

Township of South Hackensack  
Planning Board

Site Plan Application Package

Attached please find the following information to allow you to make a proper site plan application:

1. Site plan application
2. Checklist of requirements
3. Minimum requirements for site plan drawings.
4. Notice to be served on owners of property affected. To get a list of property owners to be served notice please send your request in writing to George Reggo, the Tax Assessor along with a \$10 fee -- checks made payable to the "Township of South Hackensack".
5. Proof of Service --notarized with resident listing and proof
6. Public notice to be published in a local newspaper
7. Listing of various fees due prior to the Planning Board meeting for the application and escrow deposit -- 2 separate checks please.
8. Annual meeting notice -- dates and times

All fees are made payable to the "Township of South Hackensack". Please note the block and lot, or location on the memo portion of the check. Any overpayments will be returned to the applicant.

If you have any questions, please call the municipal building at (201) 440-1815 ext. 100 or contact John L. Schettino, Planning Board Attorney at (201) 498-9768 ext. 204.

Carole Ostrowski  
PB Secretary

Application No. \_\_\_\_\_

**TOWNSHIP OF SOUTH HACKENSACK**

**PLANNING BOARD  
SITE PLAN REVIEW APPLICATION**

Date: \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

2. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name and location of Development: \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

4. Location of nearest intersection of abutting street with other public streets:

\_\_\_\_\_

5. Map Dated: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Entitled: \_\_\_\_\_

6. Present Use: \_\_\_\_\_

7. Proposed Use: \_\_\_\_\_

8. Lot Area: \_\_\_\_\_ Building Area (ground floor) \_\_\_\_\_

9. Building Area (total) \_\_\_\_\_ Number of Parking spaces \_\_\_\_\_

10. Property part of \_\_\_\_\_ Subdivision granted on: \_\_\_\_\_

11. Area in acres of any additional adjoining land owned by owner or applicant: \_\_\_\_\_

\_\_\_\_\_

12. Does this constitute: (a) New Application

(b) Revision or resubmission of prior application

13. Attach a copy of any deed restrictions or covenants that will apply.

Applicant's Signature: \_\_\_\_\_

**PLANNING BOARD  
TOWNSHIP OF SOUTH HACKENSACK**

**CHECK LIST OF REQUIREMENTS  
SITE PLAN APPLICATION**

**Revised: February 26, 1991**

NOTE: IF THE APPLICANT IS A CORPORATION, IT MUST BE REPRESENTED BY AN ATTORNEY AT LAW OF THE STATE OF NEW JERSEY.

1. Original and twelve copies of application and payment of applicable fees.
2. Original and twelve copies of authorization by property owner to applicant if applicant is not the owner.
3. Original and twelve copies of variance application, if necessary.
4. Thirteen sealed copies of site plan.
5. Thirteen sealed sets of architectural plans.
6. Proof of publication.
7. Certified Tax list.
8. Written proof that tax and assessment payments are current.
9. Written proof of service.
10. Written proof of submission to the Bergen County Planning or written proof of exemption from the requirement to do so.
11. Written proof of submission to the Fire Prevention Bureau for review and approval.
12. Written proof of submission to the Township Engineer for review and approval.
13. Written proof of submission to the Traffic Bureau of the Police Department for review and approval.
14. Written proof of submission to the Department of Environmental Protection in cases in which it has jurisdiction or written proof of exemption from such jurisdiction.

15. Written proof of submission to the Army Corps of Engineers in cases in which it has jurisdiction or written proof of exemption from such jurisdiction.
16. Written proof of submission to the Bergen County Soil Conservation District in cases in which it has jurisdiction or written proof of exemption from such jurisdiction.
17. Written proof of submission to the New Jersey Meadowlands Commission in cases in which it has jurisdiction or written proof of exemption from such jurisdiction.
18. Written proof of submission to any other governmental agency which may have jurisdiction.
19. Submission of any engineering report, traffic report, environmental impact report or other such report that the Board may require that the applicant supply if the same is reasonably necessary to the consideration of the application.
20. Proof of fulfillment of any reasonable requirement, which this Board may impose according to law or ordinance during its hearings on the application to enable it to make its necessary determinations the need for which was not foreseeable when the application was originally submitted.
21. The deposit with the Township of South Hackensack of a sum the amount of which shall be determined by the Chairman and which shall be held in escrow to satisfy all engineering, advertising, legal and any other expenses incurred in the review of the application, the balance of which shall be returned to the applicant upon completion of the application.

