



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. Fully collated set digitally (PDF or electronic file) submitted to the Zoning Office at bmclaughlin@hackensack.org
3. Four (4) hard copies to the following at 410 E. Railroad Avenue - Hackensack, NJ 07601:
 - Dave Ludwig (Building), Charlie Eyer (Fire), Tim Skorka (H.P.D.), Greg Polyniak (Neglia)

The site plan must include:

- Landscaping Plan
 - Lighting Plan
 - Utilities Plan
 - Grading Plan
 - Soil Erosion and Sediment Control Plan
4. Site logistics plan, if any sidewalks or streets are to be closed for construction staging or safety
 5. Architectural plans, including floor plans depicting all room dimensions, room uses, all means of ingress and egress and elevations of all visible side of buildings.
 6. Property Survey prepared, signed and sealed by a licensed New Jersey surveyor
 7. Letter of Principal Points describing the proposed development
 8. Traffic Impact Statement
 9. Environmental Impact Statement
 10. Drainage Calculations
 11. Copies of any easements, covenants, deed restrictions, court decisions or board decisions affecting the property, and submission of an easement due diligence checklist certification
 12. Certified list of property owners within 200' of the planned development – See Form 'P' and Submit to Glen Zabransky at 410 E. Railroad Avenue – Hackensack, NJ 07601
 13. Certification of Paid Taxes – See Form 'O' and Submit to the Tax Office at 65 Central Avenue – Hackensack, NJ 07601
 14. Copy of completed W-9 Form
 15. Payment for Application Fee (see Section 16.24.260)
 16. Payment for Professional Review Escrow Fee (see Section 16.16.040)
 17. If determined necessary by the Administrative Officer, a Phase 1 Environmental Report or a No Further Action Letter from the NJ DEP
 18. 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: See Forms 'L & M' – The application fee & 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 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"

Rev. 09.15.20