

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 Planning Board of Princeton reviews applications, where permitted by ordinance, for Princeton. 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:

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, which is generated by 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, Land Use Engineer, Zoning Officer, Fire Official and Emergency Services. The Land Use Engineer makes the determination should additional review be required by consultants during this time period. The applicant's contact receives a copy of the routing sheet which advises when the application was received, distributed and the completeness deadline.
3. Once the administrative officer determines whether the application is complete or incomplete, a letter will be issued 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 Land Use 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 Commission (HPC). SPRAB and HPC 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 Land Use 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 Commission (HPC). SPRAB and HPC 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
609-924-5366

Ilene Cutroneo, LUA
Assistant to the Planner
609-924-5366

Jack West, PE
Land Use Engineer
609-921-7077

Derek Bridger
Zoning Officer
609-921-1359

Linda McDermott, RMC
Municipal Clerk
609-924-5704

FEE SCHEDULES:

TYPE OF APPLICATION	FEES
Pre-application meeting (Admin. Concept Review)	\$100.00
Administrative Waiver	\$325.00
Educational Training Fee	\$30.00
Classification of site plan	\$400.00
Site Plan – Concept Review	\$400.00
Preliminary Site Plan involving prelim. major subdivision &/or preliminary cluster	\$500.00
not involving related subdivision application	\$25.00 per 1,000 sf or part thereof of building construction
Final – Major Site Plan	\$500.00
Modification to approved site plan	\$400.00
Relief or variance Hardship (c-type)	\$200.00 per variance
Conditional Use	\$375.00
Publication Fee	\$35.00
Historic Preservation Plan Application	\$75.00
Waiver from Design Standards	\$100.00
Soil Erosion Permit	\$100.00

TYPE OF APPLICATION:	ESCROW:
Pre application meeting (Admin. Concept Review)	\$600.00
Site Plan – Concept Review	\$100.00 p/1,000 sf or part thereof of building construction, minimum deposit, \$2,500.00
Administrative Waiver Exception	\$500.00
Classification of site plan	\$2,000.00
Modification to Approved site plan	\$2,000.00
Historic Preservation Plan	\$150.00 for all plans except for those pursuant to 10B-41.2 (b) and if part of a development application
Preliminary Site Plan involving prel. major subdivision &/or preliminary cluster	\$200.00 p/acre or part thereof and \$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, plus \$0.10 /sf over 1,000 sf
Relief or variance Hardship (c-type)	\$750.00
Conditional use	\$1,000.00
Soil Erosion Permit	\$200.00