

**ZONING BOARD OF PRINCETON  
MAJOR SITE PLAN CHECKLIST**  
(formerly Borough) Section 17A-197  
(formerly Township) Section 10B-230

Name of Applicant:

The following check list is designed to inform applicants as to what is required in preparing major site plans for board review. Applicants should check off items to confirm that they are included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** Utilities, details, profiles, etc. may be shown on separate sheets. This check list must be submitted with the application. Applications filed which include a waiver request for any of the check list items, shall be accompanied by a written statement in support of each waiver request.

\*The total number of copies to be submitted is dependent upon which Board hears your application. This information can be found in the cover sheet of the application.

Office Use	Applic Use	
<b>(a) General Requirements:</b>		
		1. Completed application form (original + 5 copies). *Maximum number of copies required is 30.
		2. Complete site plans signed and sealed by an appropriate professional pursuant to State licensing requirements (14 copies). Plans are not to exceed 24" x 36" and all sheets must be the same size. All plans must be collated and folded. *Maximum number of copies required is 30.
		3. Application and Escrow Fees. Separate checks are required.
		4. Completed W-9 and escrow agreement.
		5. Fire Protection Plan in accordance with municipal code Section 10B-109.1 through 10B-109.4 (6 copies). *Maximum number of copies required is 30. (a) Fire protection map (14 copies, *Maximum number of copies required is 30), indicating:
		[1] existing and proposed hydrants
		[2] Distances between hydrants
		[3] Distances to nearest hydrant
		[4] water main location, size and location where supply is coming from
		(b) Narrative containing information regarding the relevant fire protection sector as well as distances and spacing of fire hydrants (14 copies, *Maximum number of copies required is 30.) This information must also include:
		[1] exposure distances
		[2] accessibility of fire hydrants
		[3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds municipal standards.
		[4] size and type of building construction
		[5] intended use and occupancy of buildings
		[6] fire protection practices
		6. Completed checklist (original + 5 copies). *Maximum number of copies required is 30.
		7. Letter from the Tax Collector stating that all taxes and assessments are paid to date.
		8. If applicable, completed variance appeal form and/or conditional use form (original + 5 copies). *Maximum number of copies required is 30.
		9. Two copies of the sealed survey for the entire tract.

Office Use	Applic Use	
<b>(a) General Requirements (continued):</b>		
		10. Submission of historic preservation plan when the property is located in a historic district or historic buffer district, pursuant to municipal ordinances including:
		(a) Photographs of the property in question and surrounding properties
		(b) Product specifications, where appropriate
		(c) Elevations and details for proposed new construction
		(d) Floor plans
		(e) Documentation sufficient to demonstrate how the proposed improvement appears in context
		(f) Archaeological and historic sites survey
		(g) Archaeological and historic sites construction protocol
		(h) Delineated historic protection area or pre-mapped historic preservation area
		(i) When available, historic photographs, maps, plot plans and other historic site documentation
		(j) Plot plan of property showing location of all existing and proposed structures, with relationship to surrounding buildings on adjoining properties, zoning setback, driveway(s), and existing and proposed utilities
<b>(b) Site Plan:</b>		
		1. Tract name
		2. Tax map sheet, lot and block number.
		3. Date, north arrow and graphic scale (min. 1" = 50')
		4. Property boundary dimensions and bearings.
		5. Acreage of the entire tract. Acreage of each lot or plot to be built upon or otherwise used.
		6. Property owners within 200 feet of parcel listed in schedule form.
		7. Key Map at a scale of 1" = 400' showing the following information within 1,500 feet of the property:
		a) Zoning districts and boundary delineations
		b) Streets and roads.
		c) Streams, watercourses, bodies of water and property lines.
		d) Block and lot numbers.
		8. Bulk zoning regulations for district providing existing and proposed requirements in schedule form (showing required, existing and proposed conditions).
		9. Name, address and signature of record owner.
		10. Name and address of applicant (if other than owner).
<b>(c) Existing and Proposed Features:</b>		
		1. Location of streams, waterway corridors, water-courses, flood hazard and flood plain areas, bodies of water and wetland areas.
		2. Rock out-croppings and/or boulder fields.
		3. Right-of-way and/or easement dedications to include owner identity, acreage and boundary information.
		4. Steep slope locations of grades in excess of 15 percent.
		5. All existing physical features, including streams, watercourses, bodies of water, rock – outcroppings, significant soil conditions in the areas to be affected by proposed construction, and an outline of tree masses on the site, with an indication whether such masses are evergreen or deciduous and their approximate height.

