

## **REGIONAL PLANNING BOARD OF PRINCETON SITE PLAN INSTRUCTION PACKET**

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. Copies of the municipal land use code can be obtained from the appropriate clerk's office.

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

### **Phase I - Pre application review:**

Prior to any submission, the applicant is encouraged to meet with Planner, Engineer and Zoning Officer to discuss the proposal. Prior to the meeting, the applicant should provide the Planning Office with three draft sets of plans to be distributed to staff prior to the meeting.

### **Phase II - Submission**

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.

### **Phase III - Distribution for Completeness Review**

Completeness review is a 45 day period established by the Municipal Land Use Law, to give the municipal staff sufficient time to determine if the applicant meets the requirements of the application checklist and submitted sufficient information for the Board to make an appropriate decision. The Planning Board office uses the following procedure:

1. The application is received and assigned a docket number. This number also acts as the escrow account number for billing purposes by staff and consultants. For Township applications this number is generated by the Planning Office. For Borough applications, the Borough Engineer must provide the escrow number to the Planning Office.
2. A routing sheet is prepared and the packet is distributed to staff who will review the application for completeness. In the Township it is distributed to: Planner, Engineer, Zoning Officer, Fire Official and Deputy Development Officer. The Township Engineer makes the determination should additional review be required by consultants during this time period. In the Borough it is distributed to: Planner, Engineer, Zoning Officer and Fire Official. In all cases, the applicant's contact receives a copy of the routing sheet which advises when the application was received, distributed and the completeness deadline.

Consultant review: Generally, only the Township uses consultants during the completeness review process. The determination is made by the Township Engineer as to which consultants will provide reports on the application.

3. Once the administrative officer determines whether the application is complete or incomplete, that office (Borough - Borough Engineer; Township - Township Engineer) will issue a letter to the person of contact detailing the status. If the application is determined to be complete, the application proceeds to Phase IV. If the application is incomplete, then a resubmission is required and the steps outlined in Phase III start at number 1.

### **Phase IV - Complete Application.**

Depending upon the type of application and whether variances or a conditional use is involved, the Board has 45 to 120 days to hear the request.

#### Administrative Waivers/Exceptions

If the application for development meets the criteria established (items 1 and 2 below), the administrative officer, municipal engineer, and planning director shall confirm this by signing and filing the plan with the Planning Board.

1. the development does not increase the degree of noncompliance or create a new noncompliance with respect to any bulk regulation set forth in this chapter;
2. within a historic preservation district the application proposes de minimis alteration, removal or demolition of the exterior element of a structure.

The application is reviewed under the standards of a minor site plan without variances. If the administrative officer determines that a waiver/exemption cannot be granted, the application is determined to be an incomplete minor site plan.

Minor Site Plan without variances:

1. An action on minor site plans without variances must take place within 45 calendar days. Once the application is determined to be complete, the municipal Engineer and Zoning Officer are advised as to when reports are required for hearing. Generally, reports are requested within three weeks from the date that the application is complete.
2. Once the reports are received, the application is scheduled to be reviewed by the Site Plan Review Advisory Board (SPRAB). If the property is in a historic district in the Township, the applicant must also meet with the Historic Preservation Committee (HPC). If the parcel is in the Borough and is in a historic district, review is only done by the Historic Preservation Review Committee (HPRC). SPRAB, HPC and HPRC are advisory boards to the Planning Board. They are comprised of technical people (architects, engineers, planners) who provide recommendations to the Board of jurisdiction.

Once an application is heard by an advisory board, the advisory board generates a report providing their conditions of approval. The applicant must notice the adjacent property owners and publish the action taken in the newspaper. Provided there are no objections to the minor site plan approval, the applicant is requested to meet the conditions of approval prior to obtaining a permit for construction.

If an objection is received, then it is scheduled before the Planning Board within 45 days of the date that the decision was published. The report from the advisory board is included in the Board packet for the specific agenda to guide the Board in their action.

3. The applicant, when scheduled for a Planning Board agenda, will be required to notice adjacent property owners within 200 feet of the parcel and publish in the appropriate newspaper. Information on noticing is included in their packet scheduling them for an agenda. The Planning Board will hold a public hearing on the objection and determine whether a formal hearing will be required for the approval.

Minor Site Plan with variances and all Major Site Plans:

1. An action on major site plans without variances must take place within 45 calendar days (there are some exceptions to this rule based upon the Municipal Land Use Law); any site plan with a variance requires an action to be taken within 120 calendar days. Once the application is determined to be complete, the appropriate municipal Engineer and Zoning Officer are advised as to when reports are required for hearing. Generally, reports are requested within three weeks from the date that the application is complete.
2. Once the reports are received, the application is scheduled to be reviewed by the Site Plan Review Advisory Board (SPRAB). If the property is in a historic district in the Township, the applicant must also meet with the Historic Preservation Committee (HPC). If the parcel is in the Borough and is a historic district, review is only done by the Historic Preservation Review Committee (HPRC). SPRAB, HPC and HPRC are advisory boards to the Planning Board. They are comprised of technical people (architects, engineers, planners) who provide recommendations to the Board of jurisdiction.

