

**PRINCETON PLANNING BOARD
PRELIMINARY MAJOR SUBDIVISION CHECKLIST
Borough Section 17A-162
Township Section 10B-158**

Name of Applicant

The following checklist is designed to inform applicants as to what is required in preparing preliminary major subdivision plans for board review. Applicants should check off item to confirm that it is included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** Utilities, details, profiles, etc. may be shown on separate sheets. This checklist 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	
		(a) General Requirements
		1. Completed application form (original + 5 copies). *Maximum number of copies required is 30.
		2. Overall subdivision plan in reduced form 11" x 17" (14 copies), to be shown on one sheet. *Maximum number of copies required is 30.
		3. Complete subdivision plan signed and sealed by appropriate professional pursuant to State licensing requirements Section N.J.S.A. 45:8-45 (14 copies). Plans 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 is 30.
		4. Application and Escrow Fees. Separate checks required.
		5. Fire Protection Plan in accordance with Township Section 10B-118.1 through 10B-118.4 or Borough Section 17A-118.1. (6 copies) *Maximum number of copies is 30.
		(a) Fire protection map (14 copies *Maximum number of copies 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 to be submitted, *Maximum number of copies 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 Township standards
		[4] size and type of building construction
		[5] intended use and occupancy of building
		[6] fire protection practices
		6. Completed checklist. (original + 5 copies) *Maximum number of copies is 30.
		7. Letter from the Tax Collector stating that all taxes and assessments paid to date.

Office Use	Applic Use	
(a) General Requirements (continued):		
		8. If required, completed variance appeal form and/or conditional use form. (6 copies) *Maximum number of copies is 30.
		9. Completed W-9 and escrow agreement.
		10. Two copies of the sealed survey for the entire tract.
		11. Submission of historic preservation plan, pursuant to municipal ordinances including:
		[a] Photographs of the property in question and surrounding properties
		[b] Product specifications, where available
		[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.
(b) Preliminary Subdivision Plat: legibly drawn or reproduced at a scale of not less than (1" = 100'). Preliminary plats shall be drawn by a land surveyor licensed by the state. The Preliminary Plans shall be designed in compliance with the provisions of and shall show the following information:		
		1. Tract name.
		2. Tax Map sheet, lot and block numbers.
		3. Date, north arrow and graphic scale (min. 1"=200').
		4. Name, address and signature of record owner.
		5. Name and address of applicant (if other than owner).
		6. Property owners in schedule form within 200' of parcel.
		7. Name, address and seal of person who prepared the map.
		8. Key Map at a scale of 1" = 400', showing the following information within 1,500 feet (200 feet in the Borough) of the property:
		a) Zoning districts and boundary delineations.
		b) Streets and roads.
		c) Streams, water courses, bodies of water, and property lines.
		d) Master Plan designations.
		e) Block and lot numbers.
		9. The location of that portion of the land to be subdivided in relation to the entire tract.
		10. Location and right-of-way widths of streets and roads within 400 feet of any part of the property proposed to be subdivided.
		11. Suggested street names.

Office Use	Applic Use	
(b) Preliminary Subdivision Plat (continued)		
		12. Zoning regulations for district and proposed dimensions in schedule form
		13. Proposed block, lot numbers, property lines and dimensions of lots of the land to be subdivided.
		14. All required building setback lines as well as the shortest distance from existing buildings on the tract to new or existing property lines.
		15. Master Plan designations for right-of-way, open space, recreation, etc.
		16. Title Block in compliance with N.J.A.C. 13:40-1.1 et. seq.
		17. At a minimum: one corner of the plat should have horizontal coordinates and vertical datum based upon municipal monumentation. If available, applicant is to provide this information on disk using NJ State Plane Coordinates (NAD 83 & NGVD 88).
(c) Existing and Proposed Features:		
		1. Bench mark and data from which it was derived. The location and elevation of a permanent bench mark, accessibly placed, together with a notation as to the datum from which it was established and sufficient elevations of 5 foot contours to determine the general slope and natural drainage.
		2. Locations of streams, waterway corridors, water courses, flood hazard and flood plain areas, bodies of water and wetland areas. Location and elevation of all existing watercourses.
		3. Rock outcroppings, and/or boulder fields.
		4. Right-of-way dedications with acreage and boundary information.
		5. Steep slope locations of grades in excess of 15 feet.
		6. Size, shape and locations of buildings on the tract, on adjoining property and on opposite side of the adjacent street(s).
		7. Location and elevation of existing buildings, sewers and water mains and all other significant features. However, elevations or contours need not be shown for land subdivisions with a gross area of less than 10 acres or for subdivisions containing no new streets or roads.
		8. Location of hedgerows and/or screening, fences, walls, etc.
		9. Location of scenic, historical, archaeological and landmark sites.
		10. Location of tree masses including type and approximate height.
		11. FOR BOROUGH APPLICATIONS: Location of individual specimen trees greater than eight (8) inches caliper along proposed utility easements, road right-of-ways extending fifty (50) feet on each side of said right-of-way, and public/private pedestrian bicycle/access easements.
		11. FOR TOWNSHIP APPLICATIONS: A tree survey that shall: a. Denote the location and approximate height of those trees on the site, including both those being removed and preserved, that are within 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.
		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.
(d) Drainage and Utility Plan:		
		1. Existing and proposed contours of site: two (2') foot intervals in the Township; One (1') foot interval in the Borough.

