

# Form 'B'



**Department of Building Housing and Land Use**  
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**DETAILS OF SITE PLAN - ORDINANCE 175-14.7**  
**SITE PLAN CHECKLIST**

The following checklist is designed to assist applicants in preparing site plans for board review. The applicant should check off each item to ensure it is included on the submittal plan(s).

Any site plan presented to the reviewing board shall be drawn to a scale not less than one inch equals 50 feet or more than one inch equals 10 feet.

Key: **Y**= Applicable and completed, **NA**=Not applicable, **N**= Not supplied, **W**= Waiver requested

**Note: when requesting waiver(s) you must also submit in writing the reasons for the request.**

**Base / Survey Information Required:**

	Included (Y)	Not Included (NA/N/W)	Description of Information to be Included (if applicable)
1			Site Plan application can be prepared on a survey, plat or GIS Database which accurately depicts the dimensions of the site. <ul style="list-style-type: none"> <li>• Upon approval by the board(s), the applicant shall provide a site survey prepared by a licensed surveyor of New Jersey, or by a professional Engineer.</li> <li>• In the event a site plan is approved and the site survey provided by a licensed surveyor or professional engineer does not accurately depict the survey, plat or GIS Database used for the application the approval(s) are void and subject to resubmission.</li> <li>• Bearings shall be given to the nearest ten (10) seconds.</li> </ul>
2			All site plans shall be in feet and decimals of a foot and as a minimum, set forth or depict the following information on sheet sizes of 11 x 17, 24 x 36 or 30 x 42 inches as measured from the cutting edges.

**A. Site Plan Application Information Required: (if applicable)**

	Included (Y)	Not Included (NA/N/W)	Description of Information to be Included (if applicable)
1			Title or name of the Developer.
2			Name and address of the Applicant and/or the Record Owner of all lots comprising any part of the plan.
3			Name and address, license number and seal of person preparing the site development plan.
4			Date of Site Plan (All revisions noted and dated).
5			Key Map showing the location of the tract with Lot and Block Numbers and reference to surrounding areas and existing street intersections.
6			Title of Development, North Arrow, Scale, Block and Lot Number(s).
7			Adjacent Street and Intersections.
8			Existing Zoning Criteria / Requirements and Municipal Boundaries if located within 200 feet of the tract.
9			Property Boundaries, Building and/or Setback Lines, Existing Streets, Lots, Reservations, Easements and Areas Dedicated to Public Use including Restrictions and Rights-of-Way.
10			All distances, as measured from the centerline of existing streets abutting the property to the nearest intersection with any other public street.
11			Location of flood hazard boundaries as delineated by H.U.D. - F.H.A (if applicable).

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12			Wooded Areas, including single trees (8" in caliper or more) not in wooded areas, and other significant existing features (if applicable).
13			Location of existing buildings to remain and any other structure such as walls, fences, culverts, bridges, roadways, etc. <ul style="list-style-type: none"> <li>• Structures to be removed are indicated by dashed lines.</li> </ul>
14			A copy of any covenants, deed restrictions or exceptions for any part of the tract.
15			Location of off-site buildings within 20 feet of the property line (with approximate building height/story).

