

**CITY OF SOUTH AMBOY
COUNTY OF MIDDLESEX**

ORDINANCE NO. 2025-19

**AN ORDINANCE TO AMEND AND REVISE THE CITY OF SOUTH AMBOY
DEVELOPMENT REGULATIONS, ARTICLE II, SECTION 53-2.1 APPLICATION
PROCEDURE: CHECKLISTS AND SECTION 53-29 APPLICATION PROCEDURE**

WHEREAS, the Council of the City of South Amboy, in the County of Middlesex, is of the opinion that public interest will best be served by revising **THE CITY OF SOUTH AMBOY DEVELOPMENT REGULATIONS**, providing a more efficient method for the review of land use applications.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED by the Council of the City of South Amboy, Middlesex County, New Jersey, as follows:

1. **THE CITY OF SOUTH AMBOY DEVELOPMENT REGULATIONS** be and are hereby amended as provided herein.

Section 53-2.1 Application Procedure; Checklist

- B. Upon receipt of an application for development, the Planning Board Secretary shall forward the submitted material to the Planning Board Planner for completeness review.
- C. Within 45 days of the filing as required in Section 53-2.1A, the Planning Board Planner shall review and certify the application to be complete or incomplete.
 - (1) If incomplete, the Planning Board Secretary shall certify, in writing, the deficiencies in the application on a checklist as specified in the schedule of forms attached to and made a part of this chapter.
 - (2) The application shall be deemed complete within 45 days of the date of its submission if the Planning Board does not certify the application to be incomplete. A written review of the submitted items shall be filed with the Planning Board Secretary and the Planning Board Chairman.
- D. The applicant can request a waiver of 1 or more of the submissions required in Section 53-2.1A. The request must be in writing stating the reason, therefore. The Planning Board Planner shall grant or deny the request within 45 days of receipt of the request.

Section 53-29 Application Procedure

Applications for development within the jurisdiction of the Planning Board pursuant to the provisions of P.L. 1975, c. 291, N.J.S.A. 40:55D-1, shall be filed with the Secretary of the Planning Board. The Checklist for an initial submission of an application for completeness and all subsequent submissions as may be required can be found on the current website of the City of South Amboy.

NO APPLICATION WILL BE ACCEPTED WITHOUT full compliance with items listed above, initial payment of \$500 application fee, and initial payment of \$1,000 escrow fee (actual fees will be calculated during completeness review.

In order to provide Planning Board Professionals with adequate time for review and consideration of application documents, initial and revised documents must be submitted to the Board Secretary **a minimum of twenty calendar days (20) prior** to the scheduled date of the application hearing. Late submission of documents, received less than twenty days prior the scheduled meeting, will **not** be considered during the scheduled monthly Planning Board meeting.

If an Application Review Report has been issued on an original submission, Additional Escrow in the amount of **one-third (1/3) of the Original Escrow Fee** must be provided for Additional Review of the Revised Plans.

The Planning Board Calendar can be found on **The City of South Amboy** website.

The invalidity of any section or provision of this Ordinance shall not invalidate any other section or provision thereof.

All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed as to such inconsistency only.

This Ordinance shall take effect immediately upon final passage and publication according to law.

COUNCIL MEMBER	MOT	SEC	YES	NO	ABSENT	ABSTAIN
CONRAD	X		X			
DATO			X			
LENAHAN		X	X			
REILLY			X			
GROSS			X			
DATE OF INTRODUCTION	NOVEMBER 24, 2025					
PUBLICATION DATE	NOVEMBER 30, 2025					

I hereby certify that the above Ordinance was introduced by the City Council of the City of South Amboy, County of Middlesex, at a meeting held on November 24, 2025.

Katie Rose Walenty, Acting Municipal Clerk

COUNCIL MEMBER	MOT	SEC	YES	NO	ABSENT	ABSTAIN
CONRAD	X		X			
DATO					X	
LENAHAN		X	X			
REILLY			X			
GROSS			X			
DATE OF ADOPTION	DECEMBER 17, 2025					
PUBLICATION DATE	DECEMBER 23, 2025					

I hereby certify that the above Ordinance was duly adopted by the City Council of the City of South Amboy, County of Middlesex, at a meeting held on December 17, 2025.

Katie Rose Walenty, Acting Municipal Clerk