Office Use	Applic Use	
(d) <u>Drainage and Utility Plan (continued):</u>		
		2. Center line profile and cross sections at 25 foot intervals, for all proposed streets.
		3. Plans and profiles of proposed utility lines layouts and easements for sewers, storm drains, water, gas, electric and CATV, as well as parks, playgrounds and other public areas.
		4. Plan of proposed utility layout for sanitary and storm sewers, electric, telephone, CATV , gas and street lighting.
		5. Location and type of inlets, storm and sanitary sewer pipes, swales, berms, storm detention facilities, etc.
		6. Location of off-site/adjacent electric, telephone, gas, water, storm and sanitary sewers and CATV servicing mains and service line connections.
		7. Utility easements with owner entity identification.
		8. Plan, profile and grades of existing adjacent roads/street which provide direct access into the proposed development.
		9. Proposed building setback lines for each street.
		10. If applicable, location of proposed percolation and soil logs and results of such test on the plan for on-site private septic systems.
		11. Construction details of on-tract improvements, including street cross sections, drainage structures, curbs, sidewalk/bicycle paths, pipe beddings, etc.
		12. Monumentation along existing and proposed right-of-way lines in accordance with the "Map Filing Law" standards. Bench mark and data from which it was derived.
		13. All streets and other areas proposed to be dedicated to the public or designed for public use..
		14. Where the preliminary plat covers only a part of the entire holding, a sketch of the prospective future street system of the unsubmitted part shall be furnished. The street system of the submitted part will be considered in the light of adjustments and connections with the future street system of the part not submitted..
(e) <u>Landscaping & Lighting Plan:</u>		
		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 screening..
		4. Location of existing and proposed street site lighting, height, type and illuminair standard.
(f) <u>Soil Map:</u>		
		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 and approximate areas of aquifer recharge and discharge.
		5. Location of areas of high water table and/or bedrock.
(g) <u>Soil Erosion & Sedimentation Control Plan:</u>		
		1. Existing and proposed contours at two foot intervals.
		2. Location of present and proposed drains and culverts with their discharge capacities and velocities and supporting computations and identification of conditions below outlets.
Office Use	Applic Use	

(g) Soil Erosion & Sedimentation Control Plan (continued):	
	3. A site grading plan showing proposed cut and fill areas together with existing and proposed profiles of these areas.
	4. All drainage and sewer easements for public purpose shall be dedicated to the Township or Borough, unless otherwise noted.
	5. Delineation of any area subject to flooding from 100 year storm in compliance with the Flood Plains Act or applicable municipal zoning.
	6. Delineation of streams within the project area.
	7. Location of all proposed soil erosion and sediment control facilities.
	8. Proposed sequence of development.
	9. Planned soil erosion and sediment control measures and facilities with supporting computations based upon standards promulgated by the New Jersey Conservation Soil Committee.
	10. Soil erosion control details.
	11. 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.
(h) Requirement for Residential Cluster only:	
	1. Location and extent of Common Open Space.
	2. Statement of the nature of owning entity (e.g. Homeowners' Association), and a description of the documentation which will provide for the maintenance of the Open Space in perpetuity.
	3. An outline of the covenants and restrictions describing the rights, limitations and obligations of the owners and occupants of the dwelling units relative to the Common Open Space.
	4. For developments involving zero lot line units or structures, a plan showing imaginary lot lines to demonstrate compliance with lot line standards.
	5. Schematic plans and elevation drawings for all buildings (except for single-family lots proposed to be sold as vacant land to individual purchases).
(i) Required Notes for All Plans:	
	1. If the extension of water mains is required, the spacing and location of hydrants will comply with the standards of Elizabethtown 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 construction to be in accordance with the final construction plans as approved by the municipal engineer.
	5. 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..
	1. Map, list and description of soil types on the site, derived from 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 water supply.
	4. Character, estimated tonnage and method of solid waste disposal and storage.

Office Use	Applic Use	
(j) Required Contents of Environmental Information Statement:		
		5. 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 materials processing.
		6. Information and calculations regarding proposed drainage including total area to be paved or built upon, estimating volume and rate of runoff, proposed changes to existing drainage, drainage plans, and details in accordance with the municipal ordinance.
		7. Soil Erosion and Sedimentation Control, together with report.
		8. Traffic study, including widths and conditions of existing roads in the area and impacts of the proposed developments on traffic volumes.
		9. Required governmental licenses, permits and approvals and the status of each.
(k)	<u>Green Building Checklist</u>	

Introduction: 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.

The applicant is to provide in narrative form, its responses to the items requested in checklist item (l).

