

FOR OFFICIAL USE ONLY - DO NOT MARK BOX

Application No: \_\_\_\_\_



**HUDSON COUNTY PLANNING BOARD**  
**DIVISION OF PLANNING**  
**583 NEWARK AVENUE**  
**JERSEY CITY, NEW JERSEY 07306**  
**(201) 217-5137**

Established 1962  
★ **47** ★  
YEARS OF PLANNING

**APPLICATION FORM**

**PLEASE PRINT OR TYPE APPLICATION FORM**

(Applications which are not completely filled out may be deemed "incomplete." Mark sections "n/a" if not applicable.)

**Check One:**  Subdivision with Site Plans     Subdivision only (no development)     Site Plans Only

**1. *Project and Location Information:***

Project Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_

**2. *Applicant Information:***

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. *Owner Information:***

Name(s): \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. Attorney Information:**

Attorney: _____ (If applicable)	Firm: _____
Address: _____	City, State, zip: _____
Telephone: _____	Fax: _____

**5. Architect Information:**

Person preparing plans: _____	License No. _____
Firm: _____	
Address: _____	City, State, zip: _____
Telephone: _____	Fax: _____

**6. Engineer Information:**

Person preparing plans: _____	License No. _____
Firm: _____	
Address: _____	City, State, zip: _____
Telephone: _____	Fax: _____

**7. Surveyor Information:**

Person preparing survey: _____	License No. _____
Firm: _____	
Address: _____	City, State, zip: _____
Telephone: _____	Fax: _____

**8. Site Characteristics:**

Municipal Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Is the project along, or does it affect a county roadway? If yes, which? \_\_\_\_\_

Does the property affect county drainage facilities? If yes, where? \_\_\_\_\_

Is the total tract area larger than one acre (43,560 Square Feet)? Yes or No: \_\_\_\_\_

Is the total amount of impervious coverage greater than 1/4 acre (10,890 SF)? Yes or No: \_\_\_\_\_

Does any portion of the property fall within a Flood Hazard Area? Yes or No: \_\_\_\_\_

Does the property contain or abut a steep slope? Yes or No: \_\_\_\_\_

**9. Project Information:**

	Existing	Proposed	Total
Parcels/Lots:			
Vacant lots to be sold:			
Linear feet of new roadway:			
Tract Area (in Square Feet):			
Impervious Area (in Square Feet):			
Building Coverage (in Square Feet):			
Gross Floor Area (in Square Feet):			
Floor Area Ratio:			
Total SF of Commercial/Industrial:			
Number of Dwelling Units (DUs):			
Dwelling Units (DUs) per Acre:			
Number of Affordable Dwelling Units (Recognized by COAH)			
Number of Bedrooms:			
Number of Parking Spaces:			
Bicycle rack storage capacity:			
Number of trees on site:			
Number of Employees:			
Hours of Operation:			

**10. Status of Applications and Approvals**

Please list date of submission to other Agencies and Status:

	<u>Date</u>	<u>Status</u>
Municipal Planning Board:	_____	_____
Zoning Board of Adjustment:	_____	_____
Construction Official:	_____	_____
NJ DEP Permits:	_____	_____
NJ Meadowlands Comm.:	_____	_____
Army Corps of Engineers:	_____	_____
Soil Conservation District:	_____	_____
Other:	_____	_____

**11. Other Information:**

Please provide a general description of the project and how it is consistent with the Hudson County Master Plan 2008 Re-examination Report. Skipping this section may result in having the application deemed incomplete.

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**12. Certification of Applicant:**

I hereby apply for subdivision and/or site plan review and approval. I hereby submit three (3) copies of this application with original signatures, three (3) sets of subdivision and/or site plans drawn in conformance with Hudson County's Land Development Regulations, along with the correct application fee and escrow deposits. I hereby grant permission to the County of Hudson to enter onto the property for site inspection purposes. I understand that the life of this application is ninety (90) days from the date of submission. I further understand that if this application is deemed incomplete due to errors, omissions, missing information or incorrect fees and/or escrow deposits, then the application will be dismissed at the end of ninety (90) days.

I understand that the application fee is non-refundable. I further understand that the escrow deposits are established to cover the cost of professional services including: engineering, planning, legal and other expenses associated with review of submitted materials and inspection by the County. I understand that sums not utilized during the review and approval process, through project completion, shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the additional amount and shall add the sum to the escrow account within fifteen (15) calendar days.

I certify that the foregoing statements and materials submitted are true and correct. I further certify that I am the individual owner/applicant, or that I am an Officer of the Corporate owner/applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. [If the owner/applicant is a corporation this must be signed by an authorized corporate officer. If the owner/applicant is a partnership, this must be signed by a general partner.]

Sworn and subscribed before me this:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Printed Name of Owner or Applicant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner or Applicant

**13. Certification of Licensed Professional who Prepared Plans:**

I certify that I am the licensed professional who prepared the plans which are being submitted; or, I am the licensed professional responsible for plan preparation. I certify that the submitted plans were prepared in conformance with Hudson County's Land Development Regulations. I have reviewed this application and further certify that the information contained herein is true and correct and corresponds with the plans which are being submitted.



\_\_\_\_\_  
Signature of Licensed Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
License No.

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Certified Checks, Cashier Checks or Money Orders shall be made payable to the "County