

REGIONAL PLANNING BOARD OF PRINCETON

CONCEPT REVIEW

PHASE I – PRE-APPLICATION REVIEW

Applicant is encouraged to schedule a preliminary meeting with the Planner, Engineer and Zoning Officer prior to filing a formal application. Three copies of the proposal should be provided along with a brief description. This review is not considered the start of the application submission. Compliance with staff recommendations shall not be binding upon the Planning Board in subsequent deliberations.

PHASE II - SUBMISSION

WHERE TO FILE:

Regional Planning Board of Princeton
 400 Witherspoon Street
 Princeton, NJ 08540
 609-924-5366

WHAT TO FILE:

- a) The original and five copies of completed application.
- b) The original and five copies of the written description of the proposal.
- c) The original and one copy of the escrow agreement and completed W-9 form.
- d) Letter from Tax Collector verifying that the taxes have been paid.
- e) 20 copies of the site survey which include, but not limited to: topographical information and showing, in schematic form, the proposed development including lot lines, road layouts, circulation and parking, building locations, drainage basin locations, adjacent lots and buildings and open space areas, if applicable. Plans are to be folded.
- f) Photographs are encouraged, but not required.
- g) Payment of application fees (including educational training fee) and escrow fees in two separate checks made payable to the municipality. Fees are based upon the following:

	Application	Educational Training	Escrow
<u>Borough</u>			
Concept Review – Site Plan	\$175.00		\$750.00
<u>Township</u>			
Concept Review – Site Plan	\$250.00	\$30.00	\$100 per 1,000 sf or part thereof building construction - \$500 minimum deposit.

Concept Review – Subdivision	\$400.00	\$30.00	\$100 per lot for the first 10 lots; \$75 per lot thereafter, \$1,000 minimum deposit.
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PHASE III – PROCEDURES AFTER SUBMISSION

- (1) When an application is submitted, the Secretary of the Board shall forward a copy of the submission to the municipal engineer, planner and zoning officer with a request that they submit a report to the Board with their comments on the proposed development. A request will also be made to the Site Plan Review Advisory Board and/or the Historic Preservation Review Committee asking the Board or Committee designate one or more of its members to appear at the Planning Board’s concept review hearing.
- (2) The request is to be heard within sixty days upon receipt of the request and the Secretary will place the matter on the Board’s agenda as soon as practical and shall notify the applicant of the scheduled date. The applicant shall, at least one week prior to the meeting, send an informal notice to the surrounding property owners (as per Section 10B-55) by regular mail advising them of the general nature of the proposed development and of the time, date and place at which the Board will conduct a concept review discussion.

PHASE IV – PUBLIC DISCUSSION/ACTION

- (1) At the scheduled discussion, the Board shall review the proposed application and may discuss any other pertinent issues raised. The applicant shall not be bound by any concept plan for which review is requested and the Board shall not be bound by any such review.
- (2) After the scheduled review discussion, the Secretary of the Board shall emboss on two copies of the submission “Concept review by the Board held on (date of discussion). One copy shall be retained for the Board’s files, the other sent to the applicant. If a model has been exhibited to the Board, photographs of the model shall be supplied for retention by the Board. Minutes and tapes of the discussion shall constitute the Board’s record of the proceeding and no formal report shall be issued by the Board. A copy of the excerpt from the minutes, as approved by the Board, shall be mailed to the applicant.