



# OCEAN COUNTY PLANNING BOARD APPLICATION SUBMISSION CHECKLIST

The following is a list of all items that must be submitted with an application for review by the Ocean County Planning Board. All information and documents on this checklist must be completed and the proper fees enclosed in order to initiate the County review. **Failure to provide ALL items required will automatically deem an application incomplete.** Incomplete applications will be purged after thirty (30) days.

- Completed Ocean County Planning Board Application for Subdivision, Site Plan or Lot Consolidation Review - Three copies, **legal size**, clearly legible
- Fee Schedule
- Check or money order made payable to: Ocean County Treasurer
- Subdivision plat or site plan map prepared, signed and sealed by Engineer or Land Surveyor (three sets **PLUS** a digital copy)
- Certificate of Filing, Notice of Filing or Certificate of Completeness for Pinelands Commission (if applicable)
- Digital copy on CD/USB in accordance with digital submission requirements

## SITE PLAN AND MAJOR SUBDIVISION SUBMISSIONS

All site plan and major subdivision applications **must** also include two (2) hard copies and one (1) digital copy of the following to deem application complete:

- Traffic Report
- Drainage Report
- County Road Improvement Plans (if on County road)
- CAFRA Permit or CAFRA Jurisdictional Determination

The applicant should carefully review the entire checklist and provide ALL the required documents listed. It is recognized that in certain instances, due to the uniqueness of a particular proposal, some of the information requested may not be appropriate. In this instance, please provide supporting documentation to that effect. All waiver requests from strict compliance to County standards **must** be signed by a Professional Engineer.

- Supporting documentation and explanation attached

Submitted by:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_