Office Use	Applic Use	
<b>(c) Existing and Proposed Features (continued):</b>		
		6. Size, shape and location of buildings on the tract, on adjoining property and on opposite of the adjacent street(s).
		7. Off-street parking areas and loading facilities showing location and dimensions of individual parking spaces, loading spaces, aisles, traffic flow patterns and driveways for ingress and egress. All parking spaces, driveways and access points to public streets.
		8. All required building and parking setback lines.
		9. Calculations of on-site parking required and proposed in schedule form.
		10. Contours at intervals not exceeding two (2) feet.
		11. Location and type of catch basins or surface water detention basins and other surface drainage facilities, including stormwater runoff calculations.
		12. Location and height of fences, retaining walls and railings.
		13. Electric, telephone, gas and other utilities.
		14. Location, height, size and illumination of exterior signs and advertising features. Location and layout of public/private sidewalks, bicycle paths, curbs and interior walkways.
		15. Master Plan designation including: open space, roadway widening, recreation areas, community facility areas, etc.
		16. Location of tree masses including type and approximate height.
		17. Facility location for the temporary storage of solid (paper) waste and recyclable items.
		18. Landscaping plan including location, height and types of planting and screenings.
		19. Rights-of-way easements.
		20. Location of exterior lighting, area of illumination and height and type of standards.
		21. Proposed location and layout of sidewalks, bicycle paths, curbs and interior walkways.
		22. Key map showing entire project and its relation to surrounding areas, roads and watercourses.
		<p>23. A tree survey that shall:</p> <p>(a) Denote the location and approximate height of those trees on the site, including both those being removed and preserved, that are within two hundred (200) feet of the construction's limit of disturbance, which shall include all utilities and driveway areas, and that are eight (8) inches caliper D.S.H. or greater. Trees with multiple trunks shall be shown on the tree survey if the average of the D.S.H. of the tree's multiple trunks is eight (8) inches caliper or greater.</p>
		(b) Include a tree removal/preservation key detailing size, species and condition of the trees shown on the survey.
		(c) Delineate the limit of disturbance for construction taking into account vehicular access and egress, equipment and material storage, grading, utilities installation and other construction activity that may detrimentally impact the remaining trees. The limit of disturbance should extend to the drip line of the trees at a minimum and be species specific.
<b>(d) Drainage and Utility Plan:</b>		
		1. Existing and proposed contours.
		2. Contours of site at two (2) foot intervals.
		3. Location and type of inlets, pipes, swales, berms, storm detention facilities, building roof leaders, etc.
		4. Location, type and size of sanitary sewer and water services and connections within the tract and adjacent off-site servicing mains.
		5. Location of on-site and off-site electric, telephone, gas, water, storm and sanitary sewers, and CATV facility service line connections.
		6. Utility easement with owner entity identification.

