

**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 form (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:
		[1] all structures
		[3] existing and proposed landscaping
		[4] lighting
		[5] existing and proposed floor plans, with the area(s) subject to change clearly identified
		[6] if changes to the HVAC are proposed, applicant is to provide information regarding noise and odors as it pertains to the adjacent properties.
		[7] bulk zoning regulations for districts in schedule form providing (showing required, existing & proposed conditions

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		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 (continued):  [8] photographs showing existing conditions												
		[9] historic preservation plan (if applicable)												
<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)

, 20 .