**B. Project Development Information Required: (if applicable)**

	Included (Y)	Not Included (NA/N/W)	Description of Information to be Included (if applicable)
1			The proposed uses of land and buildings and proposed location of buildings, including proposed grades.
2			The general location of all storm drainage structures and utility lines whether publicly or privately owned.
3			Existing contours at intervals of one foot where slopes are three percent or less and intervals of two feet where slopes are more than three percent, based upon U.S. Coast and Geodetic Survey data. Where any changes in contours are proposed, existing grades are indicated by a dashed line and finished grades are shown by solid lines.
4			All means of vehicular access of ingress and egress to and from the site onto public streets showing the size and location of driveways and curb cuts including the possible utilization of traffic channels, channelization, acceleration and deceleration lanes, additional width, and any other device necessary to prevent a difficult traffic situation. The plan also shows sidewalks.
5			The interior corridor and egress layout of the proposed building or structure, first floor only if applicable.
6			All means of pedestrian access to and from the principal buildings, parking areas and adjacent public sidewalks and streets.
7			Drawings of building elevations, perspectives or renderings to demonstrate the proposed building or buildings will be aesthetically pleasing and meet the design standards
8			Location, size and description of all proposed signs relating to traffic regulations, off-street parking and loading areas and location, size and description of all business identification signs.
9			Landscape plan depicting proposed plant materials, sizes and locations.
10			Lighting plan with general notes.
11			The location and general design of on-site parking and/or loading areas showing size and location of bays, aisles, barriers, screening and internal traffic circulation.
12			Fire areas and other access ways for emergency vehicles.
13			Location of refuse collection and disposal system, including the location of dumpsters and screening and provisions for materials to be recycled.
14			Traffic Study - if applicable.

**C. Other Information:**

The following information can be provided through notes for board(s) approval. Final design and details for the information shall be provided prior to issuance of a construction / building permit but are not necessarily required for board(s) review and approval. However, the board may request specific design details for any or all of the following items depending upon the specific application.

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	Included (Y)	Not Included (NA/N/W)	Description of Information to be Included (if applicable)
1			Design for the water, sewer and storm drainage structures including utility lines whether public or privately owned.
2			For applications of fifty or more single family units, twenty five (25) multi-family units or commercial - industrial developments in excess of one thousand (1,000) square feet shall provide notes pertaining to a solid waste management plan which shall provide provisions for the handling, storage and disposal of solid waste and recycled materials.
3			Proposed storm water drainage system designed to accommodate a twenty five year storm using the New Jersey Department of Environmental Protection rainfall intensity curve.
4			Proposed lighting plan / notes indicating the direction, power and time of proposed outdoor lighting.
5			<p>For lots exceeding a half acre (21,780) square feet, existing contours at intervals of one (1) foot where slopes are more than three percent (3%) but less than fifteen percent (15%) and for all lots containing steeper slopes, contours at intervals of two (2) feet.</p> <ul style="list-style-type: none"> <li>• Existing contours shall be indicated in dashed lines. Where changes in contours are proposed, finished grades shall be shown in solid lines.</li> <li>• Floodway and flood fringe elevations and contours shall be clearly marked.</li> </ul>
6			<p>The entire property in question even though only a portion of the property is involved in the site plan, provided that where it is physically impossible to show the entire property on one (1) sheet, it may be shown on a key map.</p> <ul style="list-style-type: none"> <li>• The key map shall also show the tract in relation to its surrounding area.</li> </ul>
7			Such other information or data as may be required by the reviewing board in order to determine the details of the site plan are in accordance with the standards of this chapter and all other ordinances of the City of Hackensack and further the building or use will not be detrimental to the public health, safety and welfare.
8			Approval of Soil Conservation District if the project results in a disturbance of more than 5,000 sq ft of the surface area of land for the accomodation of construction for which the Uniform Construction Code of the State of New Jersey would require a building permit except that the construction of a single family dwelling unit shall not be deemed a project under the Soil Erosion and Sedimentj Control Act unless such unit is part of a proposed site plan, special exception, zoning variance, planned family unit development, building permit application involving two or more such single family dwelling units or where the combined disturbance of the demolition and new construction totals more than 5,000 sq ft.
9			<p>Upon Approval the following additional information shall be provided in addition to all required drawings and applications for review and approval.</p> <ul style="list-style-type: none"> <li>• Copy of any covenants, deed restrictions or exceptions that are intended to or do presently relate to all or any part of the tract.</li> <li>• Construction drawings for the location of all water, sewer and storm drainage structures and utility lines whether publicly or privately owned, with pipe sizes, grades and direction of flow, and if any existing utility lines are underground, the estimated location of said underground utility lines shall be shown.</li> <li>• Permits from the Department of Environmental Protection, Division of Water Resources, if applicable.</li> <li>• Permit from the Department of Transportation, if applicable.</li> </ul>