

## 1. Application Worksheets

### WORKSHEET

Date (fill-in) <i>(some or all of these steps may be required)</i>	Action	Description
_____	PRE-APPLICATION MEETING	<b>The Applicant is encouraged to meet with County staff early in the process, for concept plan discussion.</b>
_____	<b>FIELD MEETING: Required if there is an existing OR proposed access onto the County road.</b>	<b>Staff must meet with the Applicant's surveyor to measure sight distances, other issues. Call 973-579-0500 x0 to set an appointment.</b>
_____	COMPLETE APPLICATION WITH CHECKLIST	<b>A complete application and fee is submitted with the checklist by Monday, two weeks before Dev. Review Committee meeting.</b>
(Fill in SCPB # : ) _____	Applicant receives notification of complete application with SCPB# for later reference	<b>Applicant will be notified if additional information is required on plans. If complete, a date of DEVELOPMENT REVIEW committee meeting will be set. Staff will review in the meantime.</b>
_____	DEVELOPMENT REVIEW COMMITTEE MEETING	<b>Public meeting held with some County Planning Board members, approval or disapproval is decided by Committee.</b>
_____	In special situations: WAIVER REQUESTS TO COUNTY PLANNING BOARD	<b>Waivers from some County standards may be requested in writing, along with specific reasons. Refer to IV.F</b>
_____	SUBMIT REVISED PLANS WITH COVER LETTER	<b>Revised plans are submitted with a cover letter that outlines the changes made, and addresses the County reports by line item number.</b>
<b>(See separate sheet.)</b>	DEEDS TO COUNTY	<b>Deeds to the County are needed for easements and dedications</b>
_____	Applicant receives PRELIMINARY APPROVAL	<b>Once Applicant receives letter of approval, Entrance Permit and Road Opening Permit can be issued for construction based on approved plans, and local Building Permit can be issued.</b>

***COUNTY PLANNING BOARD APPROVAL PROCESS***  
**WORKSHEET**

_____	DEEDS TO COUNTY	<b>For deeds being granted to the County of Sussex: deed descriptions are submitted for approval and deed templates are provided to the Applicant's attorney for them to prepare the deeds, using correct owner certification.</b>
_____	DEEDS SUBMITTED TO COUNTY RECORDING	<b>Signed deeds to County are submitted to County Planning office and we record them. This must be done before Final Plat mylars are signed, and before any lots for Minor Subdivision are perfected.</b>
_____	FINAL PLAN AND APPROVAL	<b>After conditions of preliminary are met, a Final Subdivision or Site Plan is submitted.</b>

**FOR MORE INFORMATION:**

Contact the Sussex County Planning Division,  
(973) 579-0500 or check the website [www.sussex.nj.us](http://www.sussex.nj.us)