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**§ 129-147 Minor or amended site plan approval.
[Amended 12-7-1995; 2-1-2007; 11-2-2023]**

- A. The Planning Board shall determine to what extent the site plan shall be reviewed by the Board. The applicant shall be required to meet the following criteria in order for the Planning Board to reduce the submission and review requirements.
- (1) Minor site plan:
 - (a) Modifications to the site are clearly minor in nature.
 - (b) The scope of the review issues is very limited.
 - (2) Amended site plan:
 - (a) An original site plan approval was granted by the Planning Board at an earlier time.
 - (b) The applicant met all of the applicable conditions required by the original site plan approval.
 - (c) Construction that has occurred on-site is in accordance with the approved plans.
 - (d) The scope of the review issues is very limited.
- B. Under the circumstances when the Planning Board finds that only a minor or amended site plan review is required, the following submission requirements shall be met:
- (1) A site plan application, stating all of the proposed modifications.
 - (2) An updated State Environmental Quality Review Act form, if applicable, stating all of the proposed modifications.
 - (3) A site plan acceptable to the Planning Board, either an amended original or a newly drawn site plan.
- C. During the course of review of the minor site plan the Planning Board shall hold a public hearing to allow any public comment to be heard. For amended site plan, the Planning Board is not required to hold a public hearing.
- D. The following fees shall be required for the minor or amended site plan review at time of application:
[Amended 2-7-2013; 6-2-2016; 8-1-2019; 11-2-2023]
- (1) The application fee. Site plan review fees:
 - (a) Minimum of \$500.
 - (b) If more than 1,000 square feet of structure modification: \$0.50/sq.ft. **[Added 11-2-2023]**
 - (2) The traffic mitigation fee.
 - (a) Where a residential property is being converted into a commercial use, the traffic mitigation fee shall be based on the square footage of any existing or new structure, along with any approved additions, less the

required traffic mitigation fee for a residential use. This similar method shall apply to other changes in use where the mitigation fee category changes. In no case shall there be a credit, based on these calculations, due to the applicant.

- (b) Where an existing commercial property is being added to, the fee shall be based only on any additional square footage of structure added to any existing structure. This applies only if the use of the property stays within the same mitigation fee category.
- (3) The construction inspection fee.
- E. Minor or amended site plan requests shall not be reviewed until final submission of the original project is complete. [**Added 11-2-2023**]