Office Use	Applic Use	
<b>(d) <u>Drainage and Utility Plan (continued):</u></b>		
		7. Construction details.
		8. Grade elevations at all building corners, first floor level of buildings, center lines of abutting roads, top and bottom of curbs, gutters and other pertinent locations.
		9. Existing and proposed surface water runoff rate and volume to result from the proposal and a plan to control and dispose of same.
		10. Proposed changes to existing natural drainage, including major topographic changes and watercourse diversions.
<b>(e) <u>Landscaping, Lighting and Signage Plan:</u></b>		
		1. Location, height and types of proposed plantings and/or screenings.
		2. Location of existing trees greater than eight (8) inch caliper with species identification.
		3. Location of existing shrubs, hedgerows and screenings.
		4. Location of existing and proposed exterior lighting, illumination pattern, height type and illuminair specification.
		5. Location of advertising signage with graphic details relative to size, height, materials, color, illumination (if any) and letter style.
<b>(f) <u>Soil Map:</u></b>		
		1. Location of steep slopes in excess of seven (7) percent, with markings showing slope percentages.
		2. Location of soil group type boundaries with soil identification.
		3. Location of buildings and/or storm water detention basin facilities.
		4. Location of streams, wetlands approximate areas of aquifer recharge and discharge and waterway corridors.
		5. Location of highly acidic or highly erodible soils.
		6. Location of areas of high water table and/or bedrock.
<b>(g) <u>Building Drawings:</u></b>		
		1. Two (2) site sections indicating elevation changes in the land, building and tree masses.
		2. Floor plans (14 sets, collated to full site plan).
		3. Roof plans showing exterior air-heating circulation system layout if applicable.
		4. All building elevations.
		5. Photographs of existing site features.
		6. Applications Providing Affordable Housing - Any application involving affordable housing must include 14 copies of the following documents filled out in draft form for attorney review: a. For units proposed to be for sale, the affordable housing agreement, repayment mortgage and repayment mortgage note.
		b. For units proposed for rental, declaration of covenants, conditions, and restriction; affordable housing agreement for rental properties.
		c. Floor plans indicating location, number of bedrooms and size of affordable units.
<b>(h) <u>Soil Erosion and Sediment Control Plans:</u></b>		
		1. Existing and proposed contours at two (2) foot intervals.
		2. Location of present and proposed drains and culverts with their discharge capacities and velocities along with supporting computations and identification of conditions below outlets.
		3. A site grading plan showing proposed cut and fill areas together with existing and proposed profiles of this area.

Office Use	Applic Use	
<b>(h) Soil Erosion and Sediment Control Plans (continued):</b>		
		4. Delineation of any area subject to flooding from the 100 year storm in compliance with the Flood Plans Act or applicable municipal zoning.
		5. Delineation of streams within the project area.
		6. Location of all proposed soil erosion and sediment control facilities.
		7. Proposed sequence of development.
		8. Proposed starting date of each phase of development.
		9. Identification of land areas to be disturbed and length of time the soil in each area will be unprotected.
		10. Proposed date to complete each phase of development.
		11. Planned soil erosion and sediment control measures and facilities supporting computations based upon standards promulgated by the New Jersey Soil Conservation Committee.
		12. Soil erosion control details.
		13. Plans for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, including, responsibility for maintenance of facilities after the development is completed.
<b>(i) Required Notes for All Plans:</b>		
		1. If the extension of water mains is required, the spacing and location of hydrants will comply with the standards of the New Jersey American Water Company and approved by the municipal engineer and Fire Prevention Official.
		2. Electric, telephone, CATV, and all other wire served utility extensions and services shall be installed underground with standards established by the servicing utility company and approved by the municipal engineer.
		3. All drainage and sewer easements for public purposes shall be dedicated to the municipality, unless otherwise noted.
		4. All areas where natural vegetation and/or specimen trees are to remain shall be protected by the erection of fencing and no disturbance shall occur prior to inspection by the municipal engineer and the issuance of written authorization to proceed with construction. These protective measures shall not be altered or removed without the approval by the municipal engineer.
<b>(j) Required Contents of Environmental Information Statement:</b>		
		1. Map, list and description of soil types on the site, derived from the Mercer County Soil Survey.
		2. Brief description of the surficial geology of the area.
		3. Estimate potable water demand in gallons per day and the source of the water supply.
		4. Estimated sewage to be generated in gallons per day and a general description of proposed method of sewerage disposal.
		5. Character, estimated tonnage and method of solid waste disposal and storage, including recycling measures.
		6. Proposed uses, processes or equipment which will affect the ambient air quality, such as, but not limited to, those relating to heating, air conditioning, incineration and material processing.
		8. Soil erosion and sedimentation control plan, together with report.
		9. Traffic study, including widths and conditions of existing roads in the area and impacts of the proposed developments on traffic volumes.

