

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 Planning Board of Princeton reviews applications, where permitted by ordinance. Copies of the municipal land use codes can be found online at <http://www.princetonnj.gov/code-book.html> or obtained 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 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:

Princeton Planning Board
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, Land Use 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.
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 Services. The applicant's contact receives a copy of the routing sheet which advises when it was received, distributed and the completeness deadline.
3. Once the administrative officer determines whether the applicant 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.

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. Major Subdivisions are also reviewed by the following advisory boards: Princeton Environmental Commission, Shade Tree Commission and the Traffic Safety Commission.

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 former Township, the applicant must also meet with the Historic Preservation Commission (HPC). If the parcel is in a historic district, in the former Borough, review is done by the Historic Preservation Commission (HPC). They are comprised of technical people (architects, engineers, planners) who provide recommendations to the Board of jurisdiction.

After the application is heard by SPRAB and/or HPC, 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 Land Use 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 Land Use 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
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

Kathleen Brzezynski, RMC
Princeton Municipal Clerk
609-924-5704

FEE SCHEDULES:

	Application	Escrow
Educational Training	\$30.00	
Publication Fee	\$50.00	
Prelim Major Subdivision	\$500.00 plus \$25.00 p/lot	\$3000.00 plus \$100.00 p/lot
Final Major Subdivision	\$250.00	\$1000.00 plus \$100.00 p/lot
Modification of approved subdivisions	\$400.00	\$2000.00
Subdivision – Concept Review	\$400.00	\$100.00 per lot first 10 lots; \$75.00 per lot there after – \$2500.00 minimum deposit
Relief from condition of approval	\$300.00	\$2000.00
Residential Cluster Developments involving units w/zero lot lines	\$250.00 plus \$10.00 p/zero lot line	\$50.00 p/zero lot line unit \$2500.00 minimum
Soil Erosion Permit	\$100.00	\$200.00
Section 10B-20(c) – Zoning Relief	\$200.00 per variance	\$750.00
Conditional Use	\$375.00	\$1000.00
Historic Preservation Plan Application	\$75.00	
Waiver from Design Standards	\$100.00	
Review of 10B-227.16 – project site stormwater management submission requirements		\$1500.00 pursuant to 10B-216

revised 12/20/17