

LAND ACQUISITION IN NEW JERSEY

Understanding & Fast-Tracking the Process

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GIVING YOUR DREAMS STRUCTURE

LAND ACQUISITION IN NEW JERSEY – UNDERSTANDING AND FAST-TRACKING THE PROCESS

Objective:

Our objective is to walk you through due diligence, site plan approval, and the construction process in New Jersey. This guide will give you the tools to assist you in making purchasing decisions.



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CHAPTER 1 – SITE SELECTION

What Do Prospects Look for in a Realtor?

- Someone they can trust.
- Someone who is competent and knowledgeable.
- Someone who has a property that fits their needs.
- Someone familiar with their area of business.

Identifying Your Needs

There are several possibilities to consider when you are looking for a site for your facility:

- You may want to lease an existing building.
- You may want to purchase an existing building with plans to renovate or add onto it.
- You may want to purchase vacant land and build a facility from the ground up.

After geographic locations have been considered, each person will have different questions and concerns that are specific to his or her needs.

- Those looking to lease an existing building may ask:
 - Is the existing facility going to be sufficient for my future needs?
 - Does my commercial lease allow me to renovate or add to the existing building?
 - Will the landlord be involved in the potential renovation process?
- Those purchasing an existing building who are making a long-term, permanent investment may ask:
 - Will the existing facility be sufficient for my company far into the future?
 - What upgrades or renovations are necessary?
 - What facility expansion will the property allow?
- Those looking to purchase and build from the ground up may ask:
 - Will the property support the space I need now and in the future?
 - Is the property zoned for my use?

If you are looking to build a new facility, REDCOM can perform a programming analysis to determine the present state of your organization and any future needs that your business may have.

Identifying Land Parcels and/or Existing Buildings

It's important to match your needs to the properties that are available. There are online services that list land parcels and buildings that are for sale.

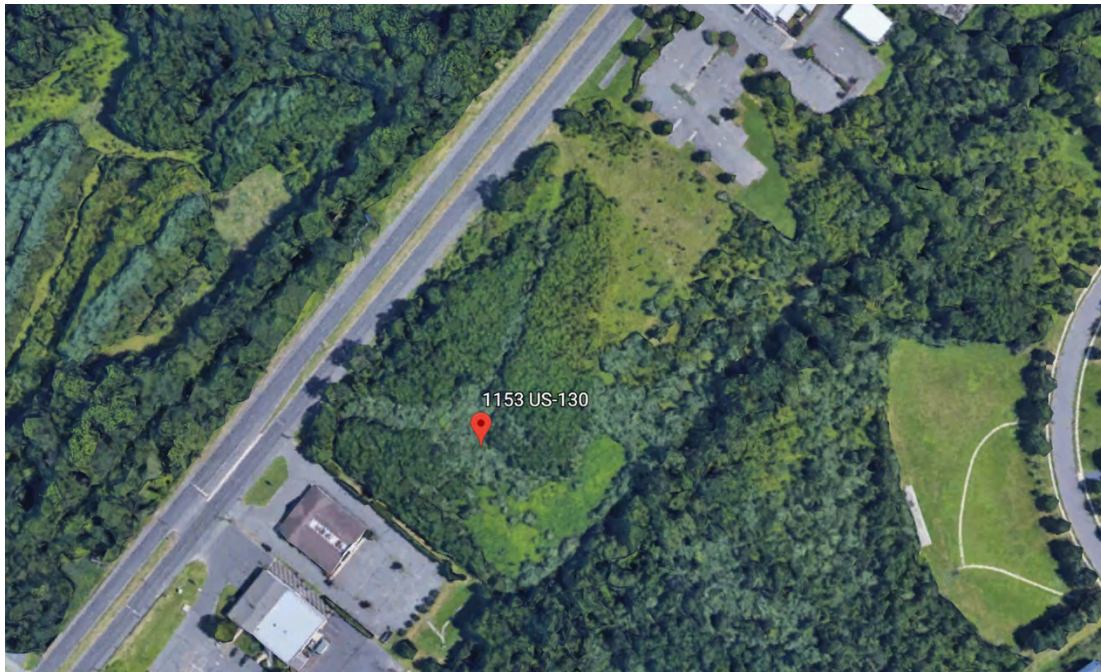
Some examples include:

- www.loopnet.com
- www.costar.com

These are some factors that you may consider when searching for the perfect property:

- Is the property in a high traffic area?
- Is it easily accessible for my customers?
- Does it stand out compared to the surrounding businesses?
- Does it have adequate parking?
- How much are the taxes and maintenance going to cost?
- Is the property spacious enough inside for our employees to service customers?
- Is the price negotiable?

On the following pages, we have provided a "Needs Checklist." By utilizing this checklist, you should be able to identify exactly what you are looking for in a property.



Needs Checklist

The purpose of the "Needs Checklist" is to understand what you truly want from your property. It provides you with vital information that you might not think of initially. No checklist will cover all of your needs, but this is the form that REDCOM uses.

Name: _____

Date: _____

Indoor Needs

	Current Facility	Changes Needed	Future Facility
Current building (SF):			
Number of employees:			
Office size (SF): One story or two stories?			
Warehouse/manufacturing space (SF):			
Special uses: 1. 2. 3.			
Locations with Air Conditioning:			
Bathroom requirements: Single user? Multiuser? Lockers/showers? Separate for warehouse employees?			
Special rooms - i.e. gym, auditorium, labs/process rooms, training rooms, driver facilities (SF):			
Special technology requirements that may affect the building:			
Special building requirements (i.e. HVAC, electrical, floor drains, lighting):			
Unique requirements:			
Other items to note:			

Outdoors Needs

	Current Facility	Changes Needed	Future Facility
Number of parking spaces:			
Truck/trailer parking needed:			
Number of loading docks:			
Number of drive-in doors: Size?			
Outdoor storage areas?			
Unique requirements:			
Other items to note:			



CHAPTER 2 - PRICING

How to Figure Out the Project Cost

Let's face it—no one is going to make a deal without knowing the cost of their project. The earlier you know the pricing, the sooner you will know if you want to move forward with your project. If the price does not meet your budget, you can shift to a different scope of work that will fit your budgeting and business needs.

Certain parameters are needed to calculate pricing. If you know the rough square footage of the building, the type of use of the facility, and the approximate amount of the trucking or parking needed, you can figure out a ballpark price within about a 25 percent range of accuracy.

To calculate a price that is within a 10 percent range of accuracy, you must ensure that the site plan layout includes the building and the parking lot laid out on the property. The next step is refining the architecture of the building, so you know the exact square footage, the location of the offices, and what kind of façade image you are looking for.

To get a price that is even more accurate than that, you need a full site plan created by a site engineer, and you need a very specific architectural layout of the building, including the type of finishes that are needed.

The more information you have, the more accurate your pricing will be. On the following pages, we have provided our general rules of thumb in terms of pricing that you can use to assist you in calculating a ballpark price for your facility.



General Budget for Proposed Construction

I. Consultants

Land-Use Attorney (required 100 percent)	\$5,000 - \$10,000
Surveyor (required 100 percent)	\$5,000 - \$10,000
Professional Planner (required if variances are proposed)	\$3,000 - \$5,000
Professional Traffic Engineer (required state highway or 25 percent)	\$2,500 - \$5,000
Geotechnical Testing (required 100 percent)	\$5,000 - \$10,000
Environmental Engineer	
Phase I (required 100 percent)	\$2,500 - \$5,000
Phase II (required 25 percent)	Varies
Wetlands (DEP) (required 75 percent)	\$1,000 - \$7,500
Septic Design (only if no public sewers are available)	\$5,000

II. Fees

Township Site Plan Applications Fees & Escrows	\$50,000 - \$100,000
Township Building Permit	\$15,000 - \$30,000
Township Performance Bond	(120 percent of site costs-10 percent cash, 90 percent bond or letter of credit)
Township Maintenance Board	(15 percent of site costs at end of job for 2 years)
County Application Fees	\$1,000 - \$5,000
Soil Conservation Application Fees	\$1,000 - \$5,000
Utility Hook-up Fees	\$0 - \$40,000
COAH Fees	2.5 percent of finished appraisal
DEP Fees	\$0 - \$15,000
DOT	\$0 - \$4,000

III. Design & Construction Costs

Engineering	\$20,000 - \$80,000
Architecture	5 - 8 percent of construction costs
General Construction	See following page
Intercom, Computers, Telephones	\$5,000 - \$40,000
Furniture and Seating	Varies
Specialty Railings and Lighting	Varies
Signage	\$5,000
Moving Costs	\$5,000 - \$50,000
Building Demolition	\$6 SF
Landscaping	\$20,000 - \$80,000
Soil Import and Export	\$0 - \$18/YD
Leeds Qualifying Updates	Varies

