

**REGIONAL PLANNING BOARD OF PRINCETON
ADMINISTRATIVE WAIVER/EXCEPTION**

Borough Section 17A-174A
Township Section 10B-206.1

ADMINISTRATIVE WAIVER/EXCEPTION – The applicant must meet the following requirements:

- (a) The proposed development does not increase the degree of noncompliance or create a new noncompliance with respect to any bulk regulations; or
- (b) Within a historic preservation district, the application proposes de minimis alteration, removal or demolition of the exterior elements of a structure; and
- (c) With respect to interpretation of the standards and criteria, the administrative officer shall consult with the chairman of the historic preservation review committee;
- (d) If the property is located in a historic district in the Township, the applicant is to apply directly to the Historic Preservation Committee for review.

Name of Applicant:

The following check list is designed to inform applicants as to what is required in preparing administrative waivers/exceptions for board review. Applicants should check off items to confirm that it is 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.

Office Use	Applic Use	
(a) <u>General Requirements:</u>		
		1. Completed application form (original + 5 copies).
		2. 6 copies of narrative providing written detail as to the application proposal.
		3. Payment of fees.
		4. 6 sets of plans drawn to graphic scale, min. 1" - 50' (plans are not to exceed 24" x 36", all sheets must be the same size and all plans must be folded and collated) to include the following items: [1] all structures [2] all stoned & paved areas, including delineation of parking stalls [3] existing and proposed landscaping [4] lighting [5] existing and proposed floor plans, with the area(s) subject to change clearly identified [6] if changes to the HVAC are proposed, applicant is to provide information regarding noise and odors as it pertains to the adjacent properties. [7] bulk zoning regulations for districts in schedule form providing (showing required, existing & proposed conditions [8] photographs showing existing conditions [9] historic preservation plan (if applicable)

