



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) be sure to mark 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.



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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:

<u>Type of Application (Please Check)</u>	<u>Fee \$</u>	<u>Forms Needed</u>
<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: _____

Use Variance

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 _____



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Form No. 5

APPLICATION FOR A USE VARIANCE
 (See R.S. 40:55D-70(d) and Zoning Ordinance)

- 1) Application is hereby made for the granting of a variance from the Zoning Ordinance to allow the following structures or uses:

- 2) Said structures or uses are proposed to be located in _____ Zoning District, which is restricted against same by the following provisions of the Zoning Ordinance:

- 3) This application is based upon the following special reasons:

- 4) Said reasons are unique and peculiar to the lands or buildings for which the variance is sought and do not apply generally to land or building in the neighborhood, because:

- 5) The strict application of the regulations prohibiting said structure or use would deprive applicant of the reasonable use of the lands or buildings involved, because:

- 6) The requested variance is the minimum reasonably needed, because:



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Form No. 7

AFFIDAVIT OF OWNERSHIP

_____, attest that I/we reside at _____
(Property Owner/s)
in the _____ of _____ in the County of _____, and State
of _____ that _____ is/are the owners in fee of all that certain lot,
(Property Owner/s)
piece or parcel of land situated, lying and being in the Township of Plainsboro, New Jersey, and
known and designated as Block(s) _____, Lot(s)_____.

(Signature of Property Owner/s)

Notary Seal

Sworn and subscribed before me this _____ day of _____, 20_____.

(Signature of Notary)

AUTHORIZATION

(If anyone other than above owner is making this application, the following authorization must be executed).

_____ is hereby authorized to
make the within application.

Dated: _____, 20_____. _____
(Owners/s to sign here)



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Form No. 8

TAXES COLLECTED

Re: Property Tax Status

On: Block(s) _____ Lot(s) _____ Qual. _____

Current as of: _____

Delinquent as of: _____

Signed _____ Date _____
Municipal Tax Collector



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Form No. 9

AFFIDAVIT OF PROOF OF SERVICE
(Please Print Response)

Print name of Applicant or authorized agent here: _____, being dually sworn according to law, upon oath deposes and says that notice was served, of which the attached is a true copy, upon each of the persons hereinafter listed (all are owners of property within two hundred (200) feet of the subject property) on the dates and in the manner hereinafter indicated:

See attached copy of written notice, certified list of properties (and others) required to receive written notice and the certified mail receipts (or copy of same) and Affidavit of Publication.

(Signature of Applicant)

Sworn and subscribed before me this _____ day of _____, 20____.

Notary Seal

(Signature of Notary)



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Form No. 10

~ Sample Notice ~

NOTICE

Take notice that _____ **(name of applicant)** _____ has applied to the Zoning Board of Adjustment of the Township of Plainsboro for approval of _____ **(Bulk or Use Variance)** _____ to _____ **(explain in detail the variance or variances being requested and the amount of relief being sought)** _____ for the property at _____ **(provide the address and the tax map block and lot number)** _____ located in a _____ **(identify the zone district of the property)** _____. The applicant is also requesting any other relief that may be determined to be required by staff review of the application and plans or during the public hearing for the proposed addition. A hearing on said application will be held by the Zoning Board of Adjustments on _____ **(scheduled date of ZBA hearing)** _____ at 7:30 pm in the Township, Municipal Building Court Room at 641 Plainsboro Road, Plainsboro, New Jersey, at which time any interested person may be heard concerning said application. A copy of proposed plans and application materials are on file in the Planning and Zoning Department in the Municipal Building for public inspection during regular business hours (Monday – Friday, 8:30 AM – 4:30 PM, excluding scheduled holidays).



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Form No. 14

FEE SCHEDULE

	<u>Application Fee</u>	<u>Escrow Fee</u>
1. <u>Subdivision</u>		
a) Minor Subdivision	\$400.00	\$600.00 per lot
b) Preliminary Plat	\$500.00	\$200.00 per lot up to 20 lots \$150.00 per lot for more than 20 lots
c) Final Plat	\$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
2. <u>Site Plan</u>		
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 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.

Use Variance

e)	Final 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.	<u>Other Submissions</u>		
a)	General Development Plans	\$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)	Appeals 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

Request for Taxpayer Identification Number and Certification

Use Variance

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-		-			
or									
Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.