Standard Pricing: Rules of Thumb

Existing Building Renovation

Drive-In Door	
Opening	\$5,000
Electric Door	\$7,000
Paving & Patch	\$7,500
TOTAL	\$19,500/each

New Construction

Concrete and Steel Stair Tower	\$60,000/each
Two-Story Elevator and Shaft	\$100,000

Ballpark Instruction Costs

Site Work

Depending on bldg. size, above/below ground basin,
& earthwork
30,000 SF to 50,000 SF
50,000 SF or more

Budget \$1 million
budget between \$15/SF-\$20/SF
of the building

No contamination/remediation
No DOT / DEP work
2 in. Mill & Pave

\$2 SF

Warehouse

Tilt Up

40' high, 34' clear
Interior columns, typ. bay spacing
Insulated concrete walls
Minimal windows & glass
9x10 Loading docks & 12x14 Drive-in door
Heat, Electric, Lights, ESFR Sprinkler
No bathrooms

15,000 SF, 2 Docks	\$132 SF
50,000 SF, 8 Docks	\$78 SF
100,000 SF, 12 Docks	\$62 SF

Conventional & Precast Walls

40' high, 34' clear
Interior columns, typ. bay spacing
Insulated Precast concrete walls
Minimal windows & glass
9x10 Loading docks & 12x14 Drive-in door
Heat, Electric, Lights, ESFR Sprinkler

<i>No bathrooms</i>	
15,000 SF, 2 Docks	\$134 SF
50,000 SF, 8 Docks	\$75 SF
100,000 SF, 12 Docks	\$54 SF

Pre-Engineered

<i>40' high, 34' clear</i>	
<i>Interior columns, typ. bay spacing</i>	
<i>10' split face block front and partial sides</i>	
<i>10' reg. block rear and remaining sides</i>	
<i>Insulated metal panels</i>	
<i>Minimal windows & glass</i>	
<i>9x10 Loading docks & 12x14 Drive-in door</i>	
<i>Heat, Electric, Lights, ESFR Sprinkler</i>	
<i>No bathrooms</i>	
15,000 SF, 2 Docks	\$134 SF
50,000 SF, 8 Docks	\$74 SF
100,000 SF, 12 Docks	\$56 SF

Roof Lift

25,000 SF	\$34 SF
<i>Incl. Steel Extension & Panels, no footings</i>	

Loading Dock

OH Door, ins., 9x10, manual	\$1,800	
Track Guards	\$300	
Dock Seal	\$1,300	
Dock Leveler (manual), 40,000 lb.	\$4,800	
	\$8,200	EA
Demo Opening (if renovation)	\$5,000	EA
Dock Shelter (if needed)	\$3,500	EA

Office Space Fit Up

Depending on size, layout, & finishes	\$80/SF - \$120/SF
---------------------------------------	--------------------

Bathrooms

Framed walls (10' high) & capped top
Wood door with closer
Wall mtd. sink, Power Assist Toilet, HW
Tile floors, tile walls 5' high
ACT ceiling, lights, heat
ADA accessories, trash bin

<i>No hand dryers, no sensors</i>		
<i>No baby changing stations</i>		
Single User Bathroom	\$20,000	EA
Two Single User Bathrooms (stacked)	\$37,000	EA
Multiuser Bathrooms	\$97,000	EA
<i>All above + toilet partitions, floor drains (1) urinal, (4) sinks total, (5) toilets total more accessories, & sink countertop</i>		
 *PLUS, piping to location underground		
	\$1,500-	
	\$5,000	

2nd Floor (unfinished)

2,000 SF	\$105 SF
<i>open storage, steel, concrete, footings, heat, electric, LED lights, sprinkler, one framed shaft, stair, treads, no elevator, framed perimeter walls, no bathrooms</i>	
 5,000 SF	\$109 SF
<i>open storage, steel, concrete, footings, heat, electric, LED lights, sprinkler, (2) stairs framed with rubber treads, elevator with block shaft, framed perimeter walls, no bathrooms</i>	
 10,000 SF	\$80 SF
<i>open storage, steel, concrete, footings, heat, electric, LED lights, sprinkler, (2) stairs framed with rubber treads, elevator with block shaft, framed perimeter walls, no bathrooms</i>	

CHAPTER 3 - DUE DILIGENCE

What is Due Diligence?

Due diligence in a real estate contract is defined as a buyer's obligation to thoroughly investigate a property within a specified time to determine whether the buyer is satisfied with the property before finalizing the purchase. Due diligence in a real estate transaction includes, but is not limited to:

- A review of the surveys.
- An engineer's inspection of the property.
- An assessment of taxes and other costs going forward.
- Environmental studies.
- Code compliance of existing buildings.
- An explanation of approvals and restrictions for development or expansions.
- A review of the title.

Professionals Needed for Due Diligence

There could be several professionals who may play a part in the due diligence process. The nature of the deal will determine which specialized professionals you will need.

We have provided some examples below:

Architect	Interior Designer
Bank	Land-Use Attorney
Bank's Representative	Owner's Representative
Building Engineers (M.E.P. & S)	Planner
Civil Engineer	Real Estate Agent
Construction Manager	Specialty Sub-Contractors (providers of furniture, phones, computers, security, etc.)
Contract Attorney	Sub-Contractors
Environmental Consultant (Phase I's)	Surveyor
General Contractor	Traffic Engineer
Geotechnical Engineer	Wetlands Consultant

Agencies & organizations you may need approvals from to utilize the property:

- Township Planning/Zoning Board.
- Township Commissions (tree, environmental, health, etc.).
- Municipal Utilities Authority (sewer & water).
- County Planning Board.
- County Soil Erosion & Sediment Control.
- DOT.
- DEP (several different approvals may be necessary).
- D&R Canal Commission.
- Utility Company “will serve” letters (In these letters, the utility company should demonstrate an understanding of the scope of work, and whether it can provide the services that the construction requires. Some examples include electric, gas, water, sewer, phone, cable, etc.).

Who is on your due diligence team?

Once a property is chosen, opinions may vary regarding the order in which you should hire consultants. Examples can include:

Attorney → Surveyor → Environmental/Civil Engineer → Architect → General Contractor → etc.

Architect → Environmental/Civil Engineer → Surveyor → Attorney → General Contractor → etc.

General Contractor → Architect → Environmental/Civil Engineer → Surveyor → Attorney → etc.

Construction Management → Surveyor → Environmental/Civil Engineer → Architect → General Contractor → etc.

While the same players seem to be involved, the order in which they are brought into a project will make a HUGE difference in how much money is spent upfront. You can save money by looking at companies that can provide most of these services in-house, like REDCOM.

The Due Diligence Process

There are several typical items to look for when acquiring a property:

General review

Verify all of the information in the listing realtor's property description, including address, town, block & lot number, size, ownership, tax codes, zoning, etc.

An example of a listing realtor's property description has been provided below:

Property Location							
111 CHIMNEY ROCK RD, Bridgewater 08807-3126							
District: 1806 (Bridgewater Township), Block: 257, Lot: 12 (Old Block: 6216, Old Lot: 13)							
Some information below derived from unverified sales.							
Property Information				Assessment Data			
Class: 4B - Industrial				Total Value: \$3,497,000			
Zoning: M1A				Land Value: \$943,300			
Bld Description: 1S CB				Improvement Value: \$2,553,700			
Land Description: 400X587				% Improvement: 73.03			
Acreage: 5.3903				Special Tax Codes: F04			
Square Footage:				Deductions: Senior Veteran Widow Surv. Spouse Disabled			
Usage:				Count:			
Year Constructed:				Exemption:			
Use Code: 999 - Not Categorized				Exemption statute:			
# Dwellings:				2007 Rate: 1.700 + 0.032 (F04); 2007 Ratio: 91.20%; 2007 Taxes: \$58,801			
Census Tract: 0510				2008 Rate: 1.722 + 0.035 (F04); 2008 Ratio: 100.00%; 2008 Taxes: \$59,650			
				2009 Rate: (null); 2009 Ratio: 95.78%; 2009 Taxes: N/A			
Current Owner				Sale Data			
ASPEN HOLDING % KIRCHNER COMP. LLC				Date: 3/29/2004			
P.O. 134				Price: \$10			
STANTON, NJ 08885				Ratio: 34970000.00%			
Previous Owner:				Deed Book: 05564			
				Deed Page: 00519			
Latest Sales Details							
Recorded:	4/2/2004	Sale Price:	\$10	Recorded:		Sale Price:	
Sale Date:	3/29/2004	Sales Ratio:	349700.00%	Sale Date:		Sales Ratio:	
Deed Book:	05564	Use Code:	999 - Not Categorized	Deed Book:		Use Code:	
Deed Page:	00519	Not Usable:		Deed Page:		Not Usable:	
Buyer				Buyer			
ASPEN HILL HOLDINGS, LLC							
58 LYONS PLACE							
BASKING RIDGE NJ 07920-1914							
Seller				Seller			
ASPEN HILL HOLDINGS, INC							
58 LYONS PLACE							
BASKING RIDGE NJ							

