



MERCER COUNTY PLANNING BOARD

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March 6, 2001

To: All Attorneys, Engineers and Other Land
Development Professionals in Data Base

Re.: Mercer County Revised Subdivision and Site Plan
Application Forms -Certification of Title Owners' Signature -Second Notice

Dear Professional:

Almost one year ago we sent a notice to all attorneys, engineers and other development professionals who have submitted subdivision and site plan applications to Mercer County advising that the county subdivision and site plan application forms now require that the title owner(s) of the lands to be developed affix their signature on said forms to indicate their consent to the development of their lands, particularly if the owner(s) is different from the developer. However, to date, many of the development professionals have not been following this requirement, causing many applications to be deemed incomplete and delaying the review process for same. Once again another notice with further explanation is being sent to the development professionals advising of the need to obtain the owner(s)' signature on the application forms. It is imperative that the development community follow these requirements in order to avoid delaying action on a given subdivision or site plan application.

Specifically, the title owner(s) shall sign the application form as a certification that they are indeed the title owner(s) of the lands to be subdivided and/or developed. The title owner(s) must legibly identify on the application forms their name and address in addition to signing the application forms.

If the title owner(s) is not an individual but a corporation, company, LLC, LP, not-for-profit organization, etc., the person signing on behalf of the company or organization must identify the name of their company or organization and the title they hold with that company or organization; eg, President, Vice-President, Chairperson of the Board, etc. Application forms which do not identify the name of the company or organization and the position they hold with same will not be accepted and the applicant will be advised that the subdivision and/or site plan application has been deemed incomplete.

All Attorneys, Engineers and Other Land
Development Professionals in Data Base
Re.: Owners' Signatures on Subdivision and Site Plan Application Forms -Second Notice
March 7, 2001

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Attorneys or other representatives of the title owner(s) of the subject lands who have been designated to act as Power of Attorney on behalf of the title owner(s) must furnish a copy of the power of attorney document which will be reviewed by County Planning Board Counsel for acceptance.

Please destroy the previous subdivision and site plan application forms and replace same with the enclosed forms. Also, please distribute copies of the enclosed forms to all affected personnel in your firm with the same instructions. As a reminder, you may also download the application forms from our website at

www.mercercounty.org.

At the website, select "Departments and Services," then "Planning" followed by "Land Development Applications."

Thank you for your cooperation.

If you have any questions or comments, please contact Jim Ruggieri of my staff.

Sincerely,



Donna M. Lewis
Planning Director

Enc.

DML:JPR

cc w/enc.: Ken Rubin, Esq.
Mercer County Planning Board
David Stem, Mercer County Engineer