

FORM 'J'



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Department of Building Housing and Land Use
410 East Railroad Avenue
Hackensack, NJ 07601
Ph: (201)646-3920 Fax: (201)646-8052

SITE PLAN /SUBDIVISION/VARIANCE APPLICATION GUIDANCE

In order to be reviewed, a complete application package must be submitted. A complete package consists of:

- 1 Completed application form
- 2 19 folded, signed and sealed copies of site and/or subdivision plan
The site plan must include:
 - Landscaping plan
 - Lighting plan
 - Utilities plan
 - Grading Plan
 - Soil Erosion and Sediment Control Plan
- * Additional 19 folded, signed and sealed copies of plans will also be required to be submitted after TAC review
- 3 Site logistics plan, if any sidewalks or streets are to be closed for construction staging or safety
- 4 Architectural plans, including floor plans depicting all rooms dimensions, room uses, all means of ingress and egress and elevations of all visible side of buildings.
- 5 One (1) portable document file (PDF) of the proposed site plan and/or subdivision plan (needs to be submitted with each submission of revised plans)
- 6 One (1) portable document file (PDF) of the proposed architectural plans including elevations (needs to be submitted with each submission of revised plans)
- 7 Property Survey prepared, signed and sealed by a licensed New Jersey surveyor (4 copies)
- 8 Letter of Principal Points describing the proposed development
- 9 Traffic Impact Statement
- 10 Environmental Impact Statement
- 11 Drainage calculations
- 12 Two (2) copies of any easements, covenants, deed restrictions, court decisions or board decisions affecting the property, and submission of an easement due diligence checklist certification
- 13 Certified list of property owners within 200' of the planned development
- 14 Certification of Paid Taxes
- 15 Copy of completed W-9 Form
- 16 Payment for Application Fee (see Section 16.24.260)
- 17 Payment for Professional Review Escrow Fee (see Section 16.16.040)
- 19 If determined necessary by the Administrative Officer, a Phase 1 Environmental Report or a No Further Action letter from the NJ DEP
- 20 If determined necessary by the Administrative Officer, a site traffic circulation plan graphically showing the ability of vehicles anticipated to use the site to navigate through the site without obstruction

Fees : Contact the Planning staff for assistance in calculating application fees and escrow fees. The application fee and professional escrow fees must be paid by separate checks or money orders. Cash will not be accepted.

Checks are made payable to: City of Hackensack

Notice: the applicant is solely responsible for complying with all notice requirements, including those set forth in Section "26 of the Code of the City of Hackensack and as set forth in N.J.S.A. 40:55D-12 et seq. Applicant shall provide the City with affidavits for proof of service on all proximity property owners and of publication of notice of the hearing in the newspaper"