Here is how to verify a listing realtor's property description:

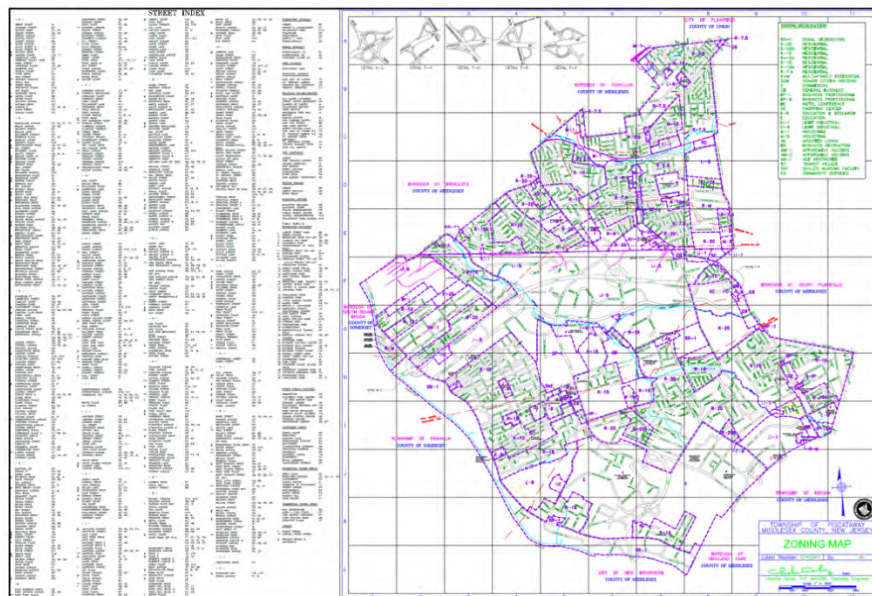
- Block & Lot Information:
 - Call township Tax Assessor.
 - Use third-party service (NJ Parcel Map, Ordinance.com).
- Tax Rates:
 - Call township Tax Assessor's office with block & lot number.
 - Look up tax rates.
- Tax Map:
 - Visit township.
 - Get Tax Map of town.
 - Use fee-based service (NJ Parcel Map, Ordinance.com).
- Zoning:
 - Call township's Planning and Zoning Department.

The zoning/land use ordinance is used to determine the zoning constraints (setbacks, building height, required parking, allowable uses, allowable impervious coverage, allowable building coverage, allowable floor area ratio, etc.). Additionally, the zoning/land use ordinance is used throughout the site plan design and approval process, to ensure that the project is being completed in accordance with the township rules and regulations.

Obtaining a Zoning/Land Use Ordinance

- Visit the township website.
- Use a free online service (GeneralCode.com, MuniCode.com, Codedsystems.com).
- Use a fee-based service (NJ Parcel Map, Ordinance.com, NJtaxmaps.com).

An example of a zoning map has been provided below:



An example of a zoning schedule appears on the following page.

LAND USE

126 Attachment 1

SCHEDULE OF AREA, YARD AND BUILDING REQUIREMENTS TOWNSHIP OF BRIDGEWATER

SOMERSET COUNTY, NEW JERSEY

[As amended 5-19-1980 by Ord. No. 80-18; 6-25-1981 by Ord. No. 81-19; 6-6-1983 by Ord. No. 83-12; 10-1-1984 by Ord. No. 84-25; 9-19-1985 by Ord. No. 85-28; 12-16-1985 by Ord. No. 85-41; 12-21-1987 by Ord. No. 87-49; 7-16-1990 by Ord. No. 90-19; 11-18-1991 by Ord. No. 91-33; 10-4-1993 by Ord. No. 93-27; 1-19-1995 by Ord. No. 95-1; 4-3-2006 by Ord. No. 06-04; 5-1-2006 by Ord. No. 06-23; 9-18-2006 by Ord. No. 06-37]

Sample Zoning/Land Use Schedule

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	Minimum Size of Lot				Minimum Yard Requirements (feet) (b)							Maximum Height			Maximum Floor Area Ratio (FAR)
Zone	Interior Lots		Corner Lots		For Principal Buildings			For Accessory Structures		Maximum Percent of Improved Lot Coverage (d)	Stories	Feet			
	Area (square feet) (a)	Width (feet)	Area (square feet)	Width (feet)	Front Yard	One Side Yard	Total of Two Side Yards	Rear Yard	Side Yard				Rear Yard		
R-50	50,000	165	55,000	200	75	25	70	85	25	25	15	2½	35	.16	
R-40	40,000	150	45,000	170	50	20	50	75	20	20	15	2½	35	.15	
R-20	20,000	100	24,000	120	50	20	50	50	20	20	25	2½	35	.16	
R-10	10,000	100	12,000	120	30	15	40	20	15	10	35	2½	35	.25	
R-10A	10,000	80	10,000	100	25	15	30	20	15	10	35	2½	35	.25	
R-10B	6,000	60	7,500	75	20		20	25	15	10	35	2½	35	.25	
Twin houses Patio houses						0	20								
R-10C	10,000	100	12,000	120	25	(c)	(c)	25	--	--	50	2 1/2	35	.25	
R-10.1							(c)								
R-20.1							(c)								
R-40A															
R-40B															
R-40C															
R-40/MDU-1															
SC/HD	4 acres	200**	4 acres	250**	75**	50**	100**	50	50	50	60	7	80	--	
SC/MD															
R-40/PURD															
C-1	40,000	100	40,000	120	25	15	40	25	20	20	50	2½	35	.15	
C-1A	5 acres	300	5 acres	300	20	20	40	20	20	20	70	2½	35	.20	
C-2	10 acres	500	10 acres	500	100	100	200	100	100	100	60	3	45	.20	
C-3	5 acres	300	5 acres	300	100	75	175	75	75	75	60	3	45	.30	
GCM	5 acres	200	5 acres	200	100	50	100	75	75	75	60	3	45	.35	
M-1	10 acres	500	10 acres	500	150	75	175	100	75	100	60	3	45	.35	
M-1A	5 acres	200	5 acres	200	100	50	100	75	75	75	60	3	45	.35	
M-1B	2 acres	200	2 acres	300(f)	60	50	100	50	75	75	60	2	35	.35	
M-2	20 acres	500	20 acres	500	150	75	175	100	75	100	60	3	45	.35	

126 Attachment 1:1

01 - 15 - 2007

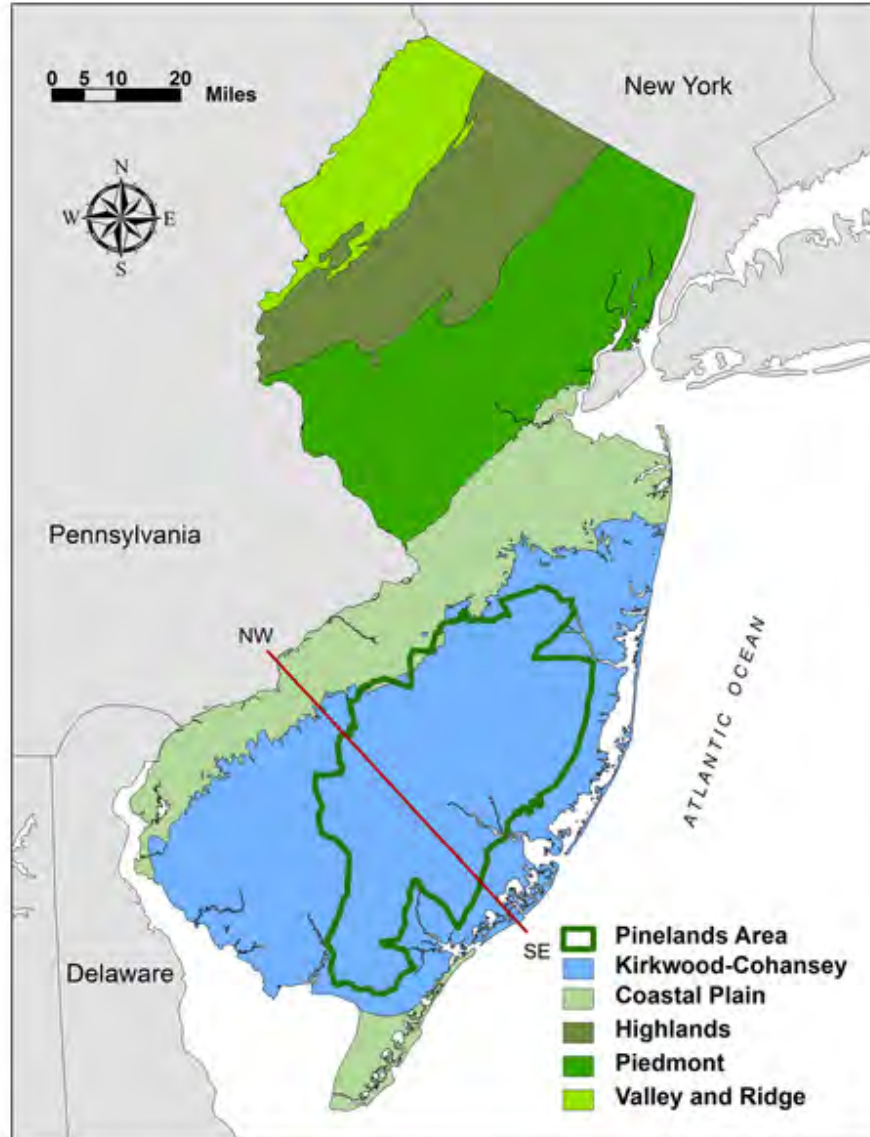
Environmental Land Constraints

Knowing the environmental constraints on a project is important. It is crucial to know the limitations of the land, as many of these constraints come with no-build buffers. Additionally, this information is important in determining which permits must be applied for.

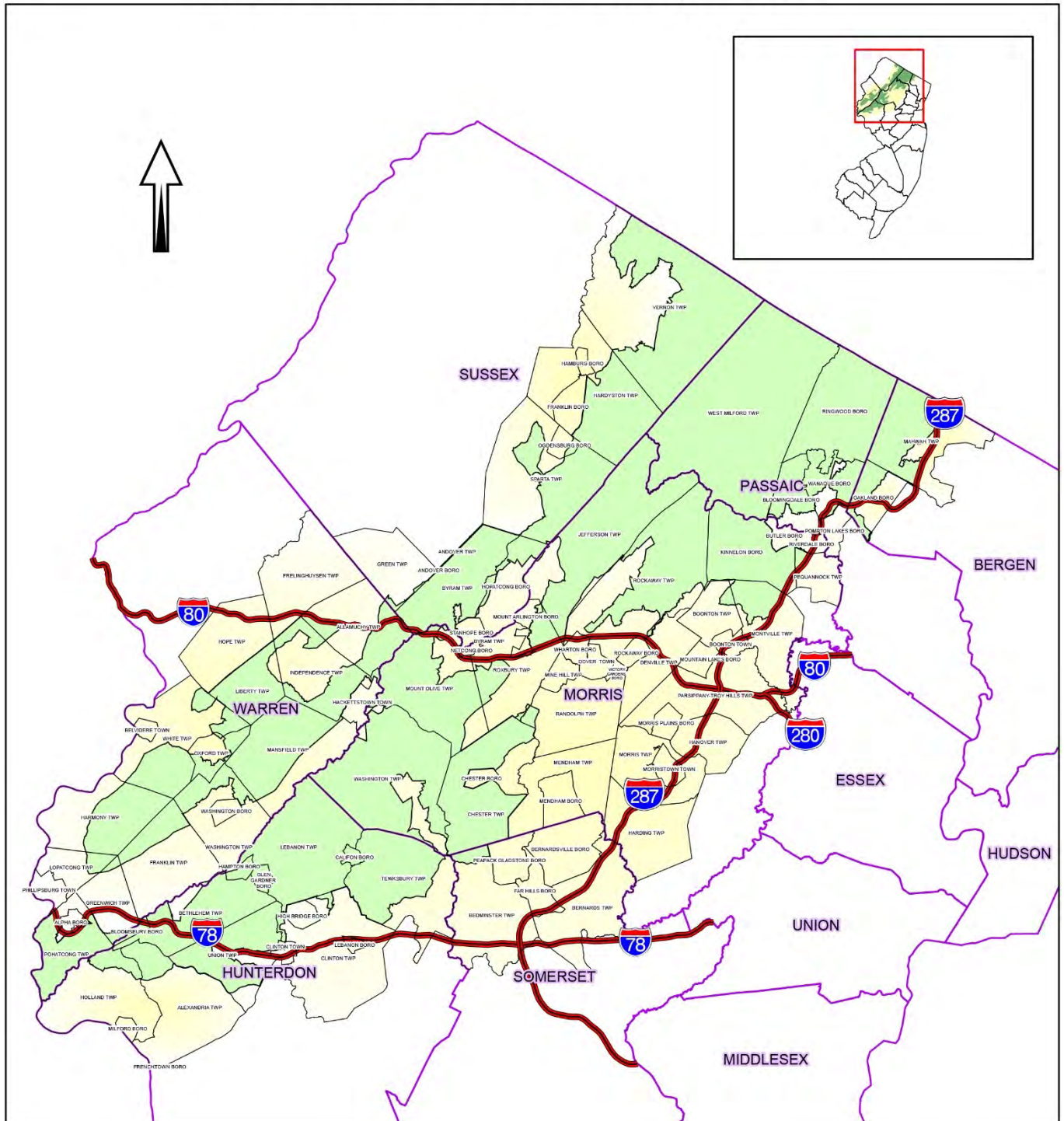
- Research environmental constraints (Wetlands, Streams, Highlands).
 - Discuss with Township Engineer.
 - NJ I-Map:
 - Wetlands – Conduct site visit, go over wetland map with Town Engineer.
 - Pollution – Phase I & Phase II.
 - Waterways – Research constraints.
 - Buffers – Research constraints.
 - Delaware Raritan Canal Commission.
 - NJ Highlands.
 - Threatened & Endangered Species.
 - USGS Quadrangle Maps (Blue Line Streams).
 - County Soil Survey Maps (Black Line Streams).
 - NJDEP Rules and Regulations (List of Regulated Streams).
- The following pages show examples of some New Jersey State mandated zones that may require additional permitting, including:
 - Pinelands Zones.
 - Highlands Preservation and Planning Areas.
 - Meadowlands Commission Zone (N.J.S.E.A.).
 - Delaware and Raritan Canal Commission Zones.
- There are also many more regional zones within the counties and townships that require specialized permitting.



Pinelands Zones in New Jersey



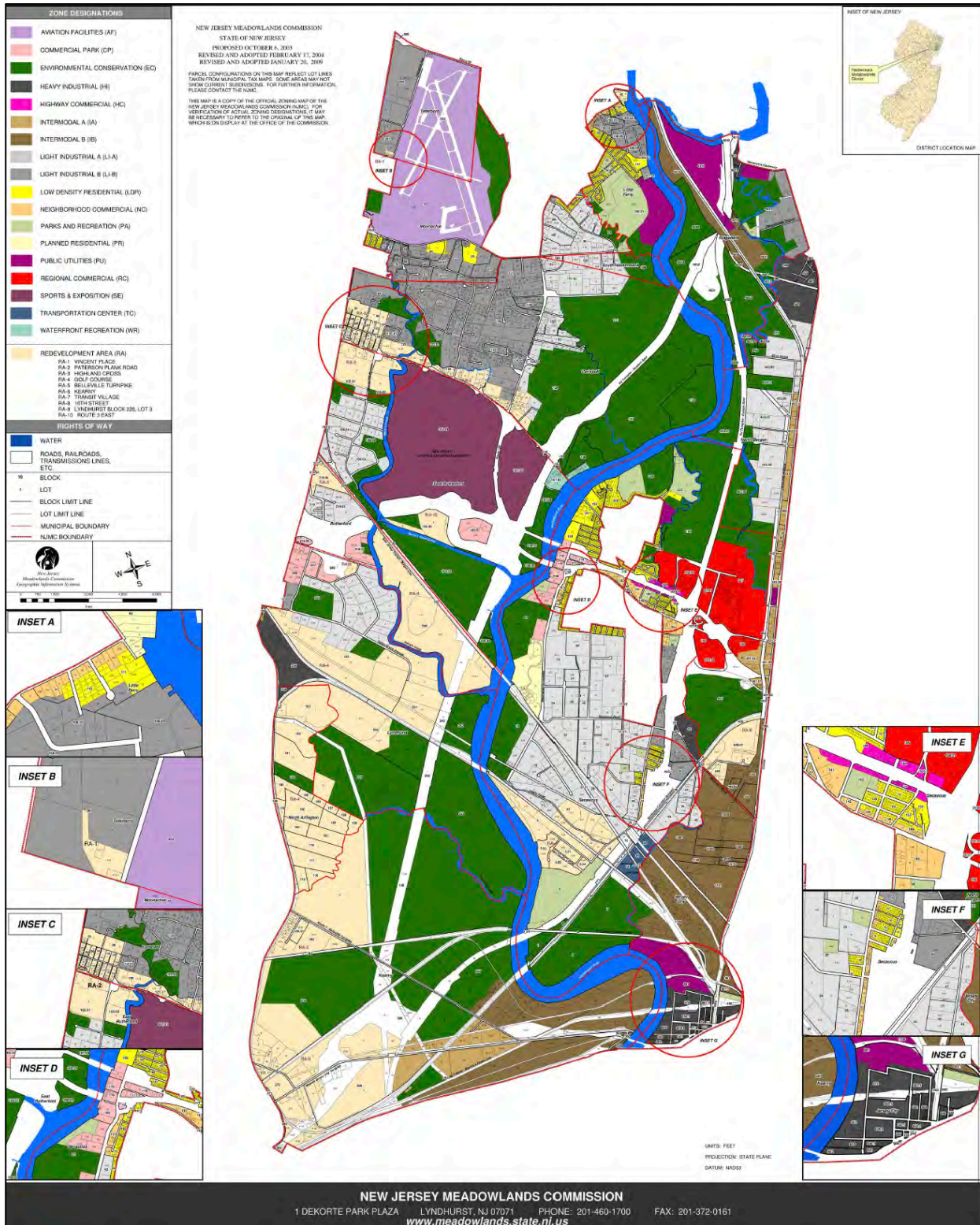
New Jersey Highlands Preservation and Planning Areas



0 2.5 5 10 15 20 Miles

- Highlands Preservation Area
- Highlands Planning Area
- Counties
- Municipalities
- Interstate Highways

Meadowlands Commission Zone (N.J.S.E.A.)



Scale 1:328070

Municipalities

Counties

Delaware and
Raritan Canal
Commission Review
Zones

Zona A

Zona B

செய்யுள்

Mid-Atlantic States

New Jersey

Other States

New Jersey Map

NY 30

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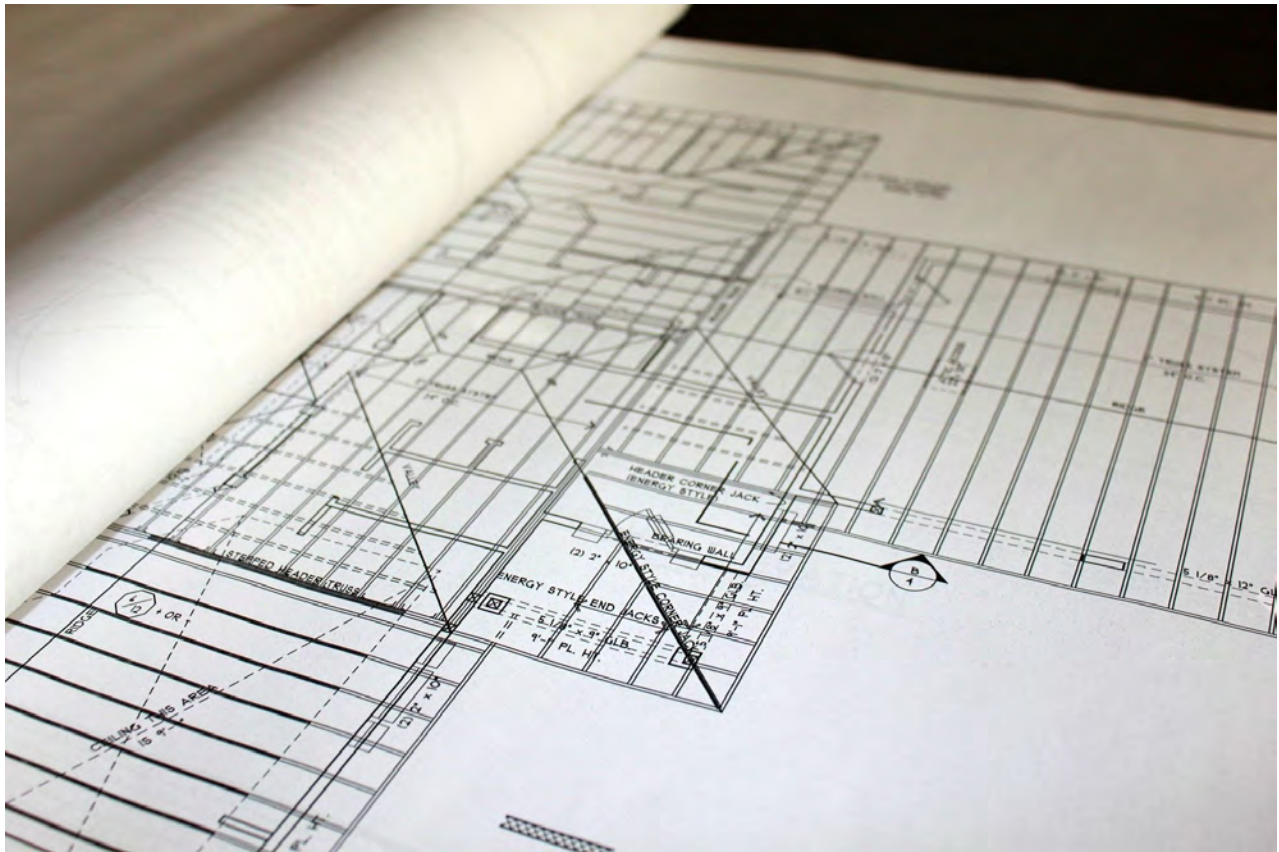
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The Due Diligence Checklist

- Owner's requirements (see "Needs Checklist" – Chapter 1, Pages 5-6).
- Site block & lot, township location, street address, zoning district.
- Historical information on property:
 - Site plans (town or owner – existing or proposed).
 - Survey (owner's bank or attorney may have one).
 - Architectural plans (existing or proposed).
 - OPRA Request for the property.
 - Phase I Environmental Study.
- Zoning review:
 - Permitted principal, accessory, and conditional uses.
 - Building setback requirements.
 - Bulk zoning requirements (building coverage, impervious coverage, etc.).
 - Parking requirements.
 - Sign requirements.
 - Tree replacement requirements.
 - Planning Board/Board of Adjustment determination.
 - Variance review.
 - Miscellaneous ordinance requirements.
- Perform schematic site plan layout, floor plan, and elevations.
- Visit township for:
 - Current copy of zoning ordinance.
 - Names of all contacts in Zoning, Planning, Engineering, Environmental Commission, Tree Commission, Health Department, etc.
 - Discuss the proposed development with zoning officer, planner, and engineer.
 - Determine who reviews drawings for completeness.
 - Determine who writes letters before public meetings.
 - Find out schedule for meetings (once, twice, or three times per month).
 - Find out current backlog for meetings.
 - Application forms.
 - Design standards (booklet or detail sheet).
 - Tax and flood hazard zoning maps.
 - List of property owners within 200 feet.
 - Old information on the site (old application, buildings, etc.).
- Contact outside agencies who may have jurisdictional interest:
 - County.
 - Soil Conservation District.
 - DEP – LOI (if required by town).
 - DOT (if on a state highway, for access permit).
 - D&R Canal Commission (if required by town).
 - Contact utilities (sewer, gas, water, electric) for availability or restrictions.
 - Highlands determination.

The Due Diligence Checklist (continued)

- Send out Request for Proposals (RFP's) for:
 - Survey, topography, tree location.
 - Wetlands.
 - Environmental Phase I.
 - Geotechnical report with borings.
 - Local professionals:
 - Attorney
 - Planner
 - Traffic Engineer
 - Civil Engineer
- Post Due Diligence:
 - Design site plan and drainage.
 - Coordinate and complete outside town and agency applications.
 - Prepare drawings, notes, and forms.



Useful Websites and Information for Due Diligence

- NJ Property Fax - www.njpropertyfax.com
 - Obtain Block & Lot, Current Owner's information, Taxes, Zoning District, Last Sale Price, Assessed Price, etc.
 - Obtain Tax Maps, Zoning Maps, and Flood Maps.
 - Cost for use varies from \$25 for one county for 48 hours of access to \$3,500 for annual use for the entire state of New Jersey.
- Ordinance.com - www.ordinance.com
 - Obtain Tax Maps, Zoning Maps, etc.
 - Full access to Township Ordinances and Applications.
 - Pricing varies on type of service.
 - Tax Map information ranges from \$25 for one county for 24 hours of access to \$8,000 for annual use for the entire state of New Jersey.
 - Ordinances range in price from \$13 for 24 hours of access to \$325 for annual access to the entire state of New Jersey.
 - Group discounts are available.
- General Codes - www.generalcode.com
 - Zoning/Land Use Ordinance for over 200 municipalities in the state of New Jersey.
 - Free to use.
- Coded Systems - www.codedsystems.com
 - Zoning/Land Use Ordinance for 150 municipalities in the state of New Jersey.
 - Free to use.
- NJ GeoWeb Map - <https://www.nj.gov/dep/gis/geoweb splash.htm>
 - Mapping of Wetlands, Streams, Highlands, Roads, Threatened and Endangered Species, Delaware and Raritan Canal Commission Zones, Sewer Service Areas, Pinelands, Soil Survey, Aerials, etc.
 - Free to use.
- New Jersey Highlands Council - www.highlands.state.nj.us
 - Interactive Highlands Maps and Property search tools.
 - Highlands Rules and Regulations.
 - Free to use.
- Web Soil Survey - <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>
 - Interactive Soil Survey Maps.
 - Free to use.
- Federal Emergency Management Agency – FEMA - www.fema.gov/national-flood-insurance-program-flood-hazard-mapping
 - Interactive Flood Insurance Maps.
 - Free to use.
- New Jersey Building Code - <https://www.nj.gov/dca/divisions/codes/codereg/>
 - Establishes minimum regulations for building systems in the state.
 - Fully compatible with the International Building Codes (IBC).

Useful Websites and Information for Due Diligence (continued)

- New Jersey DEP - <https://www.nj.gov/dep/landuse/lawsregs.html>
 - Viewable Land Use Rules and Regulations.
 - Wetlands.
 - Flood Hazard.
 - Stream Classifications.
 - Coastal Permitting.
 - Waterfront Development.
 - Free to use.
- New Jersey Economic Development Authority (NJEDA) - <https://www.njeda.com/>
 - Promotes economic development within New Jersey.
 - Partners with public, private and non-profit entities.

Fast-Tracking Your Due Diligence Process

Fast-tracking your due diligence process is an area in which REDCOM excels. Our in-house team of professionals and outside consultants can expedite this process before your money goes “hard.” Here are some time-saving tips that can help you during the due diligence process:

- Several parts of the due diligence process can be done before the contract is signed, but after the Letter of Intent (LOI) has been signed.
 - For example, you can have a survey and topography study done ahead of time.
 - This can save two or three weeks of time for you.
 - You should have an inspection to know the condition of the existing building(s).
- Have the wetland, environmental, and highlands analyses done ahead of time.
 - This information will help you make sure that this is the right property for your business.
- Determine the pool of professionals that you are going to consider for your project.
 - Contact each one before the contract is signed and give them the information they need to give you a bid.
 - Once the contract is signed, you can determine which bids you are going to accept and start the work immediately.
 - This can save a week or more of your time.
- It is important to know the township's processes ahead of time.
 - You should then build enough time to get what you need from the township into your due diligence schedule.

Companies such as REDCOM can help you by quarterbacking the due diligence leg work. Our architects and engineers can help you by acquiring information about the prospective property, including zoning, environmental characteristics, setbacks, building size capacity, permitted utility, taxes, and general township politics.

CHAPTER 4 - SITE PLAN APPROVAL PROCESS

Site Plans

The site plan approval process requires many experts to prepare plans, write reports, and provide expert testimony. Common professionals include civil engineers, architects, surveyors, traffic engineers, professional planners, attorneys, environmental consultants, geotechnical engineers, structural engineers, and mechanical/electrical/plumbing, or MEP engineers.

Design professionals, such as civil engineers, can provide detailed answers to any site issues that you come across. REDCOM is one of the few companies that employs site design, architectural, and construction talent.

Proper site plan design elements include stormwater management, grading analysis, zoning issues, and vehicular and pedestrian accessibility. Additionally, all site characteristics should be considered, such as wetlands, flood plains, riparian buffers, man-made pollutants, and proximity to neighboring properties. Other areas that should be taken into consideration include the type of soil, the effectiveness of drainage, and the presence of buried utilities.

Stormwater management procedures, such as detention basins, must be addressed during the site plan design stage. Detention basins are an integral part of stormwater management practices, which provide general flood protection. These basins are typically built during the construction of new land development projects including residential subdivisions or shopping centers. They help manage the excess runoff generated by newly constructed impervious surfaces such as roads, parking lots, and rooftops. The placement of detention basins, either above ground or underground, can affect parking lot size and the number of parking spaces available versus the requirements.

Requests for Proposals (RFP's) are usually created with a scope of work for which each professional submits a bid. Once bids are received, they are leveled (or compared) to verify that all professionals are bidding the same scope (this creates a "level playing field"). An example of a Request for Proposal has been provided on the following pages.

Sample Request for Proposal (RFP)



P.O. Box 160 433 North Ave East Westfield, NJ 07090 T (908) 233-4030 F (908) 233-8837 www.redcomllc.com

(Month, Date, Year)

(Contact Name)

(Company Name)

(Company's Address)

(Town, State, Zip)

Re: Request for Proposal – Boundary, Location, and Topographic Survey
(Physical Address Location of Property)
(Municipality, State, County)
Block(s) X, Lot(s) Y

Sent Via email: (Contact Name's Email)

Dear Mr./Ms. (Last Name of Contact);

Please prepare an estimate of costs to provide land surveying services specific to preparing a Boundary and Topographic Survey for the (lots) referenced above for a proposed project located at (Physical Address), o/k/a Block(s) X, Lot(s) Y within the (County) of (Town), (State).

The composite total lot areas combined appear to be approximately (X) acre(s) as shown on the attached snapshot aerial and tax map (provide aerial photo from Google Earth or other aerial service)(provide tax map). The location is entirely within the (provide a general short description of existing characteristics i.e. northerly cloverleaf section of the Route 208 on/off ramp). The applicant is proposing site improvements consisting of (general short description of purpose and/or proposed condition, with identifiers to geographic locations and features i.e north of the existing on-site building, south of an existing detention basin, immediately east of the existing tree line, or adjacent to the westerly existing driveway, etc)

Attached, please find a "Survey Request for Proposal Checklist" which outlines the scope of work for you to consider as part of your return proposal. In addition, you are requested to serve as the "Surveyor-of-Record" for the potential project, specific to the Site Plan submission application and in regards to all applicable authorities (Town, County, etc.). We also request that you provide a digital copy of the prepared survey in AutoCAD format upon your completion of work so that we may use same as a base of which to prepare our plans.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Best Regards,

REDCOM Design & Construction LLC.

(Name)

(Title)



Sample Request for Proposal (RFP - continued)



(SAMPLE
PROVIDE AERIAL)

Sample Request for Proposal (RFP - continued)

BOUNDARY AND TOPOGRAPHIC SURVEY REQUEST CHECKLIST

PROJECT:	BLOCK:	LOT(S):
MUNICIPALITY:	ADDRESS:	

<u>Please Provide</u>	<u>Please Exclude</u>	<u>Service Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	COLLECT DEEDS, MAP DATA, AND EASEMENTS OF RECORD
<input type="checkbox"/>	<input type="checkbox"/>	PERFORM PROPERTY SURVEY
<input type="checkbox"/>	<input type="checkbox"/>	SET PROPER PROPERTY CORNERS AND MARK EXISTING CORNERS
<input type="checkbox"/>	<input type="checkbox"/>	LOCATE ALL SITE IMPROVEMENTS
<input type="checkbox"/>	<input type="checkbox"/>	OBTAIN UTILITY MARK OUT AND PICK UP LOCATION OF ALL UTILITIES
<input type="checkbox"/>	<input type="checkbox"/>	TOPOGRAPHY OF SITE AT 1 FOOT CONTOUR INTERVALS
<input type="checkbox"/>	<input type="checkbox"/>	TIE VERTICAL DATUM TO NAVD 1988
<input type="checkbox"/>	<input type="checkbox"/>	EXTEND TOPOGRAPHY A MINIMUM OF _____ FT. FROM PROPERTY BOUNDARY
<input type="checkbox"/>	<input type="checkbox"/>	TOPOGRAPHY TO INCLUDE CURB AND PAVEMENT ELEVATIONS TO CENTERLINE OF ROADS
<input type="checkbox"/>	<input type="checkbox"/>	LOCATE WETLAND FLAGS SET BY OTHERS & PREPARE SURVEY MAP FOR NJDEP SUBMISSION
<input type="checkbox"/>	<input type="checkbox"/>	LOCATE ON-SITE MONITORING WELLS
<input type="checkbox"/>	<input type="checkbox"/>	COLLECT INVERT ELEVATIONS, PIPE SIZES, AND SLOPES OF EXISTING STORM AND SANITARY SEWERS/STRUCTURES
<input type="checkbox"/>	<input type="checkbox"/>	SET REFERENCE BENCHMARK FOR CONSTRUCTION
<input type="checkbox"/>	<input type="checkbox"/>	PREPARE SURVEY DRAWINGS WITH EASEMENT LOCATIONS
<input type="checkbox"/>	<input type="checkbox"/>	PROVIDE _____ SIGNED AND SEALED PRINTS FOR CLIENTS USE AND/OR SUBMISSION FOR SITE PLAN APPROVAL
<input type="checkbox"/>	<input type="checkbox"/>	PROVIDE TREE LOCATION, SIZE, AND SPECIES (IN ACCORDANCE WITH MUNICIPAL ORDINANCE)

S:\Prototype File System\Engineering - General\RFP\Survey RFP Checklist.doc

The Site Plan Approval Process

Before the site plan approval process can officially begin, you should perform all of the necessary due diligence and have a survey of your site done. Gathering this information can help determine the precise location of the building on the site, the best orientation for the site, the locations of any obstacles, and more.

Once you have all of this information, you should hire an engineer to design your full site plan based upon this information. Review the site plan with your engineer to see if you have any changes or questions.

The next step is filling out the necessary applications that need to be submitted to the township, county, soils, and other agencies for their review. Townships require floor plans, elevations, and renderings for site plan approvals. Once these agencies have completed their review, your team can resubmit plans based on any feedback you received.

When the township confirms that the plans are complete, you must contact the township to schedule a Planning Board or Board of Adjustment hearing. Once the site plan has officially been approved, the memorialization of the resolution will be the topic of discussion at the next scheduled Planning Board meeting. After the resolution is adopted, you will have to wait out the 45-day appeal period.

Once the resolution is memorialized, there will be “conditions of approval” to be applied to the drawings that were submitted. The professionals you have hired will have to revise the plans based on these conditions. Once revised, the drawings can be resubmitted for review before they become documents that can be signed by the township staff. Be aware that this can take an additional one to three months depending upon the extent of the conditions.

Fast-Tracking the Site Plan Approval Process

All in all, the site plan approval process can take anywhere from six to ten months. There are several ways that you can fast-track this process:

- At REDCOM, we have in-house civil engineers that can design your site plans, advise you in filling out any applications and forms, and attend Planning Board meetings with you.
- Another good tip is to be sure your finances are lined up during the 45-day appeal period, so once your design is approved, construction can begin as soon and as smoothly as possible.

CHAPTER 5 - BUILDING PERMIT APPROVAL PROCESS

Architectural Designs

An architectural drawing is a technical drawing of a building (or building project). Architectural drawings are used for several purposes: to develop a design idea into a coherent proposal, to enable a building contractor to construct it, to serve as a record of the completed work, and to make a record of a building that already exists.

Concept designs can be created to show the types of buildings that can be built on the property. These designs are created in accordance with the zoning and building codes for the town.

Architectural Renderings

Once the architectural designs have been completed, 3-D renderings and animated walkthroughs can help you visualize what can be done to a property, so that it can fit your business's needs.

Fast-Tracking the Building Permit Approval Process

There are several ways of fast-tracking the building permit approval process. Some things that can be done include:

- Befriend the Building Department personnel. Find out who they are and what they do. Know the hours of operation and when inspections are conducted. This can help your builder plan ahead. For example, suppose you know that electrical inspections are only done on Tuesday, Wednesday, and Friday. You may want to schedule your work so that it can be completed on Thursday for an inspection on Friday. It is important to learn how far in advance inspections must be scheduled.
- Ask the town's Building Department personnel or Building Inspector's advice for expediting permits and inspections. Sometimes, your builder may have to pay for expediting paperwork, but it could be worth it.
- There are times when your builder can bifurcate permits or split them up. They may be able to obtain a permit to start the foundation before the final interior plans are complete. Also, to beat winter weather, your builder may be able to obtain permits to build the exterior walls and windows before the final plans are approved.

Construction Permits

You must file for construction permits before:

- Constructing, adding an addition to, altering, or demolishing a structure.
- Changing the occupancy of a building or structure requiring greater strength, exit access, or sanitary provisions.
- Changing the use of the building.
- Installing or altering any equipment.
- Undertaking a project involving lead abatement, or the reduction of lead on a surface.

Several individuals involved in a project can obtain the permits, including:

- Owner
- Owner's Representative
- Licensed Engineer
- Architect
- Plumbing, Electrical or other Contractors

If the application is completed by a person other than the owner, the owner must fill out an affidavit, or a written testimony, authorizing that the individual can complete the application. In this case, all of the permits that are issued will remain the property of the owner, even if the application was filled out by a contractor or another authorized agent.



The Construction Approval Process

During the process of work, what inspections is the applicant responsible for?

A construction official and the appropriate subcode officials will carry out periodic inspections to ensure that the construction progress follows the approved plans.

Construction will stop for facilities if the following is not inspected on time:

- The bottom of footing trenches before the placement of footings, except in the case of pile foundations. (There is a separate building subcode for pile foundations).
- Foundations and all walls are up to grade level prior to backfilling.
- All structural framing and connections are completed before covering with finish or infill material, the plumbing underground services, rough piping, water services, sewer, septic services and storm drains, electrical rough wiring, panels, and service installations, and insulation installations.
- Fire-suppression systems and heat-producing devices.

Any additional inspections, such as inspections that may be required by the municipality in which you are building, can be performed during construction without interruption.

Special Inspection Schedule

If a building is two stories or may pose complex or unusual inspection problems, the construction official or appropriate subcode official may require special inspections to be conducted before the construction permit is issued or during the construction process.

Special inspections will also be provided for Class I structures that incorporate construction techniques covered under the special inspection provisions of the building subcodes. The applicant will be required to provide a list of the special inspections that are needed.

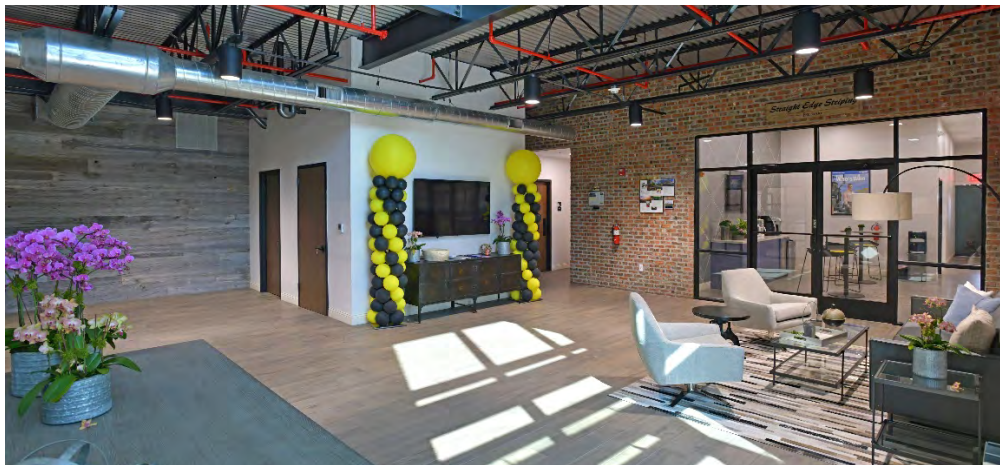


Temporary Certificate of Occupancy (TCO)

The construction official can issue a temporary certificate of occupancy (TCO) to allow the owner to start utilizing all or certain areas of the building, so long as all of the final inspections have been received and life safety issues have been resolved. This allows user occupancy while some exterior work and incidental punch list items are still being completed. The portion(s) can be utilized safely prior to construction completion, so long as occupying the building does not endanger lives or public welfare.

Certificate of Occupancy (CO)

- **New Buildings:**
 - A new building cannot be used or occupied in whole or part until a certificate of occupancy has been issued by the construction official.
 - The construction official will issue a certificate of occupancy when all requirements have been met.
- **Renovated Buildings/Building Additions:**
 - A building or structure that has been renovated or altered cannot be occupied or used until the construction official issues the certificate of occupancy.
 - Any use that was not stopped during construction will be stopped within 30 calendar days after construction is completed, unless the certificate of occupancy is secured from the construction official.
- **Existing Buildings:**
 - Upon request of the owner, the construction official will issue a certificate of continued occupancy.
 - The certificate of continued occupancy confirms that a general inspection of the visible parts of the building has been made, and that no violations and no unsafe conditions have been found.
- **Change of Use:**
 - After a change of use has been made to a building or structure, the prior use is prohibited unless the building complies with all regulations.
 - A change from the allowable use to another prohibited use is a violation.



Standard Timing: General Rules of Thumb

After finding the property, prior to making an offer: 2 weeks

- Zoning analysis: permitted use, developable building, parking lot sizes, and taxes.
- Deal kill issues: wetlands, flood plain, buffers, highlands, water, sewer, and pollution.

Accepted offer (letter of intent) to signed contract: 1 month

- Site visit by engineering and architectural professionals.
- Confirm zoning and speak with township staff.
- Schematic site plan layout confirming size is adequate.
- Send out RFP's (request for proposals) to professionals needed for due diligence.
- Hire engineer, architect, or design/build firm to start work after contract is signed.

Due Diligence period (after contract is signed): 4-5 months

- Phase I Environmental report (with a possible Phase II to follow).
- Wetlands and buffer analyses by environmental professional.
- Survey and topography of property (and wetlands if present).
- Application to DEP for wetlands, buffer, or cleanup determination if necessary.
- Further site plan refinement by engineer.
- Architectural sketches of the building and programming analysis of interior spaces.
- Cost estimate by architect, engineer, and/or general contractor.
- Hire architect or design/build firm to start work after approvals are received.

Site Plan Approval Period: 6-10 months

- Full site plan design by engineer (1-2 months after all outside information is received from surveyor and wetlands consultant).
- Formal application to the township, county, soils, and other agencies.
- Township completeness review, resubmission, and final completeness determination (1-2 months).
- Schedule township Planning Board or Board of Adjustment hearing (2 months).
- Once approved, memorialization of the resolution is discussed at the next scheduled meeting (1 month).
- Waiting out the legal "objection period" (45 days after publication of the resolution).
- Line up your financing during this period.

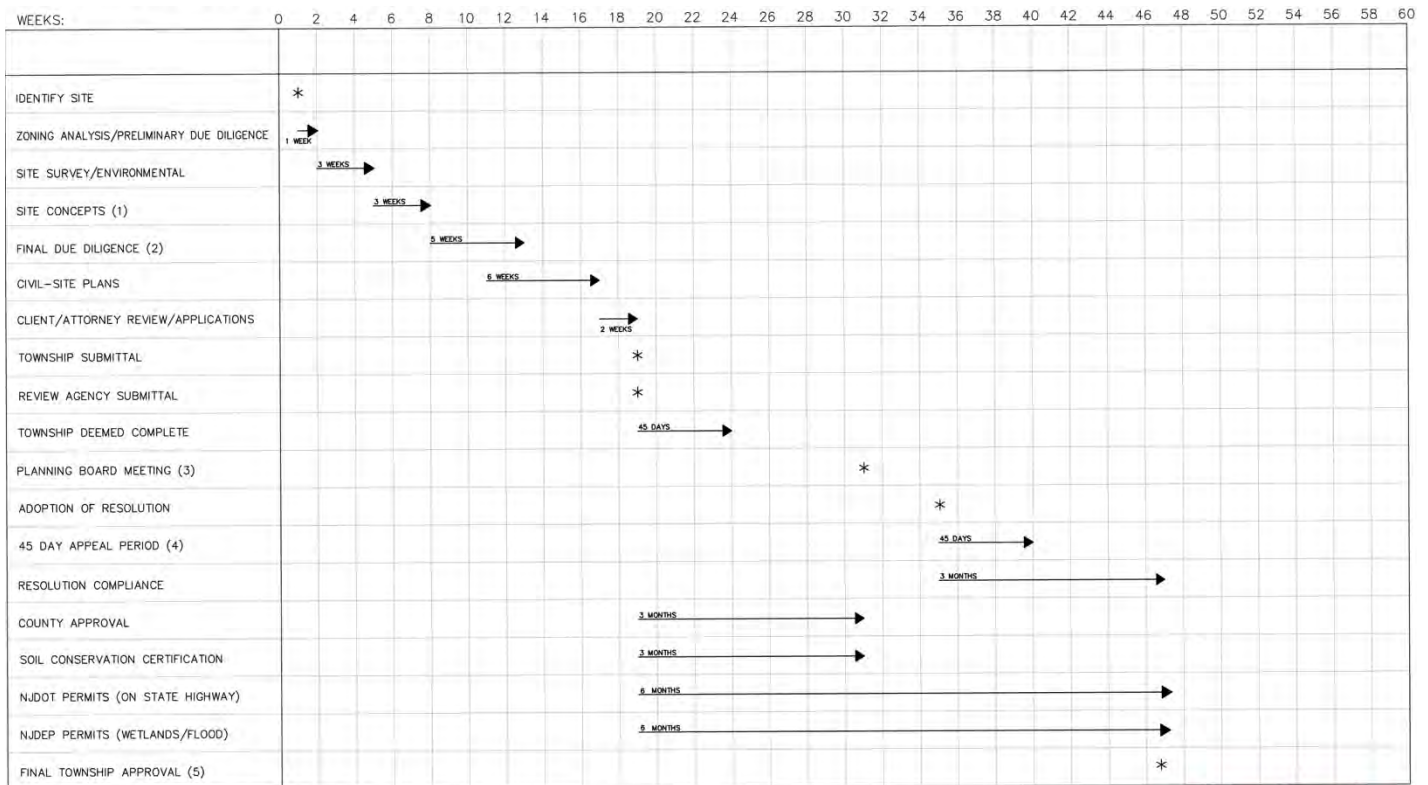
After the resolution is memorialized, there will be “conditions of approval,” which pertain to the drawings that were submitted. The drawings will have to be revised by your professionals and resubmitted for review before they become official documents that are signed by the township staff. This will take an additional 1-3 months depending upon the extent of the conditions. ***THIS TIME IS IN ADDITION TO THE 6-10 MONTH SITE PLAN APPROVAL PERIOD MENTIONED ON THE PREVIOUS PAGE.***

During the months after the township vote of approval (1-2 months), you should be hiring the architect and the general contractor (if you have not already). Additionally, you should finish the working drawings so that you will be able to submit a building permit application to the Building Department as soon as the official drawings are signed.

Construction: 6-12 months

After going through due diligence and the site plan approval process, this is the fun part!

TOTAL TIME: 18-28 months



- (1) THIS WILL VARY, DEPENDING ON NUMBER OF ITERATIONS AND FREQUENCY OF DESIGN MEETINGS.
 (2) THIS WILL INCLUDE ENVIRONMENTAL PHASE 1, GEOTECHNICAL INVESTIGATION, FULL REVIEW OF APPROVALS REQUIRED AND ANY OTHER OUTSIDE CONSULTANT SERVICES.
 (3) ASSUMES HEARING AND APPROVAL IN ONE NIGHT, HEARING DATE SUBJECT TO TOWNSHIP SCHEDULE.
 (4) CONSTRUCTION CAN START WITHIN THIS PERIOD, IF ALL OTHER APPROVALS ARE IN PLACE, BUT AT OWNER'S RISK OF OUTSIDE APPEAL.
 (5) SUBMITTAL OF CONSTRUCTION PLANS, TO BUILDING DEPARTMENT, TYPICALLY CANNOT OCCUR PRIOR TO THIS MILESTONE. (ALL OUTSIDE AGENCY APPROVALS IN PLACE).



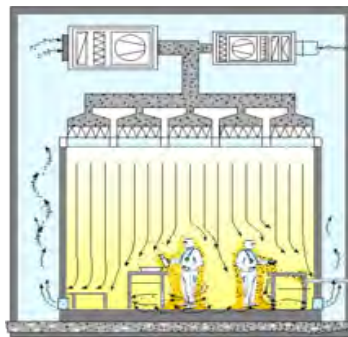
Special Needs

Cleanrooms

A cleanroom is an environment, typically used in manufacturing or scientific research, that has a low level of environmental pollutants such as dust, airborne microbes, aerosol particles, and chemical vapors. More accurately, a cleanroom has a *controlled* level of contamination that is specified by the number of particles per cubic meter.

Certain manufacturing procedures require cleanrooms; their presence in existing buildings or the need to build them can be a make-or-break item. Modular cleanrooms can be a substitute for permanent cleanrooms and can ease cost concerns with leased properties.

Cleanroom air flow principles



This image demonstrates the air flow pattern for a Laminar Flow Cleanroom.

High Hazard Facilities

Some facilities have special needs, such as high hazard facilities. This can be determined by reviewing the Materials Safety Data Sheet (MSDS) of your company.

Compare this sheet to the necessary guidelines to determine if a high hazard facility is needed. Some towns will not permit high hazard facilities, while others may require land buffers. To check the town's requirements, call the Building Department. Fire codes allow for a minimum amount of hazardous materials to be stored safely.

Architectural Rules of Thumb

Exit Access

- For most uses in a building with a sprinkler system, you must be able to access an exit door within 250 feet.

Second Floor

- Second floors with less than 3,000 SF are not required to have an elevator.

Fire Areas

- Buildings less than 12,000 SF in size do not require a fire sprinkler system or fire-rated separation walls, except for special cases.
- Automatic fire sprinkler systems MUST be installed in all newly built commercial buildings with:
 - A fire area that exceeds 5,000 SF.
 - Any renovation that expands the fire area beyond 5,000 SF.
 - Any single-tenant expansion requiring a new certificate of occupancy that increases the fire area beyond 12,000 SF.

Accessibility

- At least 50 percent of all building entrances, but no less than one entrance should be handicap accessible.

Means of Egress

- Buildings or spaces occupied by 50 or more people require multiple exits.
- Only one means of egress is needed for buildings or spaces occupied by less than 50 people.
- Occupancy loads between 1-500 individuals per story require a minimum number of two exits per level.
 - If the first floor has an occupancy of 49 individuals or less, AND if the maximum path of travel to the exit is 75 feet or less, that floor is permitted to have only one exit.
 - To have one means of egress on a second floor above the grade plane, the maximum occupancy load should be 29 individuals, AND the maximum distance from the exit must be 75 feet or less.

Parking (Typically will vary by Town)

- An office space must have four parking spaces plus one additional space for every 1,000 SF of floor space.
- A warehouse must have one parking space plus one additional space for every 5,000 SF of floor space.
- A manufacturing facility must have one parking space plus one additional space for every 800 SF of floor space.

GIVING YOUR DREAMS STRUCTURE