NO APPLICATION WILL BE DEEMED COMPLETE UNTIL ALL OF THE FOREGOING, IF APPLICABLE AS INDICATED, ARE FILED WITH THE SECRETARY OF THE PLANNING BOARD AND ARE DETERMINED TO BE IN ACCORDANCE WITH THE LAWS AND/OR ORDINANCES IN RESPECT TO EACH. IF, AT ANY TIME DURING THE CONSIDERATION OF THE MATTER, IT IS DETERMINED THAT THERE HAS NOT BEEN COMPLIANCE WITH THE FOREGOING, THE APPLICATION WILL BE DEEMED INCOMPLETE EVEN THOUGH CONSIDERATION MAY HAVE ALREADY BEEN UNDERTAKEN.

**PLANNING BOARD  
TOWNSHIP OF SOUTH HACKENSACK**

**MINIMUM REQUIREMENTS FOR SITE PLAN DRAWINGS**

The following is a list of the minimum requirements that must be shown on a site plan. The applicant or the preparer of the site plan should check off each item to insure its inclusion. **IF ANY ITEMS ARE OMITTED, THE SITE PLAN APPLICATION WILL BE DEEMED INCOMPLETE.**

1. Name and title of applicant, owner and person preparing map.
2. Place for signature of Chairman and Secretary of Planning Board.
3. Place for signature of Township Engineer.
4. Tax map lot and block numbers.
5. Date, scale and “north” sign.
6. Key map of the site with reference to surrounding areas and existing street locations.
7. Zone district in which property in question falls, zone district of adjoining properties and all property within a 200-foot radius of the property in question.
8. Names of owners of all contiguous land and adjacent property.
9. Dimensions of lot, setbacks, front yard, side yards and rear yard: size, kind and location of fences.
10. Location dimensions and details of all signs and exterior lighting.
11. The outside dimensions of existing and/or proposed principal building(s) and all accessory structures.
12. Storm drainage plan showing location of inlets, pipes, swales, and other storm drainage facilities including roof leaders indicate existing and proposed runoff calculations.
13. Right-of-way, easements and all lands to be dedicated to the municipality or reserved for specific uses.

14. The entire property in question, even though only a portion of said property is involved in the site plan; provided however, where it is physically impossible to show the entire property on the requires sheet, a separate map at an appropriate scale may be submitted.
15. Significant existing physical features including streams, water courses.
16. Bearing and distances of property lines.
17. Plans of off-street parking area layout and off-street loading facilities, showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress an egress.
18. All existing and proposed curbs and sidewalks.
19. Typical floor plans and elevations.
20. Existing and proposed sanitary sewerage disposal system.
21. Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions.
22. Any other pertinent information as may be required by the Planning Board.

Applicant please note: upon filing of this application with accompanying papers and being advised of the date of hearing, copies of the notice form below must be completed and served (by certified mail – return receipt requested) or personally) on all property owners within two hundred (200) feet of the property affected by this appeal. Satisfactory proof of such service must be filed with the South Hackensack Planning Board.

**NOTICE TO BE SERVED ON OWNERS**  
**OF PROPERTY AFFECTED**

Please take notice that an application has been made by \_\_\_\_\_  
\_\_\_\_\_ on behalf of \_\_\_\_\_  
for a Minor Sub-division \_\_\_\_\_  
on premises known as Block \_\_\_\_\_ Lot \_\_\_\_\_

This notice is sent by the applicant, upon order of the South Hackensack Planning Board, to you as a property owner in the immediate vicinity.

