



Planning Board

Borough of Hasbrouck Heights

In accordance with the provisions of N.J.S.A. 40:55D-25(c) and Borough Ordinance 2476 the Planning Board shall exercise all of the powers of a board of adjustment.

Applicant Checklist & Instructions

A. General Information

1. No application will be deemed complete unless and until the following procedures are followed. Failure to comply with the requirements on this checklist will result in your application being rendered incomplete, unless you request that the Board waive a requirement and only if the Board waives that request. If at any time during the consideration of the matter it is determined that the applicant has not complied with this checklist, the application will be deemed incomplete even though consideration may have already been undertaken. The Board may also require the correction of any information to be found in error. You may also be required by the Board to submit additional information not specified in the checklist if that information is reasonably necessary for the Board to make an informed decision.
2. All meetings are held on the first Wednesday of every month. Meetings begin at 7:00 P.M. and end at 10:30 P.M.
3. All meetings are sound recorded and, in certain instances, a certified shorthand reporter is also present.
4. Any interested party may appear at the hearing of the application and present any comments relating to same.
5. Following completion of the hearing of the application, a Resolution will be drafted by the Board Attorney setting forth the Board's findings of fact and conclusions, which Resolution will be adopted at the next Board meeting. You will then be provided with copies of same.
6. Following the adoption of the Resolution, a Notice of Decision will be submitted by the Board Secretary to The Observer for publication. Be advised that any interested party aggrieved by the decision of the Board may appeal to the Superior Court of New Jersey and certain matters may be appealed to the Governing Body. Such action must be instituted within forty-five (45) days of the date of publication of the Notice of Decision. After the forty-five (45) days, if there are no appeals filed, applicant can then apply for a building permit if applicable. Commencement of any work prior to the expiration of any appeal periods shall be at the applicants own risk.

7. Any approvals granted by the Planning Board, including variances, may expire after a certain period of time. The Applicant is encouraged to seek the advice of an attorney or other professional to provide guidance as to the possible expiration of any approvals granted.
8. Regardless of any assistance which might be rendered to you by the Board Secretary or any employee of the Borough, the responsibility for full and complete compliance with the statutes of the State of New Jersey, the Municipal Land Use Law and Borough Ordinances shall rest with the applicant.
9. All forms are available from the Board Secretary, Municipal Building, 320 Boulevard Hasbrouck Heights, NJ 07604. Phone (201) 288-2143 between the hours of 9:00 A.M. – 1:00 P.M. and 2:00 P.M. - 4:00 P.M. Monday – Friday except holidays when the Borough offices are closed

B. Procedures To Be Followed

1. Contact Board Secretary to advise that an application is to be filed. A meeting schedule is available from the Office of the Borough Clerk, however, no hearing will be scheduled until the Board Secretary advises the Applicant of a hearing date
2. ALL FORMS ARE TO BE LEGIBLY PRINTED OR TYPEWRITTEN, EXCEPT FOR SIGNATURE(S) AND COLLATED. ALL PLANS MUST BE FOLDED.
3. FORM 1: APPLICATION TO TAX COLLECTOR FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PREMISES; The Tax Collector will provide this list to you upon payment of \$10.00. The list must be dated within sixty (60) days of the date of the hearing.
4. FORM 2: TAX CERTIFICATION; The Tax Collector must fill out this form. An original and two (2) copies are to be filed with the application.
5. At least fifteen (15) days prior to the hearing, the Board Secretary, together with the appropriate fees and escrow deposit (as set forth in C below)
 - a) Submit an original and seventeen (17) copies of completed: APPLICATION TO PLANNING BOARD, to the Board Secretary, together with the appropriate fees and escrow deposit (as set forth in C). One (1) copy of the completed APPLICATION TO THE PLANNING BOARD must be submitted to Boswell Engineering, 330 Phillips Avenue, PO Box 3152, South Hackensack, NJ 07606, and One (1) copy to the Attorney for the Planning, Joseph J. Rotolo, Esq., 35 East Prospect Street, Waldwick, New Jersey 07463 (**ALSO SEE ADDITIONAL SERVICE REQUIREMENTS IN THE FOLLOWING APPLICATION FORM**)
 - b) Submit either seventeen (17) (ZONING ONLY) or seventeen (17) (SITE PLAN OR SUBDIVISION) copies of a PLOT PLAN (survey) prepared by a licensed engineer, land surveyor or registered architect bearing the original signature and seal of the aforementioned which plot plan should contain:

NOTE: For applications involving driveway widenings, fences in or around RESIDENTIAL properties, swimming pools, decks or structures accessory to a RESIDENTIAL dwelling, a sketch prepared by the applicant and drawn to scale on a previously certified survey of the property MAY be used with prior approval of the Board Secretary.

c) If applicant is not the owner of the subject premises, Form 3A: CONSENT OF PROPERTY OWNER, must be filled out and made a part of the application.

6. **NOTICES.** Applicant is required to give public notice no later than ten (10) days prior to the date of the hearing. Three (3) copies of all notices are to be submitted to the Board Secretary ten (10) days before the hearing. Notices are to be personally served or sent by certified mail, return receipt requested. Notices are deemed complete upon mailing. Copies of the white certified mail receipts are to be submitted to the Board Secretary with copies of the Notices, as above. The green return cards can be submitted at the hearing.

All notices shall state the date, time and place of the hearing, the nature of the matters to be considered, the property address and the tax block and lot numbers, the applicant's name and location and times at which any documents are available for inspection.

If any notices are served personally, the person receiving the notice shall acknowledge receipt of same by signing his name where it appears on the Certified List of Property Owners. The original and two (2) copies of the list are to be submitted to the Board Secretary.

- a) NOTICE OF HEARING TO PROPERTY OWNERS. This notice is to be served personally or by certified mail to all property owners within 200 feet in all of subject premises, according to the Certified list of Property Owners obtained from the tax collector. Applicant is entitled to rely upon the information contained in said list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.
- b) NOTICE OF HEARING TO BERGEN COUNTY PLANNING BOARD, for premises located within 200 feet of County Road or property and for all subdivision applications.
- c) NOTICE OF HEARING TO THE STATE OF NEW JERSEY, for premises located within 200 feet of State property or highways.
- d) NOTICE TO ADJACENT MUNICIPALITY. If premises are located within 200 feet of an adjacent municipality, the Clerk of that municipality must be served with a Notice. IN ADDITION, should there be individual property owners within 200 feet of your premises who reside in the adjacent municipality, a list of those property owners must be obtained from the appropriate officer of that municipality and notices must be served on those property owners.
- e) In addition notices must be served on any public utilities, local utilities or cable television companies if they are registered with the Borough as wanting to receive said notices.

7. **AFFIDAVIT OF SERVICE.** An original and two (2) copies of this Affidavit, duly notarized, is to be submitted to the Board Secretary, together with copies of any Notices, the Certified List of Property Owners, - and the white certified mail receipts.

8. **NOTICE OF HEARING FOR PUBLICATION.** This form is to appear as a legal ad in the official newspaper of the Borough **NOT LATER THAN TEN (10) DAYS BEFORE THE HEARING.** The official newspaper of the Borough of Hasbrouck Heights (This information regarding the official newspaper designation may be obtained from the Board Secretary or the Borough Clerk) It is applicant's responsibility to check with the newspaper to confirm their publication deadlines.

An **AFFIDAVIT OF PUBLICATION** will be forwarded to you by the official newspaper of the Borough of Hasbrouck Heights, which Affidavit is to be submitted to the Board Secretary when received or not later than the date of the hearing.

9. If this application is the result of an appeal from a decision rendered by the Construction Official an original and seventeen (17) copies of his LETTER OF DENIAL should be submitted with the application.
10. If applicant is a corporation or partnership, an affidavit or certificate listing the names and addresses of all stockholders or partners owning at least ten (10) % interest or ten (10) % stock of any class is required to be submitted.

C. Fees & Escrow

1. The following Schedule of Fees has been set on matters to be heard by the Planning Board. The items checked are fees to be paid in connection with your application for variance and/or site plan or subdivision approval. All application fees and escrow are to be paid by SEPARATE CHECKS, appropriately marked, made by payable to the "Borough of Hasbrouck Heights", at the time the application is submitted.

