

**PLANNING BOARD OF PRINCETON  
MINOR 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 minor subdivision. The Planning Board of Princeton reviews applications, where permitted by ordinance. Copies of the Princeton land use codes can be obtained online at <http://www.princetonnj.gov/code-book.html> or from the Municipal 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 also included a separate list of municipal contacts with names, addresses and phone numbers to assist you in this process.

Please note the following:

**IN ORDER TO BE CLASSIFIED AS A MINOR SUBDIVISION, THE PROPOSED  
SUBDIVISION MUST MEET THE FOLLOWING CRITERIA:**

1. Create no more than two lots (including the original tract).
2. Property in question has not been approved as a minor subdivision within the past year.
3. Not involving a planned development, any new streets or the extension of any off tract improvements, the cost of which would be pro-rated pursuant to municipal ordinances.

**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, 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 located on checklist);
4. payment of application fees (including educational training fee) and escrow fees in two separate checks 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.
2. A routing sheet is prepared and the packet is distributed to staff who will review the application for completeness. It is distributed to: Planner, Land Use Engineer, Zoning Officer, Fire Official and Emergency Service. The 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 them when the application was received, distributed and the completeness deadline.
3. Once the administrative officer determines whether the application is complete or incomplete, that office 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.

#### **Minor Subdivisions without variances:**

1. Since the application has no variances, action must be taken by the Board within 45 calendar days. The Subdivision Subcommittee has the authority to sit as the Board to review and where appropriate approve minor subdivision applications without variances. If the property is in a historic district, review may be required by the appropriate Historic Preservation Commission. 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 Subdivision Subcommittee is scheduled to review the application and make their decision. This committee is comprised of three members of the Planning Board, the Planner, the Board Attorney, Land Use Engineer and Zoning Officer. The applicant is advised as to when the meeting is scheduled so they can attend or send their appointed person of contact.
3. If the Subdivision Subcommittee has made their determination and approved the subdivision, the Board attorney drafts the findings of fact and this document is scheduled for the next available Planning Board meeting for adoption by the subcommittee. If the subcommittee requires more information or feels that the Board should take full action, then their report will be sent to the Board to be discussed at the next meeting to determine scheduling or procedure.
4. Once the findings are memorialized, the applicant has 190 days in which to file the minor subdivision. This can be done by deed or map. Prior to signing 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 Land Use Engineer will be required for the Planning Board files prior to any signatures being authorized for filing of the subdivision.

#### **Minor Subdivision with variances:**

1. An action on minor subdivisions with variances must take place 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 Subdivision Subcommittee is scheduled to review the application and make their recommendations to the Planning Board. If the property is in a historic district in the former Township, the applicant must also meet with the Historic Preservation Commission. Since the application has variances, the subcommittee does not have the authority to approve applications at the committee level, and a formal hearing is required. The subcommittee is comprised of three members of the Planning Board, the Planner, the Board Attorney, Land Use Engineer and Zoning Officer. The applicant is advised as to when the meeting is scheduled so they can attend or send their appointed person of contact.

In some instances, the Chairman of the Subdivision Subcommittee may determine that the meeting may be waived. Should this be the case, the application is scheduled for the next available Planning Board meeting.

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. 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 Land Use Engineer will be required for the Planning Board files prior to any signatures being authorized for filing of the subdivision.
5. Once the findings of fact are memorialized, the applicant has 190 days in which to file the minor subdivision. This can be done by deed or map.

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

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

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

Jack West, PE  
Land Use Engineer  
400 Witherspoon Street  
Princeton, NJ 08540  
609-921-7077

Derek Bridger  
Zoning Officer  
400 Witherspoon Street  
Princeton, NJ 08540  
609-921-1359

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

**FEE SCHEDULES:**

	<b>Application</b>	<b>Escrow</b>
Pre-application meeting (Admin. Concept Review)	\$100.00	\$600.00
Educational Training Fee	\$30.00	
Subdivision classification or minor subdivision	\$400.00	\$2000.00
Modification of approved subdivisions	\$400.00	\$2000.00
Relief or variance Hardship (c-type)	\$200.00 per variance	\$750.00
Conditional Use	\$375.00	\$1000.00
Publication Fee	\$35.00	
Historic Preservation Plan Application	\$75.00	
Waiver from Design Standards	\$100.00	
Soil Erosion Permit	\$100.00	\$200.00