a profession architect, engineer, or land surveyor, and a PDF copy of the plans on a CD.
4. A filing fee, with check made payable to the "Sussex County Planning Division". (See fee schedule.)
5. A copy of any traffic reports, drainage studies, Environmental Impact Statements, or other reports submitted with the application. The County prefers these reports to be submitted electronically (PDF file) on a CD or via email at awasiewicz@sussex.nj.us.
Please do not send paper copies of these reports.

DEVELOPMENT REVIEW PROCESS

A site plan or subdivision application should be submitted to the County at the same time it is submitted to the municipality. The County Planning Board's Development Review Committee must act within 30 days of receiving a complete application. Normally this Committee meets every other Monday or Tuesday throughout the year. Generally all applications received by Monday two weeks before the meeting are acted upon by the Committee.

CONCEPTUAL PLANS

The County encourages applicants to submit conceptual plans (no fee is charged) and meet with us early in the development process, before detailed plans are prepared. In this way, applicants can save time and money by knowing County requirements from the start.

If you have any questions, please call Antoinette Wasiewicz at 973-579-0500 Ext. 1329 and she will be glad to assist you.