VARIANCE

☐ Filing fee - \$300.00

SUBDIVISION OR SITE PLAN APPROVAL

☐ Site Plan - \$300.00 plus \$.02 per square foot of total area involved.

☐ Major Subdivision - \$500.00 plus \$100.00 per proposed lot upon preliminary review and \$100.00 upon final review.

☐ Minor Subdivision on residential property involving two (2) dwelling units or less - \$500.00 plus \$50.00 per proposed lot.

☐ Major Subdivision involving more than two (2) dwelling units, a commercial use or an industrial use - \$1,000.00 plus \$100.00 per proposed lot.

2. **ESCROW.** The Board Secretary is empowered to estimate from an examination of each application the expenses that will be reasonably required to process the application such as the cost of review by the Borough Engineer, if applicable, the services of a certified court stenographer for the purpose of preparing a transcript of the Boards hearing of an application and any other miscellaneous expenditures in connection therewith. Any unused monies will be refunded to the applicant upon final action on the application. The fees set forth below are **MINIMUM** escrow fees:

VARIANCE

- ☐ Residential, one (1) or two (2) family (owner occupied) - \$1,500.00
- ☐ Residential use variance non-owner occupied) - \$2,000.00
- ☐ Residential uses over two (2) family - \$3,500.00
- ☐ Business, commercial and industrial - \$5,000.00
- ☐ Business, use variance (non-owner occupied) - \$5,000.00

SITE PLANS AND SUBDIVISIONS

- ☐ Residential, less than four (4) units - \$2,500.00
- ☐ Multiple family dwellings in excess of four (4) units - \$5,000.00
- ☐ Business, commercial and industrial, less than one (1) acre - \$5,000.00
- ☐ Business, commercial and industrial, more than one (1) acre - \$5,000.00

If there are any questions on these procedures, please contact the Board Secretary at 320 Boulevard, Hasbrouck Heights, NJ at (201) 288-2143.

If additional escrow payments are requested by the Board Secretary they must be paid within ten (10) days of the request. If not paid further hearings and/or professional review will be delayed. No certificates of occupancy will be issued and resolution approvals will be acted upon by the Board until paid.

NOTE: PLEASE REVIEW THE INSTRUCTIONS, APPLICATION AND CHECKLISTS INCLUDING SERVICE REQUIREMENTS DIRECTLY TO BOROUGH DEPARTMENTS AND PROFESSIONALS. FAILURE TO STRICTLY COMPLY WITH ALL INSTRUCTIONS WILL DELAY THE SCHEDULING OF YOUR HEARING.

DO NOT SEND NOTICES OR PUBLISH YOUR NOTICE UNTIL YOU RECEIVE CONFIRMATION FROM THE BOARD SECRETARY THAT THE APPLICATION IS COMPLETE AND YOU ARE PROVIDED WITH A MEETING DATE

PLANNING BOARD APPLICATION FORM
BOROUGH OF HASBROUCK HEIGHTS

*In accordance with the provisions of N.J.S.A. 40:55D-25(c) and Borough Ordinance 2476
the Planning Board shall exercise all of the powers of a board of adjustment*

The application, with supporting documentation, must be filed with the Secretary to the Planning Board and must be delivered to the Borough departments and professionals for review at least fifteen (15) business days prior to the meeting at which the application is to be considered.

1. SUBJECT PROPERTY

Location:

Tax Map: **Page:** _____ **Block:** _____ **Lot(s):** _____

Dimensions Frontage: _____ **Depth:** _____ **Total Area:** _____

Zoning District: _____

2. APPLICANT

Name:

Address:

Telephone Number:

Email Address:

Applicant is a: Corporation ☐ Partnership ☐ Individual ☐

3. OWNER

If owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name:

Address:

Telephone Number:

4. APPLICANT'S ATTORNEY

Name:

Address:

Telephone Number: _____ **Fax Number:** _____

Email Address:

5. APPLICANT'S ENGINEER

Name:

Address:

Telephone Number: _____ **Fax Number:** _____

Email Address:

6. EXPERTS

List any other Expert who will submit a report or who will testify for the applicant: (attached additional sheets as may be necessary)

Name:

Field of Expertise:

Address:

