

REGIONAL PLANNING BOARD OF PRINCETON CONCEPT REVIEW

The attached packet of information has been prepared to assist you in preparation, submission and procedural requirements for filing an application for site plan approval. The Regional Planning Board of Princeton reviews applications, where permitted by ordinance, for both the Borough and Township.

Applicants are always encouraged to meet with the municipal staff prior to filing an application for development. Appointments for such meetings can be arranged through the Planning Board office (609-924-5366) by calling and speaking with anyone from the Planning Staff. Along with the application forms and checklists, we have included a separate list of municipal contacts with names, addresses and phone numbers to assist you in this process.

WHERE TO FILE:

Regional Planning Board of Princeton
400 Witherspoon Street
Princeton, NJ 08540
609-924-5366

Princeton Borough – www.princetonboro.org
Princeton Township – www.princetontwp.org
Planning Department – princetontwp.org/planmain.html

PHASE I – PRE-APPLICATION REVIEW

The applicant is encouraged to schedule a preliminary meeting with the Planner, Engineer and Zoning Officer prior to filing a formal application. Three copies of the proposal should be provided along with a brief description. This review is not considered the start of the application submission. Compliance with staff recommendations shall not be binding upon the Planning Board in subsequent deliberations.

PHASE II - SUBMISSION

WHAT TO FILE:

1. The original and five copies of completed application.
2. The original and five copies of the written description of the proposal.
3. The original and one copy of the escrow agreement and completed W-9 form.
4. Letter from Tax Collector verifying that the taxes have been paid.
5. Narrative of the proposed application.

WHAT TO FILE (continued):

6. 20 copies of the proposal which include, but not limited to: topographical information and showing, in schematic form, the proposed development including lot lines, road layouts, circulation and parking, building locations, drainage basin locations, adjacent lots and buildings and open space areas, if applicable. Plans are to be folded.
7. Photographs are encouraged, but not required.
8. Payment of application fees (including educational training fee) and escrow fees in two separate checks made payable to the municipality. Fees are based upon the following:

FEE SCHEDULES:

Application fees:

	Borough	Township
Educational Training Fee	\$30.00	\$30.00
Site Plan – Concept Review	\$300.00	\$400.00

Escrow fees:

Site Plan – Concept Review	\$1500.00	\$100.00 p/1,000 sf or part thereof building construction; Minimum deposit, \$2,500.00
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PHASE III - PROCESS

- A. Upon receipt of the application, the Assistant to the Planner for the Planning Board will review for the following:
 1. that the required number of copies of the application and support documentation is received; including that the applicant has supplied one original application having the original signature/authorization and notary seal if applicable;
 2. any signer (applicant and/or owner) acting as either a corporation or LLC must provide additional information indicating that the person signing the application for the corporation or LLC, is authorized to act on the owner's behalf. A letter recognizing the signer from the corporation or LLC or a letter from the attorney is acceptable.
 3. required number of plans and reduced plans (exact number noted on checklist);
 4. payment of application fees (including educational training fee) and escrow fees in two separate checks made payable to the municipality along with a copy of the escrow agreement and W9 form.

An applicant is advised if any of the above materials are missing. Should there be any doubt regarding the owner of the property's approval/authorization for this application, the clock will not begin until this information has been received by the Planning office.

B. DISTRIBUTION

1. When an application is submitted, the Secretary of the Board shall forward a copy of the submission to the municipal engineer, planner and zoning officer with a request that they submit a report to the Board with their comments on the proposed development. A request will also be made to the Site Plan Review Advisory Board and/or the Historic Preservation Review Committee asking the Board or Committee designate one or more of its members to appear at the Planning Board's concept review hearing.
2. The request is to be heard within sixty days upon receipt of the request and the Secretary will place the matter on the Board's agenda as soon as practical and shall notify the applicant of the scheduled date. The applicant shall, at least one week prior to the meeting, send an informal notice to the surrounding property owners (as per Section 10B-55) by regular mail advising them of the general nature of the proposed development and of the time, date and place at which the Board will conduct a concept review discussion.

PHASE IV – PUBLIC DISCUSSION/ACTION

1. At the scheduled discussion, the Board shall review the proposed concept submission and may discuss any other pertinent issues raised. The applicant shall not be bound by any concept plan for which review is requested and the Board shall not be bound by any such review.
2. After the scheduled review discussion, the Secretary of the Board shall emboss on two copies of the submission "Concept review by the Board held on (date of discussion). One copy shall be retained for the Board's files, the other sent to the applicant. If a model has been exhibited to the Board, photographs of the model shall be supplied for retention by the Board. Minutes and tapes of the discussion shall constitute the Board's record of the proceeding and no formal report shall be issued by the Board. A copy of the excerpt from the minutes, as approved by the Board, shall be mailed to the applicant.

CONTACTS: The following names and phone numbers are provided to assist you in your filing process:

Lee Solow, PP/AICP
Director of Planning
Regional Planning Board of Princeton
400 Witherspoon Street
Princeton, NJ 08540
609-924-5366

Ilene Cutroneo, LUA
Assistant to the Planner
Regional Planning Board of Princeton
400 Witherspoon Street
Princeton, NJ 08540
609-924-5366

Jack West, PE
Borough Engineer
Princeton Borough
One Monument Plaza
Princeton, NJ 08542
609-497-7634

Derek Bridger
Borough Zoning Officer
Princeton Borough
One Monument Plaza
Princeton, NJ 08542
609-497-7634

Robert Kiser, PE/PP
Township Engineer
400 Witherspoon Street
Princeton, NJ 08540
609-921-7077

Peter Kneski
Township Zoning Officer
400 Witherspoon Street
Princeton, NJ 08540
609-921-1359

Robert Bruschi
Acting Princeton Borough Clerk
One Monument Drive
Princeton, NJ 08542
609-924-3118

Linda McDermott, RMC
Princeton Township Clerk
400 Witherspoon Street
Princeton, NJ 08540
609-924-5704

Copies of the municipal land use codes can be found on each municipality's web site. The Princeton Community Master Plan and all application instructions and forms are available on the page for the Planning Department on the website as well.

Princeton Borough – www.princetonboro.org
Princeton Township – www.princetontwp.org
Planning Department – princetontwp.org/planmain.html