Application No.: _____ Property Address: _____

CHECKLIST FOR SITE PLAN APPLICATIONS

The followings items are required for submission of a complete application to the Planning Board or Zoning Board of Adjustment. Some items may not apply to all applications. The applicant may request that certain items be waived by the Board. This checklist contains a summary of the requirements specified in Chapter 44 - Land Use, of the Code of the City of Hoboken.

REQUIRED FOR ALL APPLICATIONS:

- ☐ 1. Completed application, checklist, drawings and presentation materials submitted in digital format (pdf or similar, cd or thumb drive), plus 1 full set of hard copies submitted to the Board Secretary. Additional copies will be specified later.
- ☐ 2. Fees; administrative fees and escrow fees in two (2) separate checks payable to the City of Hoboken. Fee schedule is available on the city web site and from the Board Secretary.
- ☐ 3. Certification of taxes paid. Form available on the city's web site and from the Board Secretary.
- ☐ 4. Affidavit of non-collusion. Form available on the city's web site and from the Board Secretary.
- ☐ 5. Contribution disclosure statement: one affidavit/list of contributions form for each owner, applicant, developer, and professional associated with the application for development. Form available on the city's web site and from the Board Secretary.
- ☐ 6. A Resolution of Redeveloper Designation by the City Council and executed Redevelopers Agreement must be provided when subject property is located within a designated redevelopment or rehabilitation area where a redevelopment plan has been adopted.
- ☐ 7. Property survey: 2 original signed and sealed copies. Survey shall show existing conditions, easements, deed restrictions and covenants where applicable, topographical contours, FEMA flood notations and elevations.
- ☐ 8. Photographs of the building(s) and/or property; front and rear views; side view (where visible); current Google or similar aerial image of the property (where available). The date the photographs were taken shall be provided with the images.
- ☐ 9. Elevation Certificate: 2 original signed and sealed copies. Required if subject property is located within a Special Flood Hazard Area pursuant to Chapter 104 Flood Damage Prevention of the Hoboken Municipal Code.
- ☐ 10. A Flood Plain Administrator review letter; required if subject property is located within a Special Flood Hazard Area.
- ☐ 11. Environmental conditions and/or remediation documentation inclusive of either a Phase I Environmental Site Analysis (ESA) pursuant to EPA regulations; or a Preliminary Assessment (PA) pursuant to NJDEP standards.
- ☐ 12. A traffic study and circulation plan: required for development applications creating 10 or more dwelling units, 5,000 square feet or more of commercial space, and/or any increase in density or intensity of use.
- ☐ 13. Neighborhood impact report. This report should address issues including , but not limited to, physical design of the proposed development for public services, control over vehicle and pedestrian traffic, and the provision of amenities to ensure light and air, recreation and visual enjoyment.
- ☐ 14. Site plan drawings signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A., or N.J.C.L.A. as required, in a size not to exceed 2' by 3', and folded with title block revealed: 2 printed, 1 electronic copies. Complete drawing set shall include the following:
  - ☐ a. Title block including: name of development; name, signature, address, and license number of the professional(s) who prepared the plans; and the name and address of the applicant and the owner.
  - ☐ b. Date of original preparation and the dates of each revision, where applicable.
  - ☐ c. Signature block or other appropriate place for the signatures of the Board Chair, Secretary and professionals.
  - ☐ d. Zoning compliance table.
  - ☐ e. Key map showing the entire tract; the zone in which the subject property is located; all property and buildings within 200' of the subject property; and the Tax Map block and lot numbers and owners names for each parcel.
  - ☐ f. Scale and north arrow and key map relating the site to the streets in the surrounding area (for 200' radius).
  - ☐ g. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
  - ☐ h. Detailed architectural plans and elevations including, at minimum: existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said buildings or structures; complete floor plans; front and rear elevations with detailed facade specifications.
- ☐ 15. Any and all other information and data necessary to meet any of the requirements of this chapter not listed above.

FOR MAJOR SITE PLAN APPLICATIONS PROVIDE THE FOLLOWING:
(in addition to document 1-15 required for all applications, please provide documents 16-34 for Major Site Plan application)

☐ 16. Location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question.
☐ 17. Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest.
☐ 18. Locations, names, and right-of-way widths of all existing and proposed streets and sidewalks abutting the lot or lots in question.
☐ 19. Property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the City Tax Maps and tax rolls as of the date of the site plan application, and the location of the existing structures within 100 feet of the property line for properties abutting the site in question.
☐ 20. Present and proposed topography, based on NJ Geodetic Control Survey datum, at two-foot contour intervals, including 100 feet outside the site to show the relationship to adjoining properties.
☐ 21. Existing and proposed utility connections.
☐ 22. Location, type and size of existing and proposed catch basins and storm drainage facilities, both frame and invert elevations and all utilities, both above and below ground.
☐ 23. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area.
☐ 24. Stormwater management plan (required with applications for new construction or expansion of an existing structure).
☐ 25. Soil erosion and sediment control plan for sites where over 5,000 square feet of ground area is being disturbed.
☐ 26. Streetscape elevations of proposed buildings and all adjacent buildings along the same block frontage.
☐ 27. Landscape plans showing materials and specifications of all fencing, patios, walls, screening and buffer areas; a legend and plant schedule listing the botanical and common names, sizes and quantity of each proposed plant type; and a tree removal and planting plan including caliper and height of all existing and proposed trees and shrubs prepared by an architect, engineer, professional planner or a licensed landscape architect.
☐ 28. All existing and proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination and the lumen power.
☐ 29. Location, type and size of existing and proposed curbs, sidewalks, driveways, street pavement widening, parking space areas and the layouts (subject to § 196-40), and all off-street loading areas, together with the dimensions of all the foregoing for the site and the nearest portions of properties abutting the site. Non-residential development plans should include number of employees, total and maximum, on one shift.
☐ 30. Solid waste storage and recycling plan pursuant to § 196-26.1 of the Hoboken Municipal Code.
☐ 31. All existing and proposed signs and their size, nature of construction and location, including any proposed temporary signs to be utilized during construction.
☐ 32. Cost estimates and proposed construction and maintenance bonds and construction time schedules related to building construction for any required improvements not proposed to be completed before the issuance of a certificate of occupancy.
☐ 33. Plans for any off-tract improvements, including cost estimates and calculations of the share to be borne by the developer.
☐ 34. Copies of approvals of other government agencies as may be required or an affidavit indicating that application has been made to such agencies, i.e. NJDEP, Hudson County Planning, North Hudson Sewerage, etc.

WAIVERS REQUESTED (provide detailed reason for request, add additional sheets if necessary):