Telephone Number: _____ **Fax Number:** _____

Email Address:

7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

Subdivision:

☐ Minor Subdivision Approval (Preliminary)

☐ Subdivision Approval

☐ Subdivision Approval (Final)

Number of lots to be created (including remainder lot): _____

Number of proposed dwelling units (if applicable): _____

Site Plan:

☐ Minor Site Plan Approval

☐ Final Site Pan Approval

☐ Preliminary Site Plan Approval

☐ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet): _____

Total number of proposed dwelling units: _____

☐ Request for Waiver from Site Plan Review and Approval

Reason for request:

Variance:

- ☐ Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a)
- ☐ Map or Ordinance Interpretation of Special Questions (N.J.S. 40-55D- 70b)
- ☐ Variance Relief (hardship) (N.J.S. 40:55D-70c(1))
- ☐ Variance Relief (substantial benefit) (N.J.S. 40:55D-70c(2))
- ☐ Variance Relief (Use) Pursuant to N.J.S.A. 40:55D-70d
- ☐ Other- Specify: _____

Miscellaneous:

- ☐ Informal Review
- ☐ Conditional Use Approval (N.J.S. 40:55D-67)
- ☐ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (N.J.S. 40:55D-34)
- ☐ Direct issuance of a permit for a lot lacking street frontage (N.J.S. 40:55D-35)

8. SECTION(S) OF ORDINANCES FROM WHICH A VARIANCE IS REQUESTED AND DESCRIBE THE VARIANCES REQUESTED:

**9. WAIVERS REQUESTED OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS:
(ATTACH ADDITIONAL PAGES AS NEEDED)**

**10. EXPLAIN IN DETAIL THE EXACT NATURE OF THE APPLICATION AND CHANGES TO BE MADE AT THE PREMISES, INCLUDING THE PROPOSED USE OF THE PREMISES:
(ATTACH ADDITIONAL PAGES AS NEEDED)**

11. HAVE PROPOSED LOT NUMBERS BEEN REVIEWED BY THE TAX ASSESSOR TO DETERMINE APPROPRIATE LOT AND BLOCK NUMBERS?

12. ARE ANY OFF-TRACT IMPROVEMENTS REQUIRED OR PROPOSED?

13. IS THE SUBDIVISION TO BE FILED BY DEED OR PLAT?

14. INDICATE OTHER APPROVALS WHICH ARE REQUIRED AND DATE PLANS SUBMITTED:

	YES	NO	Date Plans Submitted
Bergen County Utilities Authority, Eric Anderson, Director Ft. of Mehrhof Rd. PO Box 9, Little Ferry, NJ 07643			
Bergen County Planning Board			
Bergen County Soil Conservation District			
NJ Department of Environmental Protection			
Sewer Extension Permit			
Sanitary Sewer Connection Permit			
Stream Encroachment Permit			
Wetlands Delineation			
Transition Area Waiver			
Portable Water Construction Permit			
Other			
New Jersey Highway Authority			
Public Service Electric & Gas Company			

15. PROVIDE CERTIFICATION FROM THE TAX COLLECTOR THAT ALL TAXES DUE ON THE SUBJECT PROPERTY HAVE BEEN PAID.

☐ Yes

☐ No

16. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

☐ Yes (attach copies)

☐ No

☐ Proposed

Note: All deed restrictions, covenants, easements, association by-laws, existing or proposed must be submitted for review.

Present use of the premises:

**17. LIST OF MAPS, REPORTS AND OTHER MATERIALS ACCOMPANYING THE APPLICATION
(ATTACH ADDITIONAL PAGES AS REQUIRED FOR COMPLETE LISTING)**

18. APPLICATION REFERRALS {ALL APPLICATIONS}

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the various borough departments and professional staff to which the application is submitted for review and which are listed below. The documentation must be received by the professional staff at least fifteen (15) days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. Referral lists are attached.

HASBROUCK HEIGHTS DEPARTMENT OF PUBLIC WORKS	BOARD ATTORNEY JOSEPH J. ROTOLO, ESQ
HASBROUCKHEIGHTS POLICE DEPARTMENT	BOARD ENGINEER BOSWELL ENGINEERING
	BOARD PLANNER BURGIS ASSOCIATES
	HASBROUCK HEIGHTS FIRE DEPARTMENT

19. ADVERTISEMENT (Do not publish the notice or serve affidavits until the application has been deemed complete by the Board)

Obtain list of affected property owners within 200 ft. from the borough tax assessor.

