

**PLANNING BOARD OF PRINCETON  
ADMINISTRATIVE WAIVER/EXCEPTION**

Borough Section 17A-174A  
Township Section 10B-206.1

**ADMINISTRATIVE WAIVER/EXCEPTION** – The applicant must meet the following requirements:

- (a) The proposed development does not increase the degree of noncompliance or create a new noncompliance with respect to any bulk regulations; or
- (b) Within a historic preservation district, the application proposes de minimis alteration, removal or demolition of the exterior elements of a structure; and
- (c) With respect to interpretation of the standards and criteria, the administrative officer shall consult with the chairman of the historic preservation review committee;

Name of Applicant:

The following check list is designed to inform applicants as to what is required in preparing administrative waivers/exceptions for board review. Applicants should check off items to confirm that it is included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** Utilities, details, profiles, etc. may be shown on separate sheets. This check list must be submitted with the application. Applications filed which include a waiver request for any of the check list items, shall be accompanied by a written statement in support of each waiver request.

Office Use	Applic Use	
<b>(a) General Requirements:</b>		
		1. Completed application for (original + 5 copies)
		2. 6 copies of narrative providing written detail as to the application proposal.
		3. Payment of fees.
		4. 6 sets of plans drawn to graphic scale, min. 1" - 50' (plans are not to exceed 24" x 36", all sheets must be the same size and all plans must be folded and collated) to include the following items:
		[a] all structures
		[b] all stoned and paved areas, including delineation of parking stalls.
		[c] existing and proposed landscaping
		[d] lighting
		[e] existing and proposed floor plans, with the area(s) subject to change clearly defined.
		[f] if changes to the HVAC are proposed, applicant is to provide information regarding noise and odors as it pertains to the adjacent properties.
		[g] bulk zoning regulations for districts in schedule form (showing required, existing & proposed conditions
		[h] photographs showing existing conditions
		[i] Submission of historic preservation plan when property is located in a historic district or historic buffer district, pursuant to municipal ordinances including:
		(a) Photographs of the property in question and surrounding properties
		(b) Product specifications, where appropriate
		(c) Elevations and details for proposed new construction
		(d) Floor plans

Office Use	Applic Use													
<b>(a) General Requirements (continued):</b>														
		(e) Documentation sufficient to demonstrate how the proposed improvement appears in context												
		(f) Archaeological and historic sites survey												
		(g) Archaeological and historic sites construction protocol												
		(h) Delineated historic protection area or pre-mapped historic preservation area												
		(i) When available, historic photographs, maps, plot plans and other historic site documentation.												
		(j) Plot plan of property showing location of all existing and proposed structures, with relationship to surrounding building(s) on adjoining properties, zoning setback, driveways(s), and existing and proposed utilities												
<b>(b) Required Signature Format on All Plans:</b>														
		Approved by the Planning Board of Princeton in accordance with Section 17A-174A (for Borough Applications) or Section 10B-206.1 (for Township Applications).												
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Planning Director</td> <td style="border: none;">Date</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Municipal Engineer</td> <td style="border: none;">Date</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Municipal Zoning Officer</td> <td style="border: none;">Date</td> </tr> </table>	_____	_____	Planning Director	Date	_____	_____	Municipal Engineer	Date	_____	_____	Municipal Zoning Officer	Date
_____	_____													
Planning Director	Date													
_____	_____													
Municipal Engineer	Date													
_____	_____													
Municipal Zoning Officer	Date													

Application filed which includes a waiver request for any of the above items, shall be accompanied by a written statement in support of each waiver request.

The undersigned, hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

\_\_\_\_\_  
 Print applicant name

\_\_\_\_\_  
 Applicant Signature

This            day of  
                   , 20

\_\_\_\_\_  
 Notary (signed & sealed)

\_\_\_\_\_  
 Print owners name

\_\_\_\_\_  
 Owner Signature

This            day of  
                   , 20

\_\_\_\_\_  
 Notary (signed & sealed)