



MUNICIPALITY ^{of} PRINCETON

Planning Department
400 Witherspoon Street
Princeton, NJ 08540
(609) 924-5366
planning@princetonnj.gov

MEMORANDUM

To: Princeton Mayor and Council
From: Justin Lesko, AICP, PP – Planning Director *jl*
Date: October 24, 2025
Subject: **Ordinance 2025-18: Revising the Definition of “Minor Site Plan”; Modifying Certain Provisions Pertaining to Administrative Approvals and Zoning Permits; Updating the Checklist for Minor Site Plan Applications**

Attached for Mayor and Council's consideration is an ordinance making the following changes to procedures governing minor site plan applications, administrative waiver of site plan applications and zoning permits:

- changing the definition of a minor site plan to require any application seeking stormwater relief, conditional use approval, subdivision approval, or variance approval to apply as a major site plan, thus removing the step of minor site plan committee review for classification, but continuing the requirement of a public hearing at the Planning Board;
- removing minor site plan checklist requirements that would become obsolete based on the aforementioned change;
- adding an expiration date to administrative waiver of site plan approvals of 12 months if construction permits are not obtained;
- harmonizing the expiration of zoning permits in the former Township with the same regulations of the former Borough.

Once introduced, this ordinance will be referred to the Planning Board to review for master plan consistency. That review is expected to take place at one of the Board's two scheduled November meetings.

Please reach out if there are any questions or concerns about the ordinance at this time.