

Township of South Hackensack
Planning Board

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

1. Site plan and subdivision 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. Meeting -- 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.

Completed Application must be received 14 days prior to meeting date to be considered for same month's Agenda.



Township of South Hackensack

Lydia Heinzelman

Technical Assistant, Construction Dept.
Planning/Zoning Board Secretary

Municipal Building
227 Phillips Avenue
South Hackensack, NJ 07606

201-440-1815 ext. 100
Fax: 201-440-0719
Email: lydia.sh@verizon.net

COMPLETED Application must be received **14 days prior to meeting date** to be placed on agenda.

§ 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 \$2,500 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 03-08-2012 by Ord. No. 2012-03].**
- 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.

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: _____

SOUTH HACKENSACK PLANNING BOARD

227 Phillips Ave.
South Hackensack, NJ 07606
Telephone: 440-1815 Ext. 100

APPLICATION FOR APPROVAL OF REAL ESTATE SUBDIVISION

We hereby apply for approval by the South Hackensack Planning Board for the following real estate subdivision and acknowledge that the reporting period set forth in N.J.S.A. 40:27-6.5 shall not begin to run until this application and accompanying plans are complete in all respects.

Name of Subdivision

Municipality

Location (indicate nearest intersecting streets)

County Road Affected

Lot and Block Numbers

Proposed Use

Plot Area (acres)

No. Of Lots

Average Lot Size

The accompanying plats (13) copies conform to the minimum requirements as outlined in Article I Section 12 of the South Hackensack Subdivision Ordinance. Seven (7) copies of this subdivision have been duly filed with the following municipal officials:

Name of Applicant, Address, Telephone Number

Property owner's Name, Address, Telephone Number

Name, Address, Telephone Number of Preparer of Plans

FEE SCHEDULE ATTACHED

Date Received by South Hackensack Planning Board _____

**PLANNING BOARD
TOWNSHIP OF SOUTH HACKENSACK**

**CHECK LIST OF REQUIREMENTS
SITE PLAN APPLICATION**

Revised: January 28, 2014

**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. - Affidavit (original and two copies).
7. Certified Tax list- Original and two copies.
8. Written proof that tax and assessment payments are current (Original and two copies).
9. Written proof of service. White Slips for registered mail (Original and two copies).
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 escrow (see fee schedule) 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 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)