

**REGIONAL PLANNING BOARD OF PRINCETON  
ZONE CHANGE/MASTER PLAN AMENDMENT  
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 - Process**

The Planning Board office uses the following procedure:

1. The request is 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 and it is entered into the application at a later date.
2. The Planner will review the material provided to determine whether sufficient information has been provided to allow for a discussion before either the Master Plan Subcommittee or the Zoning Amendment Review Committee.

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.

**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 (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 Review	\$250.00	\$400.00
Preliminary Site Plan involving prelim. major subdivision &/or preliminary cluster	\$500.00	\$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	\$300.00
Modification to approved site plan	\$400.00	\$400.00
Relief or variance Hardship (c-type)	\$375.00	\$150.00 per variance
Interpretation of Zoning Regulations		\$50.00
Conditional Use	\$375.00	\$300.00
Publication Fee	\$30.00	\$35.00
Historic Preservation Plan Application	\$75.00	\$50.00
Waiver from Design Standards	none required	\$100.00
Soil Erosion Permit		\$100.00

<b>Escrow fees:</b>	<b>Borough</b>	<b>Township</b>
Pre application meeting (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, \$2500.00
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	\$1,500.00
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)
Relief or variance Hardship (c-type)	\$750.00	\$750.00
Interpretation of Zoning Regulations	none required	\$250.00
Conditional use	\$1,000.00	
Expansion of existing; other		\$5,050.00
Deferral of parking requirements		\$1,000.00
Home occupation		\$200.00