

**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 abuts County Property (for approval),
2. Affects a County drainage structure (for approval), or
3. Includes more than one acre of impervious surface (for review).

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.

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 variances, if applicable.
3. One (1) printed set of plans signed and sealed by a professional architect, engineer, or land surveyor, as required by State rules, and a PDF copy of the plans on a CD.
4. "Checklist" completed (for plans submitted for approval) with all required details shown.
5. For site on a County road, Right-of-Way Source Document sheet.
6. A filing fee, with check payable to the "County of Sussex" (See Fee Schedule.)
7. A copy of any traffic reports, drainage studies, Environmental Impact Statements, or other reports submitted with the application, preferably submitted digitally (PDF file) on a CD.

DEVELOPMENT REVIEW PROCESS

A site plan or subdivision application should be submitted to the County concurrently with municipal application. The County Planning Board's Development Review Committee meets every other Monday or Tuesday throughout the year. If you have any questions, please call Antoinette Wasiewicz at 973-579-0500 Ext. 1329 and she will be glad to assist you.