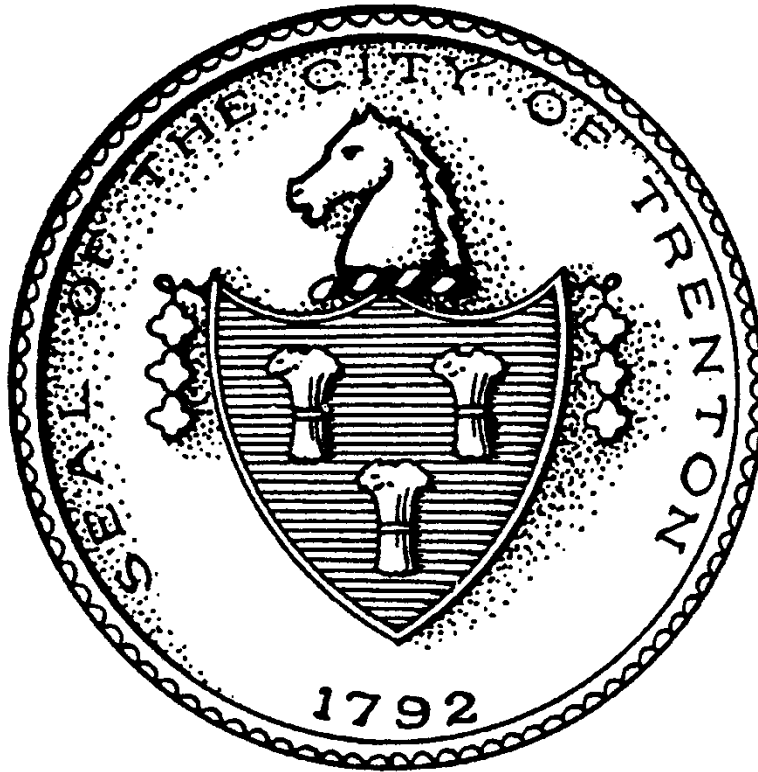


CITY OF TRENTON

PLANNING BOARD APPLICATION PACKET



*Department of Housing and Economic Development
Division of Planning*

CITY OF TRENTON PLANNING BOARD
APPLICATION PACKAGE

• INTROUDCTION	1
• INSTRUCTIONS TO APPLICANTS	2
• GENERAL PROCESS FOR SUBMISSION & REVIEW	3
SUBDIVISION – MAJOR AND MINOR	4
SITE PLAN REVIEW – PRELIMINARY AND FINAL	8
CONDITIONAL USE PERMIT	11
• NOTES REGARDING BULK VARIANCE APPROVALS:	14
• FEE SCHEDULE	15
• CHECKLISTS	18
PRELIMINARY SITE PLAN / PRELIMINARY SUBDIVISION	19
FINAL SITE PLAN CHECKLIST	22
VARIANCE APPLICATION CHECKLIST	23
ARCHITECTURAL CHECKLIST	24
• NOTICE TO BE SERVED ON PROPERTY OWNERS LOCATED WITHIN 200' OF THE APPLICANT'S PROPERTY	26
• AFFIDAVIT OF SERVICE	27
• UTILITY LIST	28
• NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER	29

ATTACHEMENTS:

- **COMPLETE STREETS POLICY-RESOLUTION**
- **SUSTAINABLE GREEN DEVELOPMENT CHECK LIST**

1. **Application for Development- FORM A**
2. **Preliminary/Final Site Plan – FORM B AND FORM C**
3. **Conditional Use Permits- FORM D**
4. **Bulk Variance- FORM E**
5. **MINOR/MAJOR Subdivision-FORM F**

Introduction

The Planning Board is an appointed committee which, like the Zoning Board of Adjustment, receives its powers to preside over site planning issues from the Municipal Land Use Law of the State of New Jersey. Along with adopting the Master Plan, the Planning Board has the legal power to review and approve three specific types of development applications. These three types of development applications are defined as follows:

1. *Subdivision:*

The division of a lot, tract or parcel of land into two or more lots, tracts, parcels or other divisions of land for sale or development. This also includes the consolidation of existing lots into one larger parcel.

2. *Site Plan Review -Preliminary & Final*

The examination of the specific development plan for a lot or tract of land reviewing the existing and proposed conditions of the lot. These conditions include but are not limited to, topography, vegetation, drainage, floodplain, parking, walkways, means of ingress and egress, utility services, landscaping, lighting and screening devices. When they are requested in conjunction with site plan approval, the Planning Board has the authority to grant bulk variances for yard setbacks, lot coverage, height, etc.

3. *Conditional Use:*

A use permitted in a particular zoning district only upon a showing that such use in a specified location will comply with the conditions and standards for the location or operation of such use as contained in the zoning chapter.

The Planning Board conducts public hearings and reviews individual applications for development to see whether they conform to the Master Plan and the Zoning Ordinance or in circumstances where the application is inconsistent with the purpose of that plan and ordinance, an exception should or must be made.

Public meetings of the Planning Board are held on the **second and fourth Thursday** of each month at 7:00p.m. for conference and at 7:30 p.m. for public in the City Council Chambers unless otherwise posted, except in case of holidays, wherein the scheduled hearing shall be conducted on the preceding fourth Tuesday of the month. (The annual schedule of public meetings is attached.)

For the applicant's benefit, the City of Trenton has established the Project Application Review Committee (PARC). This committee consists of representatives from the Department of Inspections, the Zoning Officer, the Sewer and Water utilities and the Division of Planning. Together, these individuals conduct informal reviews of development proposals informing the applicant of the process and various approvals they will need to obtain to make the project a reality. It is not mandatory that development applications be reviewed by the PARC committee prior to applying to the Planning Board, but for the applicant's benefit, it is highly advisable. If you would like to schedule an appointment to be heard before **PARC(609) 989-3528**.

Instructions to Applicants

These instructions and the accompanying application forms are designed to assist applicants in the preparation and submission of applications for review of Subdivisions, Preliminary Site Plans, Final Site Plans, related Bulk Variances and/or permits for Conditional Uses in accordance with the Zoning Ordinance of the City of Trenton.

If you do not understand any portion of the following forms, please contact any of the following Planning Division staff for assistance:

Jeffrey Wilkerson, Principal Planner (609) 989-3502
Stephani Register, Senior Planner (609) 989- 3507

Professional Services

In addition to the technical assistance of the Division of Planning staff, it may be advisable to retain the services of an attorney as well as other licensed professionals to assist you in the preparation of your application before the Planning Board. Please note, you are required to be represented by an attorney if you file your application as a corporation.

If site plan approval is required, you will need to retain the services of a licensed engineer to prepare site plan documents including providing an up to date boundary survey of the existing conditions, drainage, grading, soil erosion, utility, landscape and lighting plans.

If your application includes construction of a new building, an addition to or the substantive rehabilitation of an existing building, you will need to secure the services of a licensed architect.

