



**TOWNSHIP OF PLAINSBORO**  
**Department of Planning and Zoning**  
**641 Plainsboro Road**  
**Plainsboro, NJ 08536**  
**609-799-0909 ext. 1502**

**Development Application Guide**

1. Applicants are encouraged to meet with the Township's Department of Planning and Zoning prior to submitting an application by calling the Planner/Zoning Officer at (609)799-0909 ext. 1503
2. The initial submission shall consist of Four (4) Sets of the following:
  - a. Transmittal  
Letter describing approvals, including any variances requested and application materials being submitted (e.g., forms, fees, plans, technical reports, etc.).
  - b. Narrative  
Detailed description of the project, with reference to requested approvals and if submission waivers and/or variances are being sought.
  - c. Completed General Application (Form 1) – Must be signed and dated "Agreement to Pay for Professional Review"
  - d. Completed Applicant Disclosure Statement (Form 6)
  - e. Completed Affidavit of Ownership (Form 7)
  - f. Completed proof of tax payment (Form 8)
  - g. Completed site plan review and/or subdivision Check List (Form 11, 12, 13) marked with an "X" or "W" on each item. Provide a separate listing of all waivers requested including a description and justification for each.
  - h. Identify any variances including applicable code section, with a detailed explanation and justification.
  - i. Completed W9 Form
  - j. Payment of required application and escrow fees pursuant to the Fee Schedule (Form 14). Include documentation showing the application and escrow fee calculations. Submit two checks made out to Plainsboro Township, one for the application fees, and one for escrow fees.
  - k. Site Plan drawings pursuant to the requirements for same in Chapter 85 of the Township Code
3. For projects located in the Redevelopment Plan Area, submit an Amended Redevelopment Plan compliance document, a trip generation analysis report per §9.2 and Supplementary Submission materials as per §9.2.1 of the Plan
4. The applicant will be notified in writing if there are any deficiencies in the application.
5. The applicant will be notified in writing when the application is tentatively scheduled for consideration by the Development Review Committee (DRC Confirmation Letter) with requirements related thereto.



**TOWNSHIP OF PLAINSBORO**

**Department of Planning and Zoning  
641 Plainsboro Road  
Plainsboro, NJ 08536  
609-799-0909 ext. 1502**

**Form No. 1**

**PLANNING/ZONING APPLICATION**

**I. SCHEDULE**

Pursuant to the Township of Plainsboro Municipal Code and applicable New Jersey State Law, application is made to the Township of Plainsboro for the following:

<b><u>Type of Application (Please Check)</u></b>	<b><u>Fee \$</u></b>	<b><u>Forms Needed</u></b>
<input type="checkbox"/> 1. Concept Plan	_____	1, 6, 7, 11, 14, & W9
<input type="checkbox"/> 2. Minor Site Plan	_____	1, 6, 7, 8, 13, 14 & W9
<input type="checkbox"/> 3. Preliminary/Final Major Site Plan	_____	1, 6, 7, 8, 9, 13, 14 & W9
<input type="checkbox"/> 4. Minor Subdivision	_____	1, 6, 7, 8, 11, 14 & W9
<input type="checkbox"/> 5. Preliminary/Final Major Subdivision	_____	1, 6, 7, 8, 9, 11, 12, 14 & W9
<input type="checkbox"/> 6. Variance		
a. Bulk	_____	1, 4, 6, 7, 8, 9, 10, 14 & W9
b. Use	_____	1, 5, 6, 7, 8, 9, 10, 14 & W9
<input type="checkbox"/> 7. Appeal of Administrative Decision	_____	1, 2, 14 & W9
<input type="checkbox"/> 8. Interpretation	_____	1, 3, 14 & W9
<input type="checkbox"/> 9. General Development Plan	_____	1, 6, 7, 8, 9, 14, 15 & W9

**II. CONTACT AND PROPERTY INFORMATION (Provide information as applicable):**

**Name of Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant's Attorney:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Architect:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# Zoning Regulation Interpretation

**Address of Property:** \_\_\_\_\_

Applicant Interest in property (owner, lessee, etc.) \_\_\_\_\_

When acquired \_\_\_\_\_

Tax Map Sheet \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Date filed with County Recorder \_\_\_\_\_

- Is the property served by a public sewer system? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is the property served by a public water system? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is applicant willing to dedicate land for the widening of roads in compliance with the Township and/or County Master Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the proposed use on a Municipal \_\_\_\_\_, County \_\_\_\_\_, or State \_\_\_\_\_ road?

Area of property \_\_\_\_\_ acres or \_\_\_\_\_ sq. ft. Frontage on an improved street \_\_\_\_\_ ft. No. of proposed lots \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Description of all present structures: \_\_\_\_\_

Number of proposed Buildings \_\_\_\_\_ Floor area of all structures \_\_\_\_\_ sq. ft.