A copy of the notice must appear in the official newspaper of the borough and to be mailed to the owners of all real property as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of the application. The notice must specify the sections of the ordinance from which relief is sought, if applicable.

The publication and service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the secretary for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

20. DISCLOSURE STATEMENT

Pursuant to N.J.S.40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate application or 10% interest in my partnership applicant must be disclosed. In accordance with N.J.S. 40:55D- 48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply)

Name:

Address:

Interest:

CERTIFICATIONS

21. I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership application.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

_____ day of _____, 20_____

Signature of Applicant

Notary Public

22. I certify that I am the Owner of the Property which is the subject of this application, that I have authorized the applicant to make this application and I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

{If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

_____ day of _____, 20_____

Signature of Applicant

Notary Public

23. I understand that the sum of \$ _____ has been deposited with the secretary of the Planning Board to be held in escrow to cover the Borough's costs for professional services rendered in connection with the within application. I understand that the escrow account is established in accordance with State Law to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision of the Board.. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the requested additional amount and shall add that sum to the escrow account within fifteen (15) days. PLEASE NOTE that the payment of all such fees must be made prior to the issuance of a Certificate of Occupancy and/or final project approvals. Unpaid balances shall be a lien on the subject property and noted in the Office of the Tax Collector.

Signature of Owner

Date

To be completed by the secretary only.

Planning Board			
Date Filed		Application No.	
Application Fees		Escrow Deposit	
Scheduled for			
Review of Board		Hearing	

VARIANCE APPLICATION CHECKLIST

The following documents are required with the application for a variance, and must be attached to the completed application form.

1. A copy of the decision or order of the land Use Office, on which this application is based. This is usually the letter of refusal for permit form from the Land Use Officer.
2. A copy of the tax map indication the subject property
3. A ground-and typical floor plan of existing buildings, and proposed additions or changes with all necessary measurements, as were submitted to the Building Inspector (fifteen (15) copies required).
4. A current property survey of the premises in question with all relevant proposed dimensions certified by a licensed professional engineer or land surveyor in the State of New Jersey.
5. A certificate from the tax collector stating whether any taxes or assessments for local improvements are due or delinquent.
6. The filing fee as required by the Hasbrouck Heights planning ordinance.
7. Statement of reasons for seeking variance.
8. Photographs of the property in questions and of all adjacent properties.
9. A narrative description of the proposed plan, use or project

SUBDIVISION APPLICATION CHECKLIST

The following information must be included on the submitted plans in order for the application to be deemed complete.

MINOR SUBDIVISION

Section 310-86(B)

1. Location of lots to be created in Relation to the entire trust
2. Existing structures and wooded areas
3. Adjoining property owners
4. Tax map sheet, block & lot numbers
5. Streets & streams within 500 feet
6. Area of lots
7. Key map
8. Easements
9. Variances
10. Acreage of entire parcel
11. Contours
12. Scale
13. True & magnetic north

Section 310-86(E)

1. Bulk Zone Schedule
2. Site Details
3. Licensed Survey Certification

CHECKLIST

The following information must be included on the submitted plans in order for the application to be deemed complete.

A. All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data.

B. All site plans shall comply with the requirements hereinafter set forth and shall contain the following information and data where applicable:

