

Township of South Hackensack
Planning Board

Subdivision Application Package

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

1. Subdivision application
2. 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".
3. Proof of Service --notarized with resident listing and proof
4. Public notice to be published in a local newspaper
5. Listing of various fees due prior to the Planning Board meeting for the application and escrow deposit -- 2 separate checks please.
6. 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

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 3rd 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