Percentage of coverage by buildings \_\_\_\_\_ Impervious coverage \_\_\_\_\_

Has a subdivision previously been granted? \_\_\_\_\_ Date \_\_\_\_\_

Has a variance previously been granted? \_\_\_\_\_ Date \_\_\_\_\_

Are there any existing or proposed covenants or deed restrictions on the property? \_\_\_\_\_

Explain \_\_\_\_\_

- Is a variance requested? \_\_\_\_\_
- Describe in detail section of zoning ordinance from which applicant seeks relief: \_\_\_\_\_

### III. PLANS

Attach list of plans and exhibits submitted, indicating names, address, license #, and phone numbers of preparer. \_\_\_\_\_

### IV. CERTIFICATION

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization. I further authorize Township Officials to inspect the site noted above.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary

### AGREEMENT TO PAY FOR PROFESSIONAL REVIEW Plainsboro Township

The undersigned, hereby agrees to pay for any professional review necessary for proposed application

Applicant Name (Print) \_\_\_\_\_ Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



**TOWNSHIP OF PLAINSBORO**

**Department of Planning and Zoning**

**641 Plainsboro Road**

**Plainsboro, NJ 08536**

**609-799-0909 ext. 1502**

**Form No. 3**

**REQUEST FOR INTERPRETATION OF ZONING REGULATIONS OR MAP**

**(See R.S. 40:55D-70b Zoning Ordinance)**

- 1. Applicant is encouraged to contact the Planner/Zoning Officer at (609) 799-0909 ext. 1503 prior to submitting this form.**
- 2. Request is hereby made for an interpretation of the following provisions of the Zoning Ordinance or Map in their application to the following case:  
(State facts of case, section of Zoning Ordinance involved, and questions)**



**TOWNSHIP OF PLAINSBORO**

**Department of Planning and Zoning**

**641 Plainsboro Road**

**Plainsboro, NJ 08536**

**609-799-0909 ext. 1502**

**Form No. 14**

**FEE SCHEDULE**

	<u>Application Fee</u>	<u>Escrow Fee</u>
<b>1. <u>Subdivision</u></b>		
a) Minor Subdivision	\$400.00	\$600.00 per lot
b) Preliminary Major Subdivision	\$500.00	\$200.00 per lot up to 20 lots \$150.00 per lot for more than 20 lots
c) Final Major Subdivision	\$500.00	\$100.00 per lot
d) Subdivision Certificate of Approval	\$100.00	\$0.00 none required
e) Time Extension	\$100.00	\$0.00 Utilize existing escrow
<b>2. <u>Site Plan</u></b>		
a) Residential Concept Plan	\$400.00	\$1,000.00 minimum deposit or \$50.00 per unit for first 200 units and \$10.00 per unit for remaining units
b) Nonresidential Concept Plan	\$400.00	\$1,000.00 minimum deposit or \$0.05 per sq. ft. for the first 200,000 sq. ft. \$0.25 per sq. ft. for remaining sq. ft.
c) Minor Site Plan	\$400.00	\$1,000.00
d) Preliminary Major Site Plan	\$500.00	\$750.00 minimum deposit or \$75.00 per acre or part thereof plus \$5.00 per dwelling if Residential or \$0.10 per sq. ft. or parts thereof if Commercial of total proposed building area up to and including 20,000 sq. ft. \$0.07 per additional sq. ft. or part thereof over 20,000 sq. ft.

over →

## Zoning Regulation Interpretation

e) Final Major Site Plan	\$500.00	\$375.00 minimum deposit or \$35.00 per acre or part thereof plus \$3.00 per dwelling if Residential or \$0.05 per sq. ft. or parts thereof if Commercial of total proposed building area up to and including 20,000 sq. ft. \$0.03 per additional sq. ft. or part thereof over 20,000 sq. ft.
f) Time Extension	\$100.00	\$0.00 utilize existing escrow

### 3. **Other Submissions**

a) General Development Plan	\$500.00	\$750.00 minimum deposit or \$75.00 per acre or part thereof plus \$5.00 per dwelling if Residential or \$0.10 per sq. ft. if Commercial of total proposed building area up to and including 20,000 sq. ft. and \$0.07 per additional sq. ft. or part thereof over 20,000 sq. ft.
b) All other conditional use approvals	\$250.00	\$2,500.00
c) Appeal of Administrative Decision under 40:55D-70a	\$200.00	\$500.00
d) Interpretations or special questions under 40:50D-70b	\$200.00	\$500.00
e) Hardship Variances under 40:55D-70C		
• Residential	\$100.00	\$500.00
• Non-residential	\$250.00	\$2,000.00
f) Use Variances	\$250.00	\$2,500.00 for each variance