Once an application is heard by an advisory board, it is scheduled for the next available Board agenda. The advisory board generates a report providing recommendations, considerations and possible conditions to guide the Board in their action. This report is included in the Board packet for the specific agenda.

3. The applicant, when scheduled for a Planning Board agenda, will be required to notice adjacent property owners within 200 feet of the parcel and publish in the appropriate newspaper. Information on noticing is included in their packet scheduling them for an agenda.
4. After the Board takes an action, the findings of fact are memorialized. If approved, the applicant must meet the conditions established in the findings. The municipal Engineer reviews for compliance and provides a written memorandum to the Planning Board for the application file. The next step in the procedure depends on whether the application is for preliminary, final or both.

**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

Andrea L. Quinty, RMC  
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

**FEE SCHEDULES:**

| <b>Application fees:</b>   | <b>Borough</b> | <b>Township</b>  |
|--|----------------|--|
| Pre-application meeting<br>(Admin. Concept Review)                                       | \$100.00       | \$100.00   |
| Administrative Waiver  | \$325.00       | \$325.00   |
| Educational Training Fee   | \$30.00        | \$30.00  |
| Classification of site plan  | \$400.00       | \$400.00   |
| Site Plan – Concept<br>Review  | \$300.00       | \$400.00   |
| Preliminary Site Plan<br>involving prelim. major subdivision<br>&/or preliminary cluster | \$500.00       | \$500.00   |
| not involving related subdivision<br>application   |                | \$25.00 per 1,000 sf or<br>part thereof of building construction |
| Final – Major Site Plan  | \$500.00       | \$300.00   |
| Modification to approved<br>site plan  | \$400.00       | \$400.00   |
| Relief or variance<br>Hardship (c-type)  | \$375.00       | \$200.00 per variance  |
| Interpretation of Zoning Regulations<br>one or two family dwelling unit                  | \$275.00       | \$50.00  |
| all other cases  | \$375.00       |  |
| Conditional Use  | \$375.00       |  |
| expansion of conditional use   |                | \$375.00   |
| deferral of parking requirements   |                | \$350.00   |
| home occupation  |                | \$350.00   |
| other  |                | \$350.00   |
| Publication Fee  | \$35.00        | \$35.00  |
| Historic Preservation Plan<br>Application  | \$75.00        | \$50.00  |

| <b>Application fees:</b>                                   | <b>Borough</b>                           | <b>Township</b>   |
|--|--|---|
| Waiver from Design Standards                               | \$100.00                                 | \$100.00  |
| Soil Erosion Permit  |  | \$100.00  |
| <br><b>Escrow fees:</b>                                    |  |   |
|  | <b>Borough</b>                           | <b>Township</b>   |
| Pre application meeting<br>(Admin. Concept Review)         | \$600.00                                 | \$600.00  |
| Site Plan – Concept Review                                 | \$1,500.00                               | \$100.00 p/1,000 sf or part thereof building construction. Minimum deposit, \$2,500.00                    |
| Administrative Waiver Exception                            | \$500.00                                 | \$500.00  |
| Classification of site plan                                | \$2,000.00                               | \$2,000.00  |
| Modification to Approved site plan                         | \$2,000.00                               | \$2,000.00  |
| Historic Preservation Plan                                 | not required                             | \$150.00 for all plans except for those pursuant to 10B-41.2 (b) and if part of a development application |
| Preliminary Site Plan                                      | \$4,000.00 (plus \$0.10/sf over 1,000 sf |   |
| involving prel. major subdivision &/or preliminary cluster |  | \$200.00 p/acre or part thereof & \$25.00 p/dwelling, minimum deposit, \$3,000                            |
| not involving related subdivision or cluster application   |  | \$150.00 p/1,000 sf or part thereof of building construction, minimum deposit, \$4,000                    |
| Final  | \$2,500.00 (plus \$0.10/sf over 1,000 sf | \$2,000 plus \$100 per 1,000 sf of building (when not involving a cluster application)                    |

**Escrow fees:**

|   | <b>Borough</b> | <b>Township</b> |
|---|----------------|-----------------|
| Relief or variance<br>Hardship (c-type) | \$750.00       | \$750.00        |
| Interpretation of Zoning<br>Regulations | \$750.00       | \$250.00        |
| Conditional use                         | \$1,000.00     |                 |
| Expansion of existing; other            |                | \$500.00        |
| Deferral of parking requirements        |                | \$1,000.00      |
| Home occupation                         |                | \$200.00        |
| Soil Erosion Permit                     |                | \$200.00        |