

**Wayne Township**  
**Planning and Zoning Department**

**INSTRUCTIONS FOR CONCEPT APPLICATIONS FOR DEVELOPMENT PURSUANT TO  
N.J.S.A. 40:55D-10.1**

**1. Filling out the Forms**

- A. Fill out the application form completely.
- B. Remit the appropriate fees with the application.
- C. Applicants who are corporations, partnerships, LLCs, etc., must be represented by counsel. Applicants who are individuals must be represented either by themselves or by counsel.

**2. Submission Package**

- A. Submit to the Planning and Zoning Department twenty (20) collated application packages.
- B. Your application package is to consist of twenty (20) collated package of:
  - Application form
  - Concept subdivision plan or concept site plan
  - Architectural drawings (if necessary)
  - Any other documentation you deem necessary for your application

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Wayne Township Department of Planning and Zoning  
475 Valley Road  
Wayne, NJ 07470

[www.waynetownship.com](http://www.waynetownship.com)

973-694-1800, x 3282

Monday, Wednesday – Friday, 8:30 a.m. to 4:30 p.m.

Tuesday, 8:30 a.m. to 7:00 p.m.

**WAYNE TOWNSHIP DEPARTMENT OF PLANNING AND ZONING  
LAND DEVELOPMENT APPLICATION**

**CONCEPT  
SITE PLAN OR  
SUBDIVISION**

The undersigned, as Applicant/Owner of the subject property identified herein, hereby makes application to the Township of Wayne for (check all that apply):

1. APPLICANT INFORMATION

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_ / \_\_\_\_\_  
Daytime phone E-mail

Applicant is a: (check applicable status)

Corporation     Partnership     Individual (s)     Other \_\_\_\_\_  
(please specify)

Corporate/LLC/Partnership, etc.: List all persons owning 10% or more of the stock in the corporation in compliance with N.J.S.A. 40:55D-48.2

Name	Address	% Interest
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Relationship of applicant to property (check applicable status):

Owner     Contract Purchaser     Lessee     Other \_\_\_\_\_  
(please specify)

Attorney's Name: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preparation of plans by:

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

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. SUBJECT PROPERTY INFORMATION

Subject Property Owner's name: \_\_\_\_\_

Wayne street address of the Subject Property: \_\_\_\_\_

Tax Map Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone District(s): \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

3. NATURE OF APPLICATION

Clearly detail your proposal (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate total tract size: \_\_\_\_\_ acres ( \_\_\_\_\_ sf)

Existing # of lots: \_\_\_\_\_

Proposed # of lots: \_\_\_\_\_

Clearly detail potential building square footage:

Existing building square footage: \_\_\_\_\_  
Building square footage to be demolished: \_\_\_\_\_  
Proposed new building square footage: \_\_\_\_\_  
Total post-construction square footage: \_\_\_\_\_

4. OTHER DOCUMENTATION

Are there any existing Deed Restrictions? \_\_\_ No \_\_\_ Yes (attach copy of restrictions)

Are there any proposed Deed Restrictions? \_\_\_ No \_\_\_ Yes (attach copy of proposed restrictions)

5. OTHER RELIEF

Complete this section if this application might require variance(s), design standard exceptions and/or EP waiver.

**Bulk Relief that might be requested (use separate sheet if necessary)**

<u>Ord Section</u>	<u>Item</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EP Relief Requested (§ 134-91)** Will EP relief be necessary? \_\_\_\_\_

**Design Standard Exceptions from § 134-70 et seq. that might be necessary (use sep. sheet if needed)**

<u>Ord Section</u>	<u>Item</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RSIS De Minimis Exceptions Requested that might be necessary (use sep. sheet if necessary)**

\_\_\_\_\_  
\_\_\_\_\_

6. VERIFICATION AND AUTHORIZATION

Owner's Statement: I, the undersigned, being the owner of the property described in this application, hereby consent to the making of this application and the approval of the plans submitted. I hereby authorize members of the Land Use Board and its staff to conduct a site visit of the premises that are the subject of this application.