- ☐ 1. A title block shall be indicated in the lower right-hand corner of the plan and shall include the name and address of the record owner, including the block and lot number of the site; the title of the development; and the name, address, license number and seal of the person preparing the plan. If the owner is a corporation, the name and address of the president and secretary shall be submitted with the application.
- ☐ 2. A date block of the site plan adjacent to the title block containing the date of preparation. All subsequent revisions shall be clearly noted and dated.
- ☐ 3. A key map showing the location of the tract with reference to surrounding areas and existing street intersections within 500 feet of the boundaries of the subject premises.
- ☐ 4. A scale of not less than 50 feet to the inch shall be used and a graphic representation of the scale shall be displayed, and a North arrow. All distances and dimensions shall be in feet and decimals of a foot and all bearing shall be given to the nearest 10 seconds. In the case of an exceptionally large tract of land, a scale of not less than 100 feet to the inch may be employed.
- ☐ 5. The names of all owners of adjacent property within 200 feet of the subject premises, together with the block and lot numbers of said property, as shown on the current municipal tax records.
- ☐ 6. Zone boundaries shall be shown on the site plan as they affect the parcel. Adjacent zone districts within 200 feet shall also be indicated. Such features may be shown on a separate map or as a key on the detail map itself.
- ☐ 7. Survey data showing boundaries of the property, required building or setback lines and lines of existing and proposed streets, lots and areas dedicated to public use, including grants, restrictions and rights-of-way and lot area.
- ☐ 8. Reference to any existing covenants, deed restrictions, easements or exceptions that are in effect or are intended to cover all or any of the tract. A copy of such covenant, deed restriction, easement or exception shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to that effect shall be indicated on the site plan map.
- ☐ 9. Location of existing buildings on the site which shall remain and all other structures such as walls, fences, culverts, bridges, roadways, etc., with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.
- ☐ 10. All distances as measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with any other street.

- ☐ 11. Location plans and elevations of all proposed buildings and other structures, including required yard and setback areas, building height in feet and stories, lot coverage and improved lot coverage calculations.
- ☐ 12. Location, height, dimensions and details of all signs, either freestanding or affixed to a building. Where signs are not to be provided, a notation to that effect shall be indicated on the site plan.
- ☐ 13. Location of all storm drainage structures, soil erosion and sediment control devices and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow. The estimated location of said existing underground utility lines shall be shown.
- ☐ 14. Existing and proposed contours, referred to United States Coast and Geodetic Survey datum, with a contour interval of one foot for slopes of 3% or less, an interval of two feet for slopes of more than 3% but less than 15% and an interval of five feet for slopes of 15% or more. Existing contours are to be identified by dashed lines, and proposed contours are to be indicated by solid lines.
- ☐ 15. Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses, where available, and ponds and marsh areas as may be determined by survey. Unusual major conditions affecting the subject property or surrounding areas shall be indicated.
- ☐ 16. All proposed streets with profiles indicating grading, and cross sections showing width of roadway, location and width of sidewalks, where required and, location and size of utility lines according to community standards and specifications.
- ☐ 17. The proposed use or uses of land and buildings and proposed location of buildings, including proposed grades. Floor space of all buildings and estimated number of employees, housing units and other capacity measurements where required shall also be indicated. If the precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to a certificate of occupancy.
- ☐ 18. All means of vehicular ingress and egress to and from the site onto public or private streets showing the size and location of driveways and curb cuts, including the possible organization of traffic channels, acceleration and deceleration lanes, additional width and other traffic controls which may be required. Improvements such as roads, curbs, sidewalks and other design details shall be indicated, including dimensions of parking stalls, access aisles, curb. radii, direction of traffic flow and other conditions as may be required in the Zoning Ordinance¹ or this chapter.
- ☐ 19. The location and design of any off-street parking areas or loading areas showing size and location of bays, aisles and barriers.
- ☐ 20. The location of all proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment in conformance with the municipal standards and appropriate utility companies, where applicable.
- ☐ 21. The proposed location, direction of illumination, power and time of proposed outdoor lighting in conformance with applicable standards of the community, including type of standards to be employed, radius of light and intensity in footcandles.
- ☐ 22. The proposed screening and landscaping and a planting plan indicating natural vegetation to remain and areas to be planted and type of vegetation to be utilized.
- ☐ 23. The proposed stormwater drainage system as to conform with designs based on a fifty year storm, using a one-hour intensity of 2.0 inches. All site plans shall be accompanied by a plan sketch showing all existing drainage within 500 feet of any boundary and all areas such as paved areas, grassed areas, wooded areas and any other surface area contributing to the calculations and methods used in the determination.
- ☐ 24. Such other information or data as may be required by the approving authority in order to determine that the details in the site plan are in accordance with the standards of the Zoning Ordinance and other municipal, county and state ordinances and regulations.