Office Use	Appl. Use	Green Development Information Statement
A. CONTEXT		
		1. Site Selection: Describe how the proposed development location avoids and/or reduces negative/adverse environmental impacts. Is the site located in an area with existing infrastructure? Does it protect greenfields, and/or preserve habitat and natural resources? Is the site a redevelopment, brownfield or infill location? How does this project integrate with existing neighborhood and streetscape?
		2. Alternative Transportation: 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 to be designed as "Complete Streets" (see Master Plan for definition of "Complete Streets")?
		3. Parking Capacity and Design: To what extent does the project reduce or eliminate the need for new parking? Does the project utilize reduced parking ratios, compact stalls, banked parking, shared parking, van spaces, or priority parking for low emission vehicles?
		4. Land Use and Housing Diversity: 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?
		5. Civic and Public Spaces: Describe how the project provides or is in proximity to recreation facilities, parks, and green space areas.
		6. Recreation, Parks and Green Space: Describe how the project provides or is in proximity to recreation facilities, parks, and green space areas.
		7. Open Space/Natural Features: Describe how the project maximizes open space and preserves natural features and landscapes. Is the development part of an integrated ecological network?
		8. Regional Stormwater Management: 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. SITE DEVELOPMENT		
		1. Site Disturbance: 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.?
		2. Construction Activity Pollution Prevention: 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?

Office Use	Appl. Use	
B. SITE DEVELOPMENT (continued)		
		3. Water Efficient Design: 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.
		4. Resource-Efficient Design: 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.
		5. Soil Compaction: To what extent does the project include soil remediation measures to ensure full vegetative growth and rainwater infiltration after construction?
		6. Integrated Pest Management: 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?
		7. Tree Retention and Planting: 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.
		8. Low Impact Design: Describe low impact site design features such as bio-swales, rain gardens, green roofs, green walls, pervious pavements, and onsite management of vegetative waste.
		9. Regenerative Design: 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?
		10. Non-plant Landscape Elements: T o 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?
		11. Heat Island Effect: 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 C.8, Energy Efficient Roof Design, below.)
		12. Site Lighting: How is light pollution from the site minimized? Describe what energy efficient site lighting and controls will be used.
C. GREEN BUILDING		
		1. Green Building Certification: Does the building meet the criteria for a certified green building? Will the project apply for LEED certification or other green building certification?
		2. Building Orientation: Is the building oriented to maximize benefits of daylighting viewsheds and energy and to minimize detrimental impacts on surrounding sites?
		3. Water Efficiency: 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?
		4. Water Conservation Features: Describe the building's water conservation features, including low-flow fixtures, waterless urinals, and sensor-controlled faucets.
		5. Innovative Wastewater Technologies: 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?
		6. Energy Efficiency: 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?
		7. Energy Star: To what extent does the building incorporate energy Star - labeled building products?
		8. Energy Efficient Roof Design: How will the proposed roof coloring, materials and design minimize heat island effects? Will the project meet Energy Star Cool Roof requirements?
		9. Renewable Energy: 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?
		10. Energy Efficiency Impacts: 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?

Office Use	Appl. Use	
C. GREEN BUILDING (continued)		
		11. Refrigerant Management: 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.
		12. Minimum Indoor Air Quality: 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?
		13. Waste Management/Recycling: 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.
		14. Building Reuse: Describe any reuse of portions of the existing building such as walls, floors, roof, or interior non-structural items.
		15. Materials Reuse: To what extent does the project use salvaged, refurbished or reused materials?
		16. Recycled Content: What percentage of building materials will incorporate recycled content?
		17. Local/Regional Materials: What percentage of building materials will be extracted, processed, and manufactured locally/regionally (within a 500 mile radius).
		18. Rapidly Renewable Materials: To what extent are rapidly renewable materials such as bamboo, wool, cotton insulation, agrifiber, linoleum, wheatboard, strawboard and cork utilized?
		19. Use of Certified Wood: What percentage of the project's wood-based materials and products will be certified in accordance with the Forest Stewardship Council (FSC) Principles and Criteria?
		20. Use of Non Toxic Materials: To what extent does the project avoid Red List materials? This list is composed of materials that should be phased out of production due to healthy concerns such as: asbestos, cadmium, chlorinated polyethylene and chlorosulfonated polyethylene (CSPE), (HDPE and LDPE are excluded from the Red List), chlorofluorocarbons (CFCs), chloroprene (neoprene), formaldehyde, halogenated flame retardants including PBDE, TBBPA, HBCD, Deca-BDE, TCPP, TCEP, Dechlorane Plus and other retardants with bromine or chlorine, hydrochlorofluorocarbons (HCFCs), lead, mercury, petrochemical fertilizers and pesticides, phthalates, polyvinyl chloride (PVC), and wood treatments containing creosote, arsenic or pentachlorophenol.
D. INNOVATION & DESIGN PROCESS		
		1. Accredited Professionals: List all members of the project team who are LEED accredited Professionals or have other comparable certification.
		2. Innovation in Design: Describe any additional sustainable project design or construction features.

Application filed which includes a waiver request for any of the above items, shall be accompanied by a written statement in support of each waiver requested.