Depending upon the size of your proposed development, the services of other consultants may be necessary to prepare your application including a landscape architect or traffic analyst.

For the Applicant's reference, the following attachments are available:
Annual Schedule of Planning Board Hearings
List of Planning Board Members

The office of the Division of Planning at the City Hall Annex, Trenton will furnish forms upon request and is prepared to give general advice concerning submission. ***NEGLECT OR FAILURE TO COMPLY WITH THE FOLLOWING PROCEDURES WILL BE DEEMED SUFFICIENT CAUSE TO DENY AN APPLICATION.***

For your reference, copies of the Zoning Ordinance and Official Map may be obtained from the City Division of Planning offices located on the 3rd floor in the City Hall Annex. The Zoning Ordinance is also available online at: <http://www.trentonnj.org>

Contact: The City Clerk: (609) 989-3187

Before Proceeding Please Note:

In conjunction with your application being deemed complete by the Division of Planning staff, please be aware that no application will be heard if:

1. Property taxes are due
2. Water or sewer bills are delinquent
3. The property is the subject of City liens or judgments

The following is a list of the appropriate utilities to contact in order to verify the status of outstanding billings:

Water Sewer Utility: (609) 989-3055

City of Trenton Tax Collector: (609) 989-3070

General Process for Submission & Review

If you do not understand any portions of the following forms or are unable to complete the application, please seek the appropriate assistance from any one of the following Planning Division staff:

Jeffrey Wilkerson Principal Planner (609) 989-3502

Stephani Register, Senior Planner (609) 989-3507

Regine Saintilien, Assistant Planner (609) 989-3503

It is advised that the Applicant be aware of the following:

1. Members of the Planning Board may wish to conduct an on-site inspection of the site and/or existing structure contained in your application prior to the hearing.
2. At every hearing, the burden of proof is upon the applicant to present evidence in the form of testimony in support of the application.
3. Depending on the location of the proposed development, County Planning Board approval may be required before a building permit for the subject development may be issued as set forth in N.J. S.A. 40:27-6 et seq. For further information concerning this process contact: The Mercer County Planning Board (609) 989-6545.
4. If the proposal involves the disturbance of more than 5,000 sf of soil, Mercer County Soil Conservation District approval will be required. For further information concerning this process contact: The Mercer County Soil Conservation District (609) 596-9603
5. If the proposed development is within the D & R Canal District, D & R Canal Commission approval will be required. For further information concerning this process contact: The D & R Canal Commission (609) 397-2000
6. There are 38 redevelopment areas in the City of Trenton. Depending on the location of the proposed project; it may be located in a redevelopment area. Each redevelopment area consists of a plan and a map. These plans outline the allowable uses and building requirements for each redevelopment area. The applicant should be aware that redevelopment plans often change the underlying zoning which may affect his/her proposed project. For further information concerning redevelopment areas contact the Division of Planning: (609) 989-3505.
7. RSIS standards must be adhered to for new residential developments. In accordance with the applicable laws, the Board may grant de minimus exception from the standards.

Subdivision – Major and Minor

All subdivision applications must include all items pursuant to the City Zoning Ordinance Section 315-66 and be drawn by a licensed surveyor or engineer. All plats must be in accordance with the State Map Filing Law.

1. **The formal application process is commenced by filing 2 copies of Form A -APPLICATION FOR DEVELOPMENT** accompanied by all appropriate supplemental forms for the specific approval being sought. Applications should be addressed or delivered to: The Division of Planning (3rd Floor City Hall Annex, Department of Housing & Economic Development, and 319 East State Street, Trenton, NJ, 08608). The applicant must submit **thirteen (13)** full size copies of architectural and engineering drawings and **two (2) copies of the architectural and engineering drawings should be submitted on an 11" x 17" format**. Application fees and escrow are required for all applications (See Fee Schedule found on page 17).
2. Applications must be signed by either the legal or equitable owner of the premises, their duly authorized agent, the holder of an option or contract to purchase, or any other party which has an enforceable proprietary interest in such land.
3. All applications must be accompanied by the following:
 - a. Required application fee & escrow fee
 - b. Required drawings to scale conventionally dimensioned on the documents:
 1. All floor plans and building elevations (See Architectural Checklist)
 2. All proposed uses for the building and land must be labeled
 3. All egress paths - exits and entrances must be clearly illustrated
 4. All wall openings must be shown - windows and doors

Any other features and/or drawings deemed necessary for a complete review by the Planning Division staff and Planning Board members must also be supplied. These may include color renderings of the proposal or photographs of the existing site conditions. *See the attached Checklists to ensure a complete submittal and to avoid unnecessary time delays.*

4. The Municipal Land Use Law provides the Division of Planning 45 days to review all applications for development and determine whether they can be deemed complete. All applicants whose submission has been deemed incomplete will be notified during this initial 45 day period.
5. In compliance with the Municipal Land Use Law, within 45 days after being deemed complete, your application will be scheduled for a Planning Board hearing.
6. *The following noticing procedures must be performed by the applicant prior to the public hearing for both preliminary and final applications:*

All property owners within a 200' radius of the property in question, whether or not they are located in the City of Trenton, must be served with proper notice no less than 10 days prior to the hearing date, exclusive of the day of the hearing, as set forth in N.J.S.A. 40:55 D-12b. A sample of this notice is included in the application packet. (See Page 29)

The applicant must obtain the list of adjoining property owners from the Office of the City Engineer, City Hall, Trenton, New Jersey for a fee of \$35.00. You should allow the City Engineer staff at least two weeks to prepare the list. For further information about obtaining the list of adjoining owners, contact: The City Engineer's Office: (609) 989-3157.

Proper notice shall also be given to the County, State and all involved utilities as required. (See the attached list of utilities Page 31)

Notices may be either personally handed to the adjoining property owners or delivered by certified mail. Notices that are personally handed to the property owners shall be initialed or signed at the designated property address by the individual whose name appears as being the owner on the list of the property owners obtained from the City Engineer's Office. If the owner receives the notice but refuses to sign, indicate on the list at that name "refused to sign". If the owner can not be contacted or resides elsewhere, send the notice by certified mail. Do not leave notices in a mailbox or on the premises; do not post by regular mail. Applicants are required to present certified mail receipts or a copy of the signed list of adjoining property owners indicating they were personally served along with an affidavit or Proof of Service form enclosed. **If proper noticing procedure is not adhered to, the case will not be heard by the Planning Board.**

Please Note: Prior to sending out notices, the applicant should ensure that all actions being requested by the Board, i.e. variances, are properly noted in the legal notice. It is the sole responsibility of the applicant to ensure that the proper noticing procedures are followed.

The enclosed Affidavit of Service of Notice (Page 20) shall be notarized and presented to the Secretary of the Planning Board not less than two days prior to the hearing. Notices not adequately served will require that all notices be reserved for a new hearing date. Misrepresenting or falsifying an affidavit may result in legal action against the applicant.