Office Use	Applic Use	
<b>(k) Required Signature Format on All Plans:</b>		
		<p style="text-align: center;">Approved by the Zoning Board of Princeton as a Major Site Development.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Chairman <span style="float: right;">_____</span> Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Secretary <span style="float: right;">_____</span> Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Engineer <span style="float: right;">_____</span> Date</p>
<b>(l) Green Development Information Statement:</b>		
<p><u>Introduction</u></p> <p>The Green Development Checklist and information statement outlines the contents for the Information Statement and is based on the LEED system standards for building and neighborhood development and Sustainable Jersey's Model Green Development Checklist, but is not intended to be exclusive; incorporation of additional sustainable development practices in development projects is strongly encouraged to help Princeton become a more sustainable community.</p> <p>The applicant is to provide in narrative form, it's responses to the items requested in checklist item (l).</p>		
<b>GREEN BUILDING CHECKLIST</b>		
<b>(A) CONTEXT:</b>		
		<b>1. Site Selection:</b> Describe how the proposed development location avoids and/or reduces environmental impacts. Is the site located in an area with existing infrastructure, protecting greenfields, and preserving habitat and natural resources? Is the site a redevelopment, brownfield or infill location? How does this project integrate with existing neighborhood and streetscape?
		<b>2. Alternative Transportation:</b> To what extent is the site served by public transit, pedestrian and bicycle networks? Is there train or bus service within 1/4 mile? How does the project encourage use of alternative transportation, including provision of covered bicycle storage and shower/changing facilities? Are roads within the development area design as "Complete Streets" (see Master Plan for definition of "Complete Streets").
		<b>3. Parking Capacity and Design:</b> To what extent does the project reduce or eliminate new parking? Does the project utilize reduced parking ratios, compact stalls, banked parking, shared parking, van spaces, or priority parking for low emission vehicles?
		<b>4. Land Use and Housing Diversity:</b> To what extent does the development provide or increase a mix of land use types? Does the development provide or increase housing diversity by type and income?
		<b>5. Civic and Public Spaces:</b> Describe how the project provides or is in proximity to recreation facilities, parks, and green space areas.
		<b>6. Recreation, Parks and Green Space:</b> Describe how the project provides or is in proximity to recreation facilities, parks, and green space areas.
		<b>7. Open Space/Natural Features:</b> Describe how the project maximizes open space and preserves natural features and landscapes. Is the development part of an integrated ecological network?
		<b>8. Regional Stormwater Management:</b> Describe the streams or bodies of water to which the site drains, including any Category One waters. To what extent does the project provide or increase regional stormwater management?
<b>(B) SITE DEVELOPMENT:</b>		
		<b>1. Site Disturbance:</b> How does the project minimize site disturbance during construction, including demarcating disturbance areas, and properly locating project trailer, storage trailer(s), laydown area, vehicle access, etc.?
		<b>2. Construction Activity Pollution Prevention:</b> Describe the erosion and sedimentation control plan to protect topsoil, and prevent waterway sedimentation and airborne dust generation. Describe how construction noise and/or vibration will be reduced or eliminated, including noise/vibrations from any rock or concrete crushing. Will any boulder fields be retained?
		<b>3. Water Efficient Design:</b> Describe the ways in which the project will reduce or eliminate use of potable water or other water resources by using water efficient landscaping, efficient irrigation systems, using captured rainwater or using recycled wastewater.
		<b>4. Resource-Efficient Design:</b> Describe the project's use of native species to reduce water use and to eliminate the need for fertilizers and pesticides, and to provide food/shelter for birds, animals and insects.

