



# MONMOUTH COUNTY DEVELOPMENT REVIEW COMMITTEE

## Addendum A-1 Pre-Application & Meeting Request Form

ONLY FILL IN IF PREVIOUSLY ASSIGNED

FILE NUMBER: \_\_\_\_\_

### The purpose of a pre-application meeting is to:

- ✓ Review and discuss the general design of the project
- ✓ Advise applicants of the County's administrative and procedural requirements for development applications
- ✓ Advise applicants of applicable design standards and potential required improvements to county roads and drainage facilities
- ✓ Advise applicants of any detailed analyses and information that may be necessary for a formal review
- ✓ Review prior development proposals that are located in the vicinity of the proposed development to coordinate traffic and stormwater designs
- ✓ Advise applicants of pending capital improvements that may affect the project
- ✓ Advise applicants of concerns regarding potential impacts on the county's intrinsic qualities/assets such as:
  - Historic sites, scenic roadways, scenic byways and vistas as identified in the Monmouth County Scenic Road Plan, the Monmouth County Master Plan, the Upper Freehold Historic Farmland Byway Corridor Management Plan, and the Monmouth County Historic Sites Inventory
  - Agricultural Development Areas as identified in the Monmouth County Farmland Preservation Plan and by the State Agricultural Development Board
  - Environmentally sensitive lands or areas of significant environmental quality as identified by the Monmouth County Environmental Council, the Monmouth County Planning Board, and the New Jersey Department of Environmental Protection
  - Critical species habitat, habitat permeability and connectivity (CHANJ), human and wildlife conflicts
  - Places and locations of cultural significance
  - Monmouth County Park System lands, facilities, and recreation areas
  - Monmouth County buildings, lands and facilities
- ✓ Coordinate requirements with local and state officials when applicable

### Items and information to be provided prior to the pre-application meeting shall include, but is not limited to the following:

1. Coordinate plan of the proposed development
2. General project description and overview including relationship to surrounding properties, buildings, and structures
3. Name and location (address or lot/block) of the proposed development, county road name and number and/or county drainage structure number
4. Size and type of the existing and proposed land uses, and the amount of proposed impervious surface
5. Traffic statement describing the volume and type of traffic generated by the development and distribution at streets and driveways
6. Stormwater management statement describing existing and proposed stormwater characteristics of the site and proposed development, including potential connections to county stormwater facilities
7. Drainage area map showing the location of downstream county drainage structures

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- 8. Anticipated schedule for construction, phasing, occupancy, and/or final build out
- 9. Name and contact information for the applicant and applicant's project team

**Application Information**

Project Name:	
Municipality:	
Tax Map Block:	Tax Map Lot:
Street Address:	

**Contact Information**

<b><i>Applicant/Representative</i></b>	
Name:	
Address:	
Telephone:	Email:

**Meeting Request Information**

Justification for Meeting Request	
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**Affirmation**

**The Monmouth County Development Review Committee shall not be bound by any recommendations and/or advisory comments made by the staff of the Monmouth County Planning Board and Monmouth County Engineering Department at any pre-application and or application meeting.**

1.) I affirm that to the best of my knowledge the information provided herein is true and accurate. Furthermore, I understand the review period for this application will not commence until the proper fee, and all required materials are received and determined to be acceptable, at which time the application will be scheduled for review by the Development Review Committee within thirty (30) days. 2.) As the Applicant and/or authorized representative, I acknowledge copies of correspondence related to this submission may be sent between the Monmouth County Development Review Committee and its representatives and those listed as Contacts on this application, unless otherwise stated in writing:	
<b>X</b>	
<i>Signature of applicant or representative</i>	<i>Date</i>