In addition to the legal requirement of serving notices to property owners within 200 feet, it is advisable to meet with the immediate neighbors to the proposed development to discuss your application and address any concerns they may have prior to the public hearing. In that way, the applicant will be able to better respond to the concerns that may be raised during his / her presentation.

Note: Applicants should not send notices until they have been assigned a hearing date by the Division of Planning staff.

7. After completing its review of your application, the Division of Planning staff may request changes to the plans or additional information. Any additional information requested by the Division of Planning staff must be received by the Division no later than 15 days before the hearing date assigned.
8. A recommendation package containing the Division of Planning's critique of your application will be sent out to you and the Planning Board members approximately one week prior to your scheduled hearing date. You are welcome to meet with the Division of Planning staff after reviewing the comments to address any concerns or issues you may have in response to the recommendation package prior to the Planning Board meeting.

9. On the night of the hearing, you should be prepared to make an oral presentation of your application. If possible, site drawings should be mounted on a presentation board to be placed on an easel (City to provide). To facilitate your presentation to the Planning Board, individual hand-outs to the Planning Board members and the audience is recommended.
10. At the conclusion of the presentation and discussion between the audience and the Planning Board members, a vote will be taken on your application to either:
 1. Continue the hearing to the next meeting
 2. Deny the application
 3. Suggest the applicant withdraw the application & return at a later date
 4. Approve the application with or without conditions

After receipt of preliminary subdivision approval, a complete final subdivision application must be submitted to the Division of Planning. These documents should incorporate any conditions imposed on the applicant during the preliminary subdivision approval process.

11. After receiving final subdivision approval, proper map filing procedures must be adhered to as outlined below:

MAJOR (More than 2 Lots):

- a. The applicant shall submit to the Division of Planning for review and approval:
 - i. 2 sealed paper copies
 - ii. 2 mylar
 - iii. 1 original copy of the deeds
- b. The drawings must be submitted with signature lines for the Chairman and the Secretary of the Planning Board. The Chairman and Secretary will sign the drawings submission, retain one paper copy for Planning Board records and return the rest of the drawings submitted back to the applicant.
- c. The applicant will then file the deeds and the resolution along with submitting one paper copy of the approved subdivision plat with the City Engineer.
- d. The City Engineer will plot the subdivision on the tax maps and provide an address for the properties. The deeds will be stamped by the City Engineer and returned to the applicant reflecting the new block and lot numbers.
- e. Upon obtaining the stamp with the new address for the subdivision, the applicant then files the mylar, and electronic copies of the subdivision and the stamped deeds with the County.

MINOR (2 lots or less)

- a. The applicant shall submit to the Division of Planning for review and approval:
 - i. 2 paper copies of the plat
 - ii. Deeds
- b. For a minor subdivision, the applicant shall submit to the County:
 - i. Deeds
- c. Minor subdivisions do not need to be filed by map. Prior to submitting the deeds with the County, the applicant shall submit to the City's engineer's office:
 - i. Resolution
 - ii. Deeds (Deeds must be signed by the Planning Board Chairperson and Planning Board secretary.)
 - iii. Paper copy of the subdivision plan.

Site Plan Review – Preliminary and Final

1. The formal application process is commenced by filing 2 copies of Form A -APPLICATION FOR DEVELOPMENT accompanied by all appropriate supplemental forms for the specific approval being sought. Applications should be addressed or delivered to: The Division of Planning (3rd Floor City Hall Annex, Department of Housing & Economic Development, 319 East State Street, Trenton, NJ, 08608). The applicant must submit **thirteen (13)** full size copies of architectural and engineering drawings and **two copies of the architectural and engineering drawings should be submitted on 11" x 17" format**. Application fees and escrow are required for all applications (See Fee Schedule found on page 17).
2. Applications must be signed by either the legal or equitable owner of the premises, their duly authorized agent, the holder of an option or contract to purchase, or any other party which has an enforceable proprietary interest in such land.
3. All applications must be accompanied by the following:
 - a. Required application fee & escrow fee
 - b. Required drawings to scale conventionally dimensioned on the documents:
 1. All floor plans and building elevations (See Architectural Checklist)
 2. All proposed uses for the building and land must be labeled
 3. All egress paths - exits and entrances must be clearly illustrated
 4. All wall openings must be shown - windows and doors
 5. All exterior work including but not limited to:
 - a) Existing Boundary Survey
 - b) Proposed Site Plan
 - c) Lighting Plan
 - d) Utility Plan
 - e) Soil Erosion & Sediment Control Plans
 - f) Grading & Drainage Plans
 - g) Landscaping Plan
 - h) Parking and Circulation Plan (See the attached Site Plan Checklist)
 6. All pertinent site work details
 7. Drainage calculations as required
 - c. Documentation of adjoining properties affected by the proposed development
 - a) Show adjacent properties on the Site Plan
 - b) List all current property owners that live within 200 feet of the project site on the Site Plan

Any other features and/or drawings deemed necessary for a complete review by the Planning Division staff and Planning Board members must also be supplied. These may include color renderings of the proposal or photographs of the existing site conditions. *See the attached Checklists to ensure a complete submittal and to avoid unnecessary time delays.*

4. The Municipal Land Use Law provides the Division of Planning 45 days to review all applications for development and determine whether they can be deemed complete. All applicants whose submission has been deemed incomplete will be notified during this initial 45 day period.

5. In compliance with the Municipal Land Use Law, within 45 days after being deemed complete, your application will be scheduled for a Planning Board hearing.
6. *The following noticing procedures must be performed by the applicant prior to the public hearing for both preliminary and final applications:*

All property owners within a 200' radius of the property in question, whether or not they are located in the City of Trenton, must be served with proper notice no less than 10 days prior to the hearing date, exclusive of the day of the hearing, as set forth in N.J.S.A. 40:55 D-12b. A sample of this notice is included in the application packet. (See Page 29)

The applicant must obtain the list of adjoining property owners from the Office of the City Engineer, City Hall, Trenton, New Jersey for a fee of \$35.00. You should allow the City Engineer staff at least two weeks to prepare the list. For further information about obtaining the list of adjoining owners, contact: The City Engineer's Office: (609) 989-3157.

Proper notice shall also be given to the County, State and all involved utilities as required. (See the attached list of utilities Page 31)

Notices may be either personally handed to the adjoining property owners or delivered by certified mail. Notices that are personally handed to the property owners shall be initialed or signed at the designated property address by the individual whose name appears as being the owner on the list of the property owners obtained from the City Engineer's Office. If the owner receives the notice but refuses to sign, indicate on the list at that name "refused to sign". If the owner can not be contacted or resides elsewhere, send the notice by certified mail. Do not leave notices in a mailbox or on the premises; do not post by regular mail. Applicants are required to present certified mail receipts or a copy of the signed list of adjoining property owners indicating they were personally served along with an affidavit or Proof of Service form enclosed. **If proper noticing procedure is not adhered to, the case will not be heard by the Planning Board.**

Please Note: Prior to sending out notices, the applicant should ensure that all actions being requested by the Board, i.e. variances, are properly noted in the legal notice. It is the sole responsibility of the applicant to ensure that the proper noticing procedures are followed.

