



**MORRIS COUNTY PLANNING BOARD  
LAND DEVELOPMENT REVIEW  
APPLICATION PROCEDURES**

**SUBMISSION REQUIREMENTS:**

Subdivision – All subdivisions must be submitted to the County Planning Board for review.

Major Subdivisions – will be reviewed for County approval

Minor Subdivisions – will be reviewed to determine:

1. If the project fronts along a County road; and/or
2. If the project will affect any County drainage facilities.

For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.

Site Plans – Site Plans will be reviewed to determine:

1. If the project fronts along a County road; and/or

2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)

For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

---

**PROCEDURES:**

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority.

Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat and fully signed paper copy of final plat are required prior to filing of final plat at the Morris County Clerk's Office.

**REVISIONS:**

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

**REPORTS:**

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

---

**SUBMISSION PACKAGE:**

A complete application consists of the following:

- 1. Two (2) completed copies of the County application form (on the reverse side).
- 2. Two (2) copies of the subdivision or site plan drawings.
- 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
- 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
- 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to:

Morris County Planning Board

P.O. Box 900

Morristown, NJ 07963-0900

Or via personal delivery or overnight to:

30 Schuyler Place, 4<sup>th</sup> Floor

Morristown, New Jersey

Questions, please call:

(973) 829-8120

(Revised 8/08)