**THE BOROUGH OF HASBROUCK HEIGHTS
BERGEN COUNTY, NEW JERSEY
07604**

CONCHITA C. PARKER CTC COLLECTOR OF TAXES BOROUGH TREASURER		OFFICE OF TAX COLLECTOR 218-222 BOULEVARD 288-1152
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TAX CERTIFICATION

TO: Secretary, Planning Board

Re: Block: _____, Lot: _____

Address: _____

Hasbrouck Heights, NJ 07604

I certify that:

- ☐ All taxes and the assessments with the Borough of Hasbrouck Heights are current and paid through _____.
- ☐ Taxes and/or assessments are owed to the Borough of Hasbrouck Heights as follows: _____

Certified by:

Date: _____

Conchita C Parker

NOTE: ALL YOUR TAXES AND ASSESSMENTS MUST BE CURRENT BEFORE YOUR APPLICATION WILL BE HEARD.

PLANNING BOARD
BOROUGH OF HASBROUCK HEIGHTS
NOTICE TO BE PUBLISHED IN NEWS PAPER

NOTICE OF HEARING

PLEASE TAKE NOTICE: that application has been made by _____
whose address is _____

Check One: () SITE PLAN APPROVAL () SUBDIVISION APPROVAL () VARIANCE

From the requirements of the Planning Ordinance of the Borough of Hasbrouck Heights, to permit the following:

This application concerns premises know as _____
Hasbrouck Heights, NJ Designated as Block _____, Lot(s) _____ on the Tax Map, which
land is located in the _____ zone.

A public hearing on the matter will be held on _____, at 7:00 P.M., or thereafter,
in Hasbrouck Heights Borough Hall, Council Chambers, 320 Boulevard, Hasbrouck Heights, NJ and when this
case is called you may appear either in person, or by agent or attorney, and present any comments, which you
may have concerning the application. All documents relating to this application are on file and available for
inspection in the office of the Board Secretary, during normal business hours.

THIS NOTICE is notice is sent to you by order of the Planning Board of the Borough of Hasbrouck Heights as
an owner of property within 200 feet of the above premises

Dated:

Signature of Applicant or Representative

APPLICATION FOR CERTIFIED LIST OF PROPERTY OWNERS

TO: Conchita Parker, Tax Collector
Borough of Hasbrouck Heights
218-222 Boulevard
Hasbrouck Heights, NJ 07604

RE: Application before Planning Board _____

Date: _____ **Block:** _____, **Lot:** _____

Address: _____

Hasbrouck Heights, NJ 07604

Owner: _____

Applicant: _____

Address: _____

_____ **Phone:** _____

Signed: _____

Payment of the fee of \$10.00 in ☐ check, ☐ cash, is included with this application. Five (5) working days are required to complete this list.

☐ Please mail the above list to:

☐ Please notify me by telephone. I will pick up the list.

NOTE: CERTIFIED LIST OF PROPERTY OWNERS MUST BE DATED NOT MORE THAN SIXTY (60) DAYS PRIOR TO THE DATE OF THE HEARING.

**PLANNING BOARD
BOROUGH OF HASBROUCK HEIGHTS**

AFFIDAVIT OF PROOF OF SERVICE

RE: Application of _____

PLANNING BOARD
OF THE BOROUGH OF
HASBROUCK HEIGHTS, NJ

Premises known as : _____

Tax Block Number: _____

Lot Number: _____

STATE OF NEW JERSEY)

SS:

COUNTY OF BERGEN)

I, _____, of full age, being duly sworn according to
(name of undersigned)
law, depose and say:

I am (check one) _____ the applicant; _____ a principal in the applicant; _____ an agent of the applicant; _____ other (describe relationship to the applicant): _____
_____ in the above matter and am fully familiar with the facts set forth herein.

My address is: _____

On _____, 200__, I caused to be published in _____

The annexed Written Notice of the hearing on this application, as required by the Board.

Sworn to and subscribed before me this

_____ Day of _____, 20__

Notary Public

NOTE: Attach a copy of Notice served by you and a copy of completed list of property owners. This affidavit of Proof of Service must be filed with the Borough Clerk at least ten (10) days prior to the meeting date of your matter will not be heard.