The enclosed Affidavit of Service of Notice (Page 20) shall be notarized and presented to the Secretary of the Planning Board not less than two days prior to the hearing. Notices not adequately served will require that all notices be reserved for a new hearing date. Misrepresenting or falsifying an affidavit may result in legal action against the applicant.

In addition to the legal requirement of serving notices to property owners within 200 feet, it is advisable to meet with the immediate neighbors to the proposed development to discuss your application and address any concerns they may have prior to the public hearing. In that way, the applicant will be able to better respond to the concerns that may be raised during his / her presentation.

Note: Applicants should not send notices until they have been assigned a hearing date by the Division of Planning staff.

7. After completing its review of your application, the Division of Planning staff may request changes to the plans or additional information. Any additional information requested by the Division of Planning staff must be received by the Division no later than 15 days before the hearing date assigned.
8. A recommendation package containing the Division of Planning's critique of your application will be sent out to you and the Planning Board members approximately one week prior to your scheduled hearing date. You are welcome to meet with the Division of Planning staff after reviewing the comments to address any concerns or issues you may have in response to the recommendation package prior to the Planning Board meeting.
9. On the night of the hearing, you should be prepared to make an oral presentation of your application. If possible, site drawings should be mounted on a presentation board to be placed on an easel (City to provide). To facilitate your presentation to the Planning Board, individual hand-outs to the Planning Board members and the audience is recommended.
10. At the conclusion of the presentation and discussion between the audience and the Planning Board members, a vote will be taken on your application to either:
 1. Continue the hearing to the next meeting
 2. Deny the application
 3. Suggest the applicant withdraw the application & return at a later date
 4. Approve the application with or without conditions

After receipt of preliminary site plan approval, a complete final site plan application must be submitted to the Division of Planning. These documents should incorporate any conditions imposed on the applicant during the preliminary site plan approval process.

Note: With few exceptions, preliminary and final site plans are handled as separate applications. Final site plan applications may not be scheduled for review if there are any outstanding preliminary conditions of approval. All conditions to final site applications shall be completed along with any other requirements by the Director of Inspections in order to obtain a building or occupancy permit.

12. After receiving final site plan approval the applicant must submit to the Division of Planning three sets of final site plan drawings addressing all conditions imposed on the applicant by the Planning Board and stated in the resolution. Until, the Division of Planning staff has reviewed these plans to assure all conditions have been addressed and signed off on the plans, the applicant may not submit drawings to the Department of Inspections for building permits.

Conditional Use Permit

All approvals by the Planning Board will require that the approved plans comply with all state and building code (BOCA) standards in order to receive an occupancy permit from the Department of Inspections. Building code violations must first be corrected in order to obtain an occupancy permit. Therefore, it is advisable to check the condition of the property and evaluate repair cost prior to applying for a conditional use permit.

1. The formal application process is commenced by filing 2 copies of Form A -APPLICATION FOR DEVELOPMENT accompanied by all appropriate supplemental forms for the specific approval being sought. Applications should be addressed or delivered to: The Division of Planning (3rd Floor City Hall Annex, Department of Housing & Economic Development, 319 East State Street, Trenton, NJ, 08608). The applicant must submit **thirteen (13) full size** copies of architectural and engineering drawings and **two (2) copy of the architectural and engineering drawings should be submitted on 11" x 17" format**. Application fees and escrow are required for all applications (See Fee Schedule found on page 17).
2. Applications must be signed by either the legal or equitable owner of the premises, their duly authorized agent, the holder of an option or contract to purchase, or any other party which has an enforceable proprietary interest in such land.
3. All applications must be accompanied by the following:
 - a. Required application fee & escrow fee
 - b. Required drawings to scale conventionally dimensioned on the documents:
 1. All floor plans and building elevations (See Architectural Checklist)
 2. All proposed uses for the building and land must be labeled
 3. All egress paths - exits and entrances must be clearly illustrated
 4. All wall openings must be shown - windows and doors

Any other features and/or drawings deemed necessary for a complete review by the Planning Division staff and Planning Board members must also be supplied. These may include color renderings of the proposal or photographs of the existing site conditions. *See the attached Checklists to ensure a complete submittal and to avoid unnecessary time delays.*

4. The Municipal Land Use Law provides the Division of Planning 45 days to review all applications for development and determine whether they can be deemed complete. All applicants whose submission has been deemed incomplete will be notified during this initial 45 day period.
5. In compliance with the Municipal Land Use Law, within 45 days after being deemed complete, your application will be scheduled for a Planning Board hearing.
6. *The following noticing procedures must be performed by the applicant prior to the public hearing:*

All property owners within a 200' radius of the property in question, whether or not they are located in the City of Trenton, must be served with proper notice no less than 10 days prior to the hearing date, exclusive of the day of the hearing, as set forth in N.J.S.A. 40:55 D-12b. A sample of this notice is included in the application packet. (See Page 29)

The applicant must obtain the list of adjoining property owners from the Office of the City Engineer, City Hall, Trenton, New Jersey for a fee of \$35.00. You should allow the City Engineer staff at least two weeks to prepare the list. For further information about obtaining the list of adjoining owners, contact: The City Engineer's Office: (609) 989-3157.

Proper notice shall also be given to the County, State and all involved utilities as required. (See the attached list of utilities Page 31)

Notices may be either personally handed to the adjoining property owners or delivered by certified mail. Notices that are personally handed to the property owners shall be initialed or signed at the designated property address by the individual whose name appears as being the owner on the list of the property owners obtained from the City Engineer's Office. If the owner receives the notice but refuses to sign, indicate on the list at that name "refused to sign". If the owner can not be contacted or resides elsewhere, send the notice by certified mail. Do not leave notices in a mailbox or on the premises; do not post by regular mail. Applicants are required to present certified mail receipts or a copy of the signed list of adjoining property owners indicating they were personally served along with an affidavit or Proof of Service form enclosed. **If proper noticing procedure is not adhered to, the case will not be heard by the Planning Board.**

Please Note: Prior to sending out notices, the applicant should ensure that all actions being requested by the Board, i.e. variances, are properly noted in the legal notice. It is the sole responsibility of the applicant to ensure that the proper noticing procedures are followed.

The enclosed Affidavit of Service of Notice (Page 20) shall be notarized and presented to the Secretary of the Planning Board not less than two days prior to the hearing. Notices not adequately served will require that all notices be reserved for a new hearing date. Misrepresenting or falsifying an affidavit may result in legal action against the applicant.

In addition to the legal requirement of serving notices to property owners within 200 feet, it is advisable to meet with the immediate neighbors to the proposed development to discuss your application and address any concerns they may have prior to the public hearing. In that way, the applicant will be able to better respond to the concerns that may be raised during his / her presentation.

Note: Applicants should not send notices until they have been assigned a hearing date by the Division of Planning staff.

7. After completing its review of your application, the Division of Planning staff may request changes to the plans or additional information. Any additional information requested by the Division of Planning staff must be received by the Division no later than 15 days before the hearing date assigned.
8. A recommendation package containing the Division of Planning's critique of your application will be sent out to you and the Planning Board members approximately one week prior to your scheduled hearing date. You are welcome to meet with the Division of Planning staff after

reviewing the comments to address any concerns or issues you may have in response to the recommendation package prior to the Planning Board meeting.

9. On the night of the hearing, you should be prepared to make an oral presentation of your application. If possible, site drawings should be mounted on a presentation board to be placed on an easel (City to provide). To facilitate your presentation to the Planning Board, individual hand-outs to the Planning Board members and the audience is recommended.
10. At the conclusion of the presentation and discussion between the audience and the Planning Board members, a vote will be taken on your application to either:
 - a. Continue the hearing to the next meeting
 - b. Deny the application
 - c. Suggest the applicant withdraw the application & return at a later date
 - d. Approve the application with or without conditions

Criteria for Evaluation

Conditional Uses are permitted in particular zoning districts by authorization of the Trenton Planning Board if the Applicant demonstrates to the satisfaction of the Planning Board that the proposed use in the zoning district will comply with the conditions and standards regulating this use as specified in the City Zoning Ordinance. These conditions address, among other standards, the following concerns:

1. Suitability of the use to its environment: The Planning Board considers the proposed use of the structure, the level of activity and the surrounding open space, as well as measures the proposal to be undertaken by the applicant with regard to the treatment of grounds, the general fitness of the structure and the relationship of the proposed use to its proposed location.
2. Adequacy of provisions for off-street automobile parking or storage or loading space: The Planning Board will evaluate whether sufficient parking can be provided by the applicant to minimize the impact on the adjacent properties.
3. Adequacy of street capacity and egress to ensure that the use will not create an adverse impact upon public health, comfort and convenience as required for the preservation of the general character of the neighborhood wherein the use is situated.
4. That the use, if granted, will not be contrary to the public interest and will not materially increase traffic, fire hazard, panic or other danger, nor be injurious to health, morals or the general welfare.
5. Specific criteria for evaluation of the various permitted conditional uses can be found in the Zoning Ordinance Article XXVII.

Notes Regarding Bulk Variance Approvals

BULK VARIANCES

CRITERIA FOR EVALUATION

Bulk variances can be heard by the Planning Board if the proposed development requires approval of a subdivision, site plan or conditional use. Approval of a bulk variance allows departure from the prescribed minimum lot area, height, setbacks, parking, and building and floor area limits as set forth in the City of Trenton Zoning Ordinance according to each zoned district.

The burden of proof is on the applicant. The core question presented by a bulk variance application is whether there has been a showing of:

1. peculiar and exceptional practical difficulties to, or
2. exceptional and undue hardship upon, the applicant arising out of
 - a. the exceptional narrowness, shallowness or shape of a specific piece of property, or
 - b. by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
 - c. by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon.

COURTESY REVIEWS –Municipal Land Use Law (MLUL) CAPITAL PROJECTS

40:55D-31 - Review of Capital Projects reviewed by Planning Board

Whenever the planning board shall have adopted any portion of the master plan, the governing body or other public agency having jurisdiction over the subject matter, before taking action necessitating the expenditure of any public funds, incidental to the location, character or extent of such project, shall refer the action involving such specific projects to the planning board for review and recommendation in conjunction with such master plan and shall not act thereon, without such recommendation or until 45 days have elapsed after such reference without receiving such recommendation.

This requirement shall apply to action by a housing, parking, highway, special district, or other authority, redevelopment agency, school board or other similar public agency, State, County or Municipal. In addition, this requirement shall apply to any public entity taking action to permit the location, erection, use or maintenance of an outdoor advertising sign,

The Planning Board shall review and issue findings concerning any long-range facilities plan submitted to the board pursuant to the "Educational Facilities Construction and Financing Act," for the purpose of review of the extent to which the long-range facilities plan is informed by, and consistent with, at least the land use plan element and the housing element contained within the municipal master plan adopted.

Fee Schedule

This section is taken for the City's Zoning and Land Development Ordinance.

ARTICLE X: Section 315-71 Fees-

Every application for development shall be accompanied by a check payable to the City of Trenton.

A. Setbacks.

- (1 Front yard setback for single-family dwellings only: \$50.
- (2 Other setback, height, density or use variance for single-family dwellings only: \$75.

B. Housing conversions and multiunit variance. Housing conversion to multifamily use or multifamily bulk variance for setback, height, density or parking: \$100.

C. Variances. Use variance or variance for setback, height or density for commercial, industrial uses or for signs, parking lots or any combination thereof: \$200.

D. Conditional uses. Application for conditional use: \$200.

E. SITE PLAN/SUBDIVISIONS

(1 Up to 10,000 square feet of land area:

PROFESSIONAL DEVELOPMENT FEE

Preliminary site plan*	\$225.00	\$10.00
Final site plan*	\$225.00	
Subdivision	\$225.00	

(2 10,001 - 20,000 square feet of land area:

Preliminary site plan*	\$325.00	\$20.00
Final site plan*	\$325.00	
Subdivision	\$325.00	

(3 20,001 - 40,000 square feet of land area:

Preliminary site plan*	\$400.00	\$30.00
Final site plan*	\$400.00	
Subdivision	\$400.00	

(4 Over 40,000 square feet of land area:

Preliminary site plan*	\$450.00	\$40.00
Final site plan*	\$450.00	
Subdivision	\$450.00	

*An additional fee of \$100 for preliminary and a fee of \$100 for final site plan review for every 50,000 square feet of floor area, or fraction thereof, in excess of the first 50,000 square feet of any development.

There shall be a separate development fee required for preliminary and final site plan applications. There shall be only one fee, whichever is the greater amount, if any application for

development also requires a subdivision, bulk or use variance or conditional use permit; or if a use variance also requires one or more setback variances. A single fee for each shall be required for both preliminary and final site plan review.

- F. Certified list of property owners (See § 315-35C.): \$0.25 per name or \$35.00 whichever is greater.
- G. Copy of minutes, transcripts or decisions (See § 315-36 and 315-46, per page): \$0.50
- H. Court reporter. If an applicant desires a court reporter, the cost for taking testimony and transcribing it and providing a copy of the transcript to the City shall be at the expense of the applicant, who shall arrange for the report's attendance.
- I. Redevelopment plans and amendments. For the designation of redevelopment areas, the creation of redevelopment plans, or the amendment of redevelopment plans previously adopted:
 - (1 Designation of redevelopment area and creation of redevelopment plan: **\$2,500.**
 - (2 Amendment of redevelopment plan: **\$1,500.**

Each application for development shall be accompanied by payment of an escrow fee in addition to the nonrefundable application fee set forth above, to be deposited with the City. The amount of the escrow fee shall be as set forth in the schedule below:

Type of Application	Escrow Fee
Site Plan Review	\$300 +
Residential	\$100 per dwelling unit
Non-Residential	\$425 per 1,000 gsf
Subdivision Review	\$300+ \$100 per lot If a subdivision includes the dedication of public roads, the fee shall be \$150 per lot.
Conditional Use Permit Review ¹	\$300 ²

¹ This fee is applicable to conditional use permit applications that do not require submission of a full site plan, per 315-63B. When a full site plan review is required as part of a conditional use permit application, the site plan review escrow fees shown in the above chart shall apply.

² With the exception of conditional use permit applications for telecommunications facilities. Escrow fees applicable to conditional use permit applications for telecommunications facilities are enumerated in Article XXIII, § 315-159.

Attorney, Secretary and Planning staff administrative fees

All applications for development shall be charged an additional processing fee for the time that the Attorney, the Planning Board/Zoning Board secretary, stenographer and the Planning Board Planning Staff expend reviewing the application and considering the application for development at the public hearing and any other meetings required.

The applicant shall be assessed the processing fee in quarter hour increments at the following rates:

- a. Attorney \$150/hr**
- b. Planning Board/Zoning Board secretary \$30/hr**
- c. Stenographer \$275/meeting**
- d. Planning Staff**
 - 1. Director- \$75/hr.**
 - 2. Supervising Planner- \$60/hr.**
 - 3. Senior Planner- \$40/hr.**

An initial escrow deposit of \$530 shall be submitted to the City Treasurer in an amount of \$530 for one hour of the attorney and Planning Board secretary's rate and two hours of the Planning staff reviewer's rates. Any unexpended escrow funds for the administrative review shall be returned to the applicant within 30 days after the applicant has secured a certificate of occupancy.

If additional funds are needed from the applicant to pay for the administrative review, the City shall notify the applicant and the applicant shall submit payment to the City within 15 days. The Division of Planning Staff will not sign off on the certificate of occupancy until all administrative fees have been paid to the City.

Details for all other fees and explanations can be found on the City of Trenton Web site at:

www.trentonnj.org:

- **Departments**
 - **Housing and Economic Development**
 - **Under: Projects recently completed**
ZONING ORDINANCE UPDATE
(ADOTPED JUNE 2010

)

CHECKLISTS

The following checklists are designed to assist applicants in the preparation of applications for Planning Board review. These lists should be used as guidelines to ensure the submission of a **COMPLETE APPLICATION** and to avoid unnecessary delays in the review of your project plans. A complete submission enables the Planning Board to better understand your proposal, thus allowing for a more comprehensive and timely evaluation. If the applicant believes that any of the categories listed below are not applicable to his / her proposal, it should be indicated and noted on the drawing submission.

Note: All drawings submitted must be to scale, noted as such and must be clearly legible.

PRELIMINARY SITE PLAN / PRELIMINARY SUBDIVISION CHECKLIST

Map layout, Data, Lot Boundaries, Dimensions, Topographic Identification

- ___ Two (2) completed copies of application form.
- ___ **Thirteen (13)** complete copies of site/ engineering plans signed and sealed by a New Jersey professional engineer.
- ___ Two (2) reduced copy (8 1/2 x 14 or 11 x 17) of the site/ engineering plans. **MANDATORY SUBMISSION**
- ___ Two (2) copies of protective covenant or deed restrictions.
- ___ Scale of not less than one inch equals 50 feet.
- ___ Key map at least one inch equals 2,000 feet.
- ___ Title block with the following elements:
 - Name of development, City of Trenton and Mercer County
 - Name, title, address and telephone number of developer.
 - Name, title, address and license number of the professional or professionals who prepared the plan.
 - Name, title and address of the owner or owners of record.
 - Scale, written and graphic
 - Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- ___ North Arrow
- ___ Certification of ownership and authorization to file application.
- ___ Approval signature lines.
- ___ Square footage or acreage to the nearest hundredth of an acre and a computation of the area of the tract to be disturbed.
- ___ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the City Tax Assessor.
- ___ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the City Tax Map, and proposed block and lot numbers as provided by the City Tax Assessor, upon written request.
- ___ Tract boundary line, heavy solid line.
- ___ Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.

- ____ The location and dimensions of existing and proposed bridges and culverts both within the tract and within 200 feet of its boundaries.
- ____ The location and species associations of all existing trees or group of trees having a caliper of eight inches or more measured three feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
- ____ The proposed locations of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant and the location of each plant keyed to the plan or plat.
- ____ Existing and proposed water courses accompanied by cross-sections of the watercourses or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance.
- ____ Existing and proposed contours as required by ordinance.
- ____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39, *et seq.*
- ____ Locations of all existing structures as required by ordinance.
- ____ Size, height and location of all proposed buildings, structures, signs and lighting facilities.
- ____ All dimensions necessary to confirm conformity to the ordinance requirements.
- ____ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details, luminaries and hours of operation.
- ____ The proposed screening, buffering and landscaping plan, with the information required by ordinance.
- ____ The location and design of any off- street parking area, showing size and location of bays, aisles and barriers.
- ____ All means of vehicular access or egress to or from the site onto public streets, with the information required by ordinance.
- ____ Plans and computations for any storm drainage systems as required by ordinance.
- ____ The location of existing utility structures on the tract and within 200 feet of its boundaries.
- ____ Plans of proposed improvements and utility layouts as required by ordinance.
- ____ Plans, typical cross-sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract as required by ordinance.
- ____ A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.

____ Proposed permanent monuments

____ Certificate from the City Tax Collector that all taxes and assessments are paid to date.

FINAL SITE PLAN CHECKLIST

Data Required - Specifications

- ____ Two (2) completed copies of application form.
- ____ Plats or plans, five (5) folded copies, signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer.
- ____ Scale of not less than one inch equals 50 feet.
- ____ All details stipulated in Preliminary Site Plan Checklist.
- ____ All additional details required at the time of preliminary approval.
- ____ Detailed architectural and engineering data as required by ordinance.
- ____ Certification from the City Tax Collector that all taxes are paid up-to-date.

VARIANCE APPLICATION CHECKLIST

- ____ Two (2) completed copies of application form.
- ____ Two (2) reduced set of plans (8 ½ x 14 or 11 x 17).
- ____ Scale of not less than one inch equals 50 feet.
- ____ Key map at less than one inch equals 2,000 feet.
- ____ Title block containing the following information:
 - Name of development, City of Trenton and Mercer County
 - Name, title, address and telephone number of subdivides or developer.
 - Name, title, address and license number of the professional or professionals who prepared the plat or plan.
 - Name, title and address of the owner or owners of record.
 - Scale, written and graphic
 - Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- ____ Acreage or square footage figures.
- ____ Approval signature lines.
- ____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the City Tax Map, and proposed block and lot numbers as provided by the City Tax Assessor, upon written request.
- ____ Subdivision or development boundary line, heavy solid line.
- ____ The location of existing and proposed property lines with bearings and distances, streets, structures with their numerical dimensions and an indication as to whether existing structures will be retained or removed, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas and any landmark areas or sites as indicated on the "landmark" map attached to the zoning ordinance.
- ____ The location and width of all existing and proposed utility easements.
- ____ Zoning districts affecting the tract, including district names and requirements with proposed variance requests noted on the plat or plan.
- ____ Proposed buffer and landscaped areas.
- ____ Delineation of floodplains, including both floodway and flood fringe areas.
- ____ Contours as shown on the USGS topographic sheets.
- ____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the City Tax Assessor.

- ____ Certificate from the City Tax Collector that all taxes and assessments are paid to date.
- ____ Road right-of-way dedication and improvement, as applicable.
- ____ Sight triangle easements as applicable.
- ____ Deed descriptions, including metes and bounds, easements, covenants, restrictions and road and sight triangle dedications.

ARCHITECTURAL CHECKLIST

Architectural Drawings (Proposed Plans, Elevations, Sections, etc.)

- ____ Eight (8) full-sized, folded copies of plans
- ____ Two (2) reduced set of plans (8 ½ x 14 or 11 x 17)
- ____ Proposed Floor Plans
- ____ All Proposed Elevations (Show existing elevations even where no work is proposed)
- ____ Indicate room sizes and building height of proposed / existing structure(s) on both floor plans and elevations
- ____ Indicate proposed manufacturer options for building details (i.e. windows: vinyl-clad double-hung replacement windows with double insulated glazing by either "Andersen Windows" or "Pella", Color: white)
- ____ Indicate all color palettes proposed for the main building, trim, roof, etc.
- ____ Plans should indicate any proposed trim work, shutters, cornices, etc.
- ____ Indicate materials and structure for all proposed canopies

Urban Design Issues (Fencing, Paving, Lighting)

- ____ Indicate materials, sizes and treatments for all proposed or existing to remain -porches, stoop areas, sheds, garden walls, planters, stair railings and all other proposed landscape features.
- ____ Indicate all fencing proposed or that is to remain illustrating heights, sizes, boundaries, locations and entry / gate locations.
- ____ Show locations, type and character of all proposed wall mounted light fixtures, mail boxes and any and all other proposed building 'equipment'.
- ____ Indicate proposed paving patterns and brick work for sidewalks, driveways and parking areas.
- ____ If the project is to be built in phases, include proposed start times and completion dates for each phase and the nature of the work that will be addressed in each phase.

Signage:

- ____ Illustrate size, color, materials and scaled locations on elevations as well as the verbiage and font style.
- ____ Designs of all freestanding signage shall be indicated on the site plan and shall show all base materials to be used, along with sign size and location.
- ____ Indicate how the sign will be lit (Illuminated, non-illuminated, spotlights, etc.)

NOTICE TO BE SERVED ON PROPERTY OWNERS LOCATED WITHIN 200' OF THE APPLICANT'S PROPERTY

**CITY OF TRENTON
PLANNING BOARD**

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: _____

OWNER OF: _____

Street Address: _____

Lot: _____

Block: _____

PLEASE TAKE NOTICE:

The undersigned has filed an appeal or application for development with the Planning Board of the City of Trenton in compliance with Article IX of the Zoning and Land Development Ordinance for _____ so as to permit _____

on the premises at _____ and designated as Lot(s): _____ Block(s)

_____ on the City Tax Map. This notice is sent to you as owner of property in the immediate vicinity.

A public hearing has been scheduled for _____, 200 _____, 7:30 p.m., in City Hall Council Chambers, 319 East State Street, Trenton, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file and may be inspected by the public prior to the above meeting between the hours of 9:00 a.m. and 4:30 p.m. in the office of the Division of Planning in the Department of Housing and Economic Development at City Hall Annex, 319 East State Street Trenton, New Jersey:

Printed Name of Applicant

Signature of Applicant

Date: _____

AFFIDAVIT OF SERVICE

CITY OF TRENTON PLANNING BOARD

MERCER COUNTY
STATE OF NEW JERSEY

_____ of full age, being duly sworn according to law, on his / her oath disposes and says that he / she resides at _____ of _____ County and State of _____ and that he / she did on _____ 20__, at least (10) days prior to the hearing date, give personal notice to all property owners within 200' of the property affected by appeal # _____ located at _____.

Said notice was given either by handing a copy to the property owner and required utilities, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto. Attached to this affidavit is also the list of property owners who were served, showing the lot and block numbers of each property as same appear on the municipal tax map as cross referenced with the attached certified list of such owners as prepared by the Tax Assessor of the City of Trenton.

Notice was also published in the official newspaper of the municipality as required by law and is attached as proof of publication.

Printed Name of Applicant

Signature of Applicant

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

(Please Note: Hand Delivered copies are to be verified by a petition with an abbreviated signature affixed to petition by the receiver and is notarized by a legal Notary Public.)

UTILITY LIST

The following utilities and City of Trenton staff people must be notified of any development applications along with the adjoining property owners:

PSE&G

Business Headquarters
80 Park Plazas
Newark, NJ 07101
973-430-7000
Central
1-800-722-0256
Demolition Inquires
1-800-817-3366

Overhead Engineer

PSE & G (Electric)
4140 Quakerbridge Road
Lawrenceville, New Jersey 08648
(609) 799 - 6918

Supervising Underground Engineer

PSE & G
4140 Quakerbridge Road
Lawrenceville, New Jersey 08648
(609) 799 - 6921

Trenton Police

Traffic Department
225 North Clinton Avenue
Trenton, New Jersey 08609
(609) 989 - 3905

Director of Public Works

City of Trenton
City Hall 3 19 East State Street
Trenton, New Jersey 08608
(609) 989 - 3151

Trenton Water Works

P.O. Box 528
333 Courtland Street
Trenton, New Jersey 08638
(609) 989-3055

Traffic and Transportation

City of Trenton
Room 100
City Hall 319 East State Street
Trenton, New Jersey 08608
(609) 989 - 3612

Bureau of Engineering and Operations

City of Trenton
Room 101
City Hall 319 East State Street
Trenton, New Jersey 08608
989-3151

Street and Sidewalk Inspector

City of Trenton
City Hall 319 East State Street
Trenton, New Jersey 08611
(609) 989-3200

General Superintendent**Sanitary Sewer Utility**

PO Box 528
Trenton, New Jersey 08604
(609) 989 - 3225

VEOLIA ENERGY

320 South Warren Street
Trenton, NJ 08608
609-396-6751

COMCAST SERVICES (XFINITY)

One Comcast Center, 1701 John F Kennedy
Blvd, Philadelphia, Pennsylvania 19103
1-215-665-1700
EMAIL- Info@comcast.com

VERIZON CORPORATE

140 West Street
New York, NY 10007
1-212-395-1897
Fax -1-212-571-1897

Trenton Post Office

680 US Hwy 130
Trenton, NJ 08650
20 South Montgomery Street
Trenton, NJ 08608

Mercer County Soil Conservation District

508 Hughes Drive
Hamilton Square, New Jersey 08690
(609) 586 - 9603

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

**CITY OF TRENTON
PLANNING BOARD**

Take notice that on the _____ day of _____ 20____, at 7:30 p.m., a hearing will be held before the City of Trenton Planning Board at City Hall, Council Chambers, 319 East State Street, Trenton, NJ on the appeal or application of the undersigned for a variance or other relief so as to permit:

on the premises located at _____ and designated as Block(s) _____ Lot(s) _____ on the City of Trenton Tax Map.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection: _____

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board.

Name of Applicant: _____

Publication Date: _____

RESOLUTION

No. 12-121

Date of Adoption MAR 01 2012

Approved as to Form and Legality

Factual content certified by

Walter Denson
Walter Denson, Acting City Attorney

Anthony Roberts
Anthony Roberts, Acting Business Administrator

Councilman /woman Vulim Spalding Jackson

presents the following Resolution:

RESOLUTION ESTABLISHING A "COMPLETE STREETS" POLICY FOR THE CITY OF TRENTON

WHEREAS, the City of Trenton is committed to creating street corridors that accommodate all road users of all ages and abilities for all trips; and

WHEREAS, significant accomplishments have already been achieved by incorporating pedestrian safety and traffic calming measures when public streets are improved; and

WHEREAS, the City Council fully supports these initiatives and wishes to reinforce its commitment to creating a comprehensive, integrated, connected street network that accommodates all road users of all abilities and for all trips; and

NOW THEREFORE BE IT RESOLVED that all public street projects, both new construction and reconstruction (not including maintenance) in the City of Trenton shall be designed and constructed as complete streets. The "complete street" accommodates travel by pedestrians, bicyclists, public transit, and other motorized vehicles and their passengers. This policy shall be implemented as follows:

1. All City streets shall be designed and constructed to include accommodations for pedestrians, bicyclists, public transit, and motorists. Complete streets shall accommodate users of all ages and abilities.
2. Recognizing the inter-connected multi-modal network of street grid, the City of Trenton will work with Mercer County, the Delaware River Joint Toll Bridge Commission, Traffic Consultant AECOM and state agencies through existing planning efforts to ensure complete streets principles are incorporated in a context sensitive manner.
3. While complete streets principles are context sensitive, it would be appropriate to consider these features during the design, planning, maintenance and operations phases and incorporate changes into some retrofit and reconstruction projects. Departments shall reference New Jersey Roadway Design Manual; the AASHTO Guide for the

RESOLUTION

Development of Bicycle Facilities; AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities; the Manual of Uniform Traffic Control Devices; the NACTO Urban Bikeway Design Guide and other design criteria as necessary, striving to balance all needs, when repaving or reconstructing streets.

4. To facilitate timely implementation of the new policy, the following steps shall be taken:
 - a. A memorandum outlining this new policy will be distributed to all department heads within 90 days of this resolution.
 - b. At least one training about complete streets will be conducted for appropriate staff within 180 days of this resolution.
 - c. The Train Station Linkage Plan, prepared for the city by Nelson/Nygaard in 2006 shall be revisited, with a specific focus on designating appropriate routes for pedestrians, dedicated bike lanes and preferred bicycle routes (shoulders or shared travel lanes with appropriate signage and/or pavement markings). The City Engineer (or other designee as determined by Council) shall coordinate this effort in collaboration with the Traffic Analyst and update City Council within 180 days of this resolution.
 - d. Oversight of the new complete streets policy will be handled by the Principle Planner, or other appropriate cabinet officials approved by City Council.
5. Exceptions may be made to this policy under any one of the following conditions:
 - a. Bicycle and pedestrian facilities are not required where they are prohibited by law.
 - b. Public transit facilities are not required on streets not serving as transit routes, The desirability of transit facilities will be determined on a project specific basis.
 - c. When the cost of incorporating new bicycle, pedestrian, and/or public transit facilities is excessive, defined as greater than 20% of the overall project cost, the need for and/or probable use of the facility shall be considered in making the determination as to

RESOLUTION

whether or not an exception should be approved at this time or held for future consideration. This determination may occur during the budget and capital improvements program approval process or when project plans and specifications are being prepared. Exceptions due to cost increases shall be sent to City Council for formal approval.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Trenton that the City hereby consents to all public street projects, both new construction and reconstruction (not including maintenance) in the City of Trenton shall be designed and constructed as complete streets; and

BE IT FURTHER RESOLVED, that this resolution shall remain on file in the City Clerk's office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BETHEA	✓				HOLLY WARD	✓				MUSCHAL	✓			
CALDWELL WILSON	✓				MCBRIDE	✓								
CHESTER	✓				REYNOLDS JACKSON	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

MAR 01 2012

Kathy McBride
President of Council

Thomas Baylor
City Clerk

Exhibit “A”

GREEN DEVELOPMENT CHECKLIST CITY OF TRENTON

Please indicate for each of the sustainable building/design items listed, the extent to which the measure is being incorporated in the project, or the reason(s) why it is not being incorporated in the project.

Item	Response
Please indicate if the project is attempting Leadership in Energy and Environmental Design (LEED) certification. Please indicate type and level of certification attempted.	
Please indicate any Energy Star and/or WaterSense appliances, fixtures, and/or construction techniques used for project.	
Please list any green and/or recycled building materials used in new construction, renovation, and maintenance.	
Please indicate in detail if there is a Waste Management Plan for recycling and/or reuse of construction and demolition of waste generated during construction in place.	
Please explain any water efficient landscaping practices.	
Is the project incorporating any on-site renewable energy systems, such as Solar, Wind, or Geothermal? Please specify.	
Please indicate details of roofing materials designed to reduce the urban heat island effect such as: Construction of roof top gardens to reduce solar gain in summer and insulate in winter Use of roofing materials that are no darker than a light gray or demonstrate how alternate roofing materials reduce the urban heat island effect	
Details of any sustainable stormwater systems Employed, such as bioswales/raingardens, permeable surfaces, grey water systems, retention and detention facilities, and continuous trenching	
A list of native and well adapted species used in landscaping to eliminate the need for fertilization and pesticides	
Details of energy efficient HVAC equipment	
Details of building envelope efficiency such as insulation beyond code requirements, air sealing, and advanced framing techniques	