Office Use	Applic Use	
<b>GREEN BUILDING CHECKLIST</b>		
<b>(B) SITE DEVELOPMENT (continued):</b>		
		<b>5. Soil Compaction:</b> To what extent does the project include soil remediation measures to ensure full vegetative growth and rainwater infiltration after construction?
		<b>6. Integrated Pest Management:</b> How will the project incorporate Integrated Pest Management techniques, such as alternatives to standard pesticides, herbicides and synthetic fertilizers that kill organisms in the soil?
		<b>7. Tree Retention and Planting:</b> Describe how the project maximizes retention of large trees and wooded areas, and provides or enhances the municipal tree canopy, including shade trees and the street tree canopy.
		<b>8. Low Impact Design:</b> Describe low impact site design features such as bio-swales, rain gardens, green roofs, green walls, pervious pavements, and on-site management of vegetative waste.
		<b>9. Regenerative Design:</b> Describe how the site design restores and conserves soils, habitat, wetlands or water bodies. How does the site design address long-term conservation management of these resources?
		<b>10. Non-plant Landscape Elements:</b> To what extent do non-plant landscape elements incorporate use of sustainable materials, including use of recycled content, local/regionally sourced materials, rapidly renewable materials and Forest Stewardship Council certified wood materials?
		<b>11. Heat Island Effect:</b> In what ways does the project minimize heat island effects through reduced and/or light-colored paving, landscaping, or other site design methods? (See also G-8, Energy Efficient Roof Design, below.)
		<b>12. Site Lighting:</b> How is light pollution from the site minimized? Describe what energy efficient site lighting and controls will be used.
<b>(C) GREEN BUILDING:</b>		
		<b>1. Green Building Certification:</b> Does the building meet the criteria for a certified green building? Will the project apply for LEED certification or other green building certification?
		<b>2. Building Orientation:</b> Is the building oriented to maximize benefits of day lighting view sheds and energy and to minimize detrimental impacts on surrounding sites?
		<b>3. Water Efficiency:</b> Does the building provide a 20% or greater reduction beyond minimum water efficiency standards set by EPA or local government, whichever is greater? Will the project use the EPA WaterSense Water Budget tool, or similar water budget analysis?
		<b>4. Water Conservation Features:</b> Describe the building's water conservation features, including low-flow fixtures, waterless urinals, and sensor-controlled faucets.
		<b>5. Innovative Wastewater Technologies:</b> To what extent does the building incorporate rainwater, gray water and storm water recapture and re-use? Is wastewater treated on site and recharged to the ground?
		<b>6. Energy Efficiency:</b> How does the building reduce energy usage through efficient heating and cooling, geothermal technology, enhanced daylighting, efficient lighting, occupant controls and an efficient building envelope? Will the project exceed the requirement of ASHRAE 90.1-2007? Will the project be benchmarking building efficiency savings with Energy Star's Portfolio Manager or similar program?
		<b>7. Energy Star:</b> To what extent does the building incorporate Energy Star - labeled building products?
		<b>8. Energy Efficient Roof Design:</b> How will the proposed roof coloring, materials and design minimize heat island effects? Will the project meet Energy Star Cool Roof requirements?
		<b>9. Renewable Energy:</b> Describe any on-site renewable energy self-supply to reduce environmental and economic impacts associated with fossil fuel energy use. What percentage of the project's electricity will come from renewable sources?
		<b>10. Energy Efficient Impacts:</b> By what percent will the project exceed required energy efficiency standards, such as ASHRAE 90.1-2007? What are the anticipated energy savings and carbon emission reductions for the project?
		<b>11. Refrigerant Management:</b> Describe how refrigerants and heating, ventilation, air conditioning and refrigeration equipment will minimize or eliminate the emission of compounds that contribute to ozone depletion and climate change.
		<b>12. Minimum Indoor Air Quality:</b> Describe how the project will exceed minimum indoor air quality requirements through ventilation system design, implementing a construction IAQ management plan, use of low-emitting materials and other measures. How the project considered using South Coast Air Quality Management (SCAQM), Green Seal's GS-11, the Carpet and Rug Institute's Green Label Plus Program, and FloorScore requirements as standards for Volatile Organic Compound (VOC) limits?
		<b>13. Waste Management/Recycling:</b> What percentage of construction waste will the project divert from landfills? Describe how the project will facilitate the storage and collection of recyclables and composting organic material.