A public hearing has been ordered for \_\_\_\_\_, 20\_\_\_\_\_

At 7:30 P.M., at the \_\_\_\_\_ South Hackensack, New Jersey.

When the case is called you may appear in person, by agent, or attorney to present any objections to the granting of this application.

\_\_\_\_\_  
(Applicant to sign here)

## PROOF OF SERVICE

\_\_\_\_\_, Being duly sworn upon his oath according to law says he is the (agent of the) person making application and served the following property owners within 200 feet of Block\_\_\_\_\_Lot\_\_\_\_\_either by certified mail (return receipt requested) personally with a copy of the above notice.

**Name**

**Address**

**Block & Lot**

Sworn and Subscribed to

Before me this \_\_\_\_\_day

of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

\_\_\_\_\_

(Applicant or Agent to sign here)

**PUBLIC NOTICE  
TOWNSHIP OF SOUTH HACKENSACK  
PLANNING BOARD**

**PLEASE TAKE NOTICE:**

That an application has been made by \_\_\_\_\_

for \_\_\_\_\_

\_\_\_\_\_ on premises located at \_\_\_\_\_

\_\_\_\_\_ and known as Block \_\_\_\_\_ Lot \_\_\_\_\_

on the tax assessment map of the Township of South Hackensack.

A public hearing has been ordered for \_\_\_\_\_

20\_\_\_\_\_, at \_\_\_\_\_ P.M. at the Municipal Complex, 227 Phillips Avenue, South

Hackensack, New Jersey. Anyone wishing to voice an opinion may do so at that time.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Applicant)

**§ 108-19. Chapter 192, Subdivision and Land Development. [Amended 7-9-1998 by Ord. No. 12-98]**

- A. Pursuant to § 192-16, the application fee for preliminary review of a site plan is established as follows: \$50.
- B. Pursuant to § 192-30A, the following fees and deposits in connection with applications or rendering of any service by the Planning Board or Board of Adjustment are established:
  - (1) Minor subdivision, minor site plan and filing and classification: \$125.
  - (2) Major subdivision without site plan approval or conditional use approval (preliminary and final approval): \$250.
  - (3) Site plan approval or conditional use:
    - (a) For first 10,000 feet of improved area: \$200.
    - (b) Plus \$25 for each additional 10,000 square feet of floor area.
  - (4) Use variance: \$200.
  - (5) Variances other than in respect to use: \$150.
  - (6) Any other application to the Planning Board or Board of Adjustment: \$50.
  - (7) Whenever an application is made requiring approvals for two or more of the applications set forth above, the fee shall be the fee which when calculated is the greatest for any one component of the application (i.e., if approval sought for site plan and use variance, the fee for site plan will be applicable).
  - (8) Escrows. In payment for services rendered by various township professionals, each applicant shall post at the time of making application to the Board the sum of \$500 for residential applications and the sum of \$1,200 for all other applications as and for escrow to be applied to the fees and charges of the Board's professionals, inspections fees, advertising and such other costs as may be incurred by the Board in connection with any application up to the point of final approval thereon. Said sum may be adjusted from time to time on notice from the Board or its professionals. **[Amended 9-9-2004 by Ord. No. 2004-13]**
- C. Pursuant to § 180-32C, the fee for a tax duplicate is established as follows: \$10.
- D. The engineer fee for checking plans or maps pursuant to § 192-41 is established as follows: \$30 minimum.

PUBLIC NOTICE  
TOWNSHIP OF SOUTH HACKENSACK  
PLANNING BOARD

PLEASE TAKE NOTICE that the Planning Board of the Township of South Hackensack has amended its Regular Meeting Schedule. The Board will meet on the 3<sup>rd</sup> Monday of the Month with the following exception:

February 28, 2007

Action may be taken at any meeting. Meetings will be held at 7:30 p.m. at the Municipal Complex located at 227 Phillips Avenue, South Hackensack, Bergen County.

Carole Ostrowski  
PB Secretary