\_\_\_\_\_  
Property Owner's Name (PRINTED) Property Owner's Signature Date

Applicant's Statement: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Applicant's Name (PRINTED) Applicant's Signature Date

Sworn and Subscribed before me

\_\_\_\_\_ day of \_\_\_\_\_  
Month Year

\_\_\_\_\_  
(Notary)

LEGAL NOTICE  
ORDINANCE NO.5  
2018  
TOWNSHIP OF WAYNE  
COUNTY OF PASSAIC  
STATE OF NEW JERSEY  
**EFFECTIVE DATE: APRIL 4, 2018**

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 134 (LAND DEVELOPMENT)  
OF THE CODE OF THE TOWNSHIP OF WAYNE

BE IT ORDAINED by the Municipal Council of the Township of Wayne in the  
County of Passaic, State of New Jersey, as follows:

SECTION 1. Chapter 134 (Land Development), Article I (General  
Provisions), Section 134-2 (Definition of terms) of the Code of the Township  
of Wayne is hereby amended and supplemented as follows:

§ 134-2.2. Definitions.

**AMENDED SITE PLAN** - an application for development where the request by the  
applicant is for a change or modification to a previously approved minor or  
major site plan for which no final certificate of occupancy has been issued  
by the Wayne Township Construction Official.

**AMENDED SUBDIVISION** - an application for development where the request by  
the applicant is for a change or modification to a previously approved minor  
or major subdivision that has not been perfected by either having deeds or  
the Final Plat filed with the Passaic County Register of Deeds in accordance  
with the law.

SECTION 2. Chapter 134 (Land Development), Article II (Development  
Administration, Organization and Procedures), Section 10 (Development review  
fees) of the Code of the Township of Wayne is hereby amended and supplemented  
as follows:

134-10.1 Application Fees and Escrow Fees

**At the time of filing of an application for development, the  
applicant shall pay the following nonrefundable application fees  
payable to the "Township of Wayne" by cash, personal check,  
certified check, or bank money order.** Applications for development  
requiring a combination of requests shall pay a fee equal to the **sum of the  
fee for each element.** The **exception** to this is that any case involving  
multiple bulk variances shall pay only one bulk variance fee. Remitted fees  
for informal review of a concept plan shall be a credit toward fees for  
review of the application for development pursuant to the Municipal Land Use  
Law at N.J.S.A. 40:55D-10.1.

In addition to the required application fees established below, the applicant shall be required to establish one (1) or more escrow accounts with the Township to cover the reasonable costs of professional review of applications for development, review and preparation of documents, and professional consultation required as a result of an application, set forth herein. Services may include the services of a duly licensed surveyor, planner, attorney, or any other official or person who would provide services to ensure that an application complies with the standards set forth in the Code and whose testimony may be solicited to give further information to the Township or the approving authority in any area addressed by any of the applicant's experts. **The escrow fees shall be paid separate and apart from than the application fees by personal check, certified check, or bank money order made payable to the "Township of Wayne."** Escrow fees shall be replenished by the applicant within ten (10) days upon request by the Planning Department.

Non-profit organizations and places of worship may make request to the Township Council for the waiving of the fees and/or escrow requirements pursuant to this section.

No fee or escrow shall be charged in the case of an application for development for a firehouse or first aid building.

See next page

<b>Application Type</b>	<b>Fee</b>	<b>Escrow</b>
<b>A. Subdivisions</b>		
(1) Concept (N.J.S.A. 40:55D-10.1)	\$250	\$0
	The amount shall be credited toward fees for the review of the application for development.	
(2) Minor subdivision: Lot line adjustment(s) or up to three (3) building lots being created:	\$450	\$1,000
(3) Amended minor subdivision	\$250	\$625
(4) Preliminary major subdivision		
2-10 lots		
11-20 lots	\$2,150	\$1,500
21-30 lots	\$2,500	\$2,000
31 or more lots	\$3,000	\$2,500
	\$3,500	\$4,500
(5) Final major subdivision		
2-10 lots		
11-20 lots	\$2,000	\$500
21-30 lots	\$2,150	\$1,000
31 or more lots	\$2,500	\$1,500
	\$3,000	\$2,000
(6) Preliminary and final (simultaneous)		
2-10 lots	\$2,500	\$1,500
11-20 lots	\$3,000	\$2,000
21-30 lots	\$3,500	\$2,500
31 or more lots	\$4,000	\$4,500
(7) Amended preliminary and/or final subdivision	\$650	\$1,000
(8) Modification of a condition to a prior approval where notice is not required pursuant to N.J.S.A. 40:55D-12.a	\$500	\$375
(9) Modification of a condition to a prior approval where notice is required pursuant to N.J.S.A. 40:55D-12.a	\$650	\$375

