

FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY
INTERIM GUIDELINES FOR MANDATORY CONCEPTUAL REVIEW OF
PROPOSED APPLICATIONS FOR SUBDIVISION APPROVAL AND SITE PLAN
APPROVAL PURSUANT TO SECTION 34(b) OF THE *FORT MONMOUTH*
ECONOMIC REVITALIZATION AUTHORITY ACT* [P.L. 2010, C. 51, S. 17(b), *N.J.S.A.
52:27I-34(b)] (“MCR Interim Guidelines”)

1. **No “d”-Type Variances.** The Authority will not consider applications for “d”-type variances pursuant to Section 34(e)(1) of the Act prior to the adoption of formal Land Use Regulations and Design Guidelines.
2. **Subdivision and Site Plan Approval Application.** The applicant shall submit applications for subdivision approval or site plan approval to the planning board of a host municipality in accordance with the procedures in the host municipality’s zoning and land use ordinances for submitting and processing applications for subdivision or site plan approvals. “Host municipality” means the Borough of Eatontown, the Borough of Oceanport, or the Borough of Tinton Falls.
3. **Mandatory Conceptual Review Required.** Prior to or simultaneous with the submission of an application for subdivision approval or site plan approval to the planning board of a host municipality, the applicant shall submit to the Authority _____ copies of an application for mandatory conceptual review (“MCR”) as required pursuant to Section 34(b) of the *Fort Monmouth Economic Revitalization Authority Act* [P.L. 2010, c. 51, s. 17(b), *N.J.S.A.* 52:27I-34(b)](the “Act”).
4. **Application.** The application for mandatory conceptual review shall consist of:
 - A. a properly completed and signed Authority application form, which shall request the following information:
 - (1.) Applicant’s name and address;
 - (2.) Location of property subject of the application;
 - (3.) If the applicant is not the property owner, the property’s owner’s name and address as well as the property owner’s authorization for the application;
 - (4.) What approvals the applicant seeks from the host municipality;
 - (5.) A brief description of the proposed development;
 - (6.) A list of all variances requested;

(7.) Names and contact information of all professionals representing the applicant;

(8.) If the applicant is seeking subdivision approval, a brief description of the proposed lots; and

(9.) Any other supplemental information required by the Authority.

B. a complete copy of the subdivision approval or site plan approval application submitted or to be submitted to the host municipality, together with any waiver requests submitted or to be submitted by the applicant;

C. architectural elevations of the proposed project, if not already included in the subdivision approval or site plan approval application pursuant to the host municipality's regulations;

D. a written statement by the applicant as to the MCR application's relationship to each of the evaluation criteria set forth in Section 6 of these MCR Interim Guidelines, below, including, where variances are requested, the grounds on which the applicant believes such variances may be granted.

5. **Timing of Conceptual Review.** Upon the Authority's receipt of a complete application the Authority staff shall conduct the mandatory conceptual review. Pursuant to *N.J.S.A. 52:27I-34(b)*, such conceptual review by the Authority shall be completed within 45 days of the Authority's receipt of the complete application, or within such later time period agreed to by the applicant.

6. **Standards of review.**

A. The Authority staff shall review the MCR application to determine whether "d"-type variances or an amendment to the *Fort Monmouth Reuse and Redevelopment Plan* (as it may be supplemented or amended, the "**Reuse Plan**") pursuant to Section 34(e) of the Act may be required, though not requested by the applicant. If the Authority staff determines that a "d"-type variance or an amendment to the Reuse Plan is required, the planning board of the host municipality shall not have jurisdiction over the subdivision application or site plan application until the applicant obtains approval from the Authority for the required "d"-type variances or amendment to the Reuse Plan.

B. In conducting the mandatory conceptual review, the Authority staff may evaluate the application for, and express the Authority's position as to, each of the following criteria, if and as applicable to the application under consideration:

(1.) Overall consistency of the application with (i) the applicable provisions of the Reuse Plan, or, (ii) if and as applicable, the applicable redevelopment plan adopted by a host

municipality pursuant to the *Local Redevelopment and Housing Law* (N.J.S.A. 40A:12A-1 *et seq.*) with the Authority's consent.

(2.) The need and justification for, and desirability of, any "c"-type variances requested by the applicant or identified as being required by Authority staff.

(3.) Adequacy of access to and egress from the subject property, the impact of the project on the existing roadway system within the Fort Monmouth boundaries, the relationship of the project to the existing municipal or County roadway system, and the need for roadway improvements, relocations or modifications.

(4.) Availability and adequacy of water, sewer, gas, electric and telecommunications utilities, potential impacts of the project on existing utilities infrastructure within the Fort Monmouth boundaries, the relationship of the project to the existing municipal or other utilities systems and the need for infrastructure improvements or modifications.

(5.) The need for and existence or availability of easements in connection with access and utilities.

(6.) Architectural review.

(7.) Any other aspect of the project that, in the opinion of Authority staff, is relevant to the successful implementation of the Reuse Plan and the realization of the planning vision articulated therein, including but not limited to the potential impacts of the project on future redevelopment within the Fort Monmouth boundaries.

7. **Conceptual Review Not an Approval.** The results of the Authority staff's mandatory conceptual review will be communicated to the applicant and the host municipality's planning board by letter within 45 days of the Authority's receipt of the complete MCR application, or within such later time period agreed to by the applicant. With the exception of Section 6.A, mandatory conceptual review by the Authority is not a land use approval and does not in any way obviate or supersede site plan or subdivision approval by the host municipality planning board. No application for subdivision approval or site plan approval within the Fort Monmouth boundaries shall be deemed complete by a host municipality planning board until the planning board has received the Authority's written determination as to the results of its mandatory conceptual review, and such written determination does not require a "d"-type variance or amendment to the Reuse Plan.