

**PRINCETON PLANNING BOARD
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 Princeton Planning Board reviews applications, where permitted by ordinance. Copies of the municipal land use code can be obtained from the Princeton Clerk's office or on line at <http://www.princetonnj.gov/code-book.html>.

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:

Princeton Planning Board
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.
2. The submission will be reviewed 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 (Planner, Land Use Engineer and the Zoning Officer) who will review the application for completeness. In all cases, the applicant’s contact receives a copy of the routing sheet which advises when the application was received, distributed and the deadline date.

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

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

mailing address:
Princeton
400 Witherspoon Street
Princeton, NJ 08540

FEE SCHEDULE:

	Application	Escrow
Zone Change/ Master Plan Amendment	\$1500.00	\$2000.00
Educational Training	\$30.00	
Publication Fee	\$35.00	