



TOWNSHIP OF PLAINSBORO

Department of Planning and Zoning

641 Plainsboro Road

Plainsboro, NJ 08536

609-799-0909 ext. 1502

Initial Development Application Guide

1. Applicants are encouraged to meet with the Township's Department of Planning and Zoning (P&Z) prior to submitting an application by calling the P&Z Office at (609) 799-0909 ext. 1502.
2. The initial submission shall consist of Five (5) hard copies and an electronic packet emailed to P&Z at planningandzoning@plainsboronj.com of the following:
 - a. Transmittal letter listing submission documents for the proposed project.
 - b. Description of the project detailing approval requested and any waivers and/or variances.
 - c. Plan sets: Three (3) full size (24" x 36"), two (2) reduced size (11" x 17").
 - d. Technical Reports: Five (5) sets including but not limited to Stormwater, Traffic etc.
 - e. Development Application (Form No. 1) – Sign and date Certification and Agreement to Pay for Professional Review sections.
 - f. Applicant's Disclosure Statement (Form No. 6).
 - g. Affidavit of Ownership (Form No. 7).
 - h. Property Tax Status (Form No. 8).
 - i. Site plan review and/or subdivision Check List marked with an "X" or "W" on each item (Form No.'s 11, 12, 13), where applicable. Provide a separate listing of all waivers requested including a description and justification for each.
 - j. Identify any variances including the applicable code section, with a detailed explanation and justification for each relief requested (Form No's. 4, 5), where applicable.
 - k. Payment of required application and escrow fees pursuant to the Fee Schedule (Form No. 14). Include detailed calculations for each and submit two (2) checks payable to Plainsboro Township.
 - l. W9 Form matching the entity on the escrow check.
3. Within 45 Days, the applicant will be notified in writing if there are any deficiencies in the application or if deemed complete. If the application is deemed complete the letter will detail when the matter is tentatively scheduled for consideration by the Development Review Committee (DRC) and will include additional submission requirements.
4. After the matter has been considered by the DRC, the applicant will be notified in writing when the application is tentatively scheduled to be heard by the Planning Board (PB) and will include additional submission requirements.