## B. Site Plans

(1) Concept (N.J.S.A. 40:55D-10.1)	\$250	\$0
	The amount shall be credited toward fees for the review of the application for development	
(2) Minor site plan	\$1,000	\$1,000
(3) Preliminary site plan		
A. 0 sf to 20,000 sf new construction	\$1,500	\$1,000
B. 20,001 sf to 50,000 sf new construction	\$2,000	\$1,000
C. 50,001 sf to 100,000 sf new construction	\$3,000	\$2,000
D. 100,001 sf to 150,000 sf new construction	\$5,000	\$2,500
E. 150,001 sf to 200,000 sf new construction	\$8,000	\$2,500
F. 250,001 sf or more of new construction	\$20,000	\$2,500
(4) Final site plan		
A. 0 sf to 20,000 sf new construction <sup>+</sup>	\$900	\$900
B. 20,001 sf to 50,000 sf new construction <sup>+</sup>	\$1,750	\$900
C. 50,001 sf to 100,000 sf new construction <sup>+</sup>	\$3,000	\$900
D. 100,001 sf to 150,000 sf new construction <sup>+</sup>	\$4,750	\$900
E. 150,001 sf to 200,000 sf new construction <sup>+</sup>	\$7,000	\$900
F. 250,001 sf or more of new construction <sup>+</sup>	\$19,500	\$900
<sup>+</sup> Based on the square footage approved in the preliminary plan for which the application is a final application.		
(5) Combined Preliminary and Final Site Plan		
A. 0 sf to 20,000 sf new construction	\$2,000	\$1,000
B. 20,001 sf to 50,000 sf new construction	\$3,000	\$1,000
C. 50,001 sf to 100,000 sf new construction	\$5,500	\$2,000
D. 100,001 sf to 150,000 sf new construction	\$8,550	\$2,500
E. 150,001 sf to 200,000 sf new construction	\$14,000	\$2,500
F. 250,001 sf or more of new construction	\$30,000	\$2,500
(6) Wireless communications facilities whether minor or major site plan	\$1,650	\$1,000
(7) Amended major site plan (Preliminary and/or final)	\$650	\$900
(8) Amended minor site plan	\$500	\$700
(9) Modification of a condition to a prior approval where notice is not required pursuant to N.J.S.A. 40:55D-12.a	\$250	\$375
(10) Modification of a condition to a prior approval where notice is required pursuant to N.J.S.A. 40:55D-12.a	\$500	\$375



(11) Multi-family with 3 or more units: preliminary	\$100 per dwelling unit plus \$150 public hearing fee	\$2,500
(12) Multi-family with 3 or more units: final	\$50 per dwelling unit, plus \$46 per dwelling unit (for engineering fee)	\$2,500
<b>C. Variances/Applications pursuant to N.J.S.A. 40:55D-70</b>	<b>Fee</b>	<b>Escrow</b>
(1) Appeal	\$250	\$500
(2) Interpretation	\$250	\$500
(3) Bulk (single-family residential)	\$650	\$375
(4) Bulk (single-family residential and non- building)	\$500	
(5) Bulk (nonresidential)	\$650	
(6) Use (N.J.S.A. 40:55D-70d) (except as noted below for residential)	\$1,150	\$1,000
(7) Residential FAR Use (this fee includes bulk fee, if the application needs said relief)	\$800	\$375
(8) Flood plain	\$500	\$375
<b>D. Access (pursuant to N.J.S.A. 40:55D-35/36)</b>	\$450	\$375
<b>E. Conditional Use</b>	\$650	\$375
<b>F. Zone change</b>	\$2,500	\$0
<b>G. Environmental protection</b>		
(1) Residential	\$500	\$375
(2) Commercial	\$1,000	\$375
<b>H. Residential <i>de minimis</i> exception (as the <u>only</u> relief being requested)</b>	\$500	\$375

Updated January 3, 2023

