

## **REGIONAL PLANNING BOARD OF PRINCETON MAJOR SUBDIVISION INSTRUCTION PACKET**

The attached packet of information has been prepared to assist you in preparation, submission and procedural requirements for filing an application for major subdivision. The Regional Planning Board of Princeton reviews applications, where permitted by ordinance, for both the Borough and Township. Copies of the municipal land use codes 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 call and speaking with anyone from the Planning Staff. Along with the application forms and checklists, we have also 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, 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;
2. including that the applicant has supplied one original application having the original signature/authorization and notary seal if applicable;
3. 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;
4. required number of plans and reduced plans (exact number located on checklist);
5. 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 should any of the above materials be 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 it 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 applicant 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.

Major Subdivisions with or without variances:

1. An action on major subdivisions without variances and with 10 or fewer lots must take place within 45 calendar days; major subdivisions without variances with 11 lots or greater must take place within 95 calendar days, and; major subdivisions with variances must take place within 120 calendar days. Once the application is determined to be complete, the appropriate 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 determined to be 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 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.

After the 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 meeting, 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 are memorialized. If approved, the applicant must meet the conditions established in the findings of fact. 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.

Prior to the signing of the filing document, all conditions established in the findings must be met. The Planning Board should receive all materials for distribution to meet these conditions. The Planning Board should also be provided with the final set of subdivision plans which meet all conditions of approval. A written sign off by the municipal Engineer will be required for the Planning Board files prior to any signatures being authorized for filing of the subdivision.

**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

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

Robert Hough, 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

Linda McDermott, RMC  
Princeton Township Clerk  
400 Witherspoon Street  
Princeton, NJ 08540

**FEE SCHEDULES:**

**Application fees:**

|   | <b>Borough</b> | <b>Township</b>                            |
|---|----------------|--|
| Pre application meeting<br>(Admin. Concept Review)                      | \$100.00       | \$100.00                                   |
| Preliminary Major<br>Subdivision  | \$500.00       | \$500.00 plus \$25 p/lot                   |
| Educational Training<br>Fee   | \$30.00        | \$30.00                                    |
| Final Major<br>Subdivision  | \$250.00       | \$250.00                                   |
| Modification of<br>approved subdivisions                                | \$400.00       | \$400.00                                   |
| Subdivision – Concept<br>Review   | \$300.00       | \$400.00                                   |
| Residential Cluster<br>Developments involving<br>units w/zero lot lines |                | \$250.00 plus<br>\$10 p/zero lot line unit |
| Soil Erosion Permit   |                | \$100.00                                   |
| Section 10B-20(c) –<br>Hardship<br>Zoning Relief                        | \$375.00       | \$200.00 per variance                      |
| Conditional Use   | \$375.00       |  |
| expansion of conditional use  |                | \$375.00                                   |
| deferral of parking requirements  |                | \$350.00                                   |
| home occupation   |                | \$350.00                                   |
| other   |                | \$350.00                                   |
| Interpretation of Zoning Regulations                                    |                | \$50.00                                    |
| one or two family dwelling unit   | \$275.00       |  |
| all other cases   | \$375.00       |  |
| Publication Fee   | \$35.00        | \$35.00                                    |

**Application fees:**

|  | <b>Borough</b> | <b>Township</b> |
|--|----------------|-----------------|
| Historic Preservation Plan Application | \$75.00        | \$50.00         |
| Waiver from Design Standards           | \$100.00       | \$100.00        |

**Escrow fees:**

|   | <b>Borough</b>                | <b>Township</b>   |
|---|-------------------------------|---|
| Pre application meeting (Admin. Concept Review)                   | \$600.00                      | \$600.00  |
| Preliminary Major Subdivision                                     | \$3,000.00 plus \$100 per lot | \$300 p/lot for 1st 10 lots; \$100 p/lot thereafter; \$3,000 minimum  |
| Final Major Subdivision   | \$1,000.00 plus \$50 per lot  | \$1,000 plus 100 p/lot  |
| Modification of approved subdivisions                             | \$2,000.00                    | \$2,000.00  |
| Subdivision – Concept Review                                      | \$1,500.00                    | \$100 p/lot for 1st 10 lots; \$75 per lot thereafter; \$2,500 minimum |
| Residential Cluster Developments involving units w/zero lot lines |                               | \$50 p/zero lot line unit. \$2,500 minimum                            |
| Soil Erosion Permit   |                               | \$200.00  |
| Section 10B-20(c) – Hardship Zoning Relief                        | \$750.00                      | \$750.00  |
| Interpretation of Zoning Regulations                              | \$750.00                      | \$250.00  |

**Escrow fees:**

|                                  | <b>Borough</b> | <b>Township</b> |
|----------------------------------|----------------|-----------------|
| Conditional use                  | \$1,000.00     |                 |
| Expansion of existing            |                | \$500.00        |
| Deferral of parking requirements |                | \$1,000.00      |
| Home occupation                  |                | \$200.00        |
| Other                            |                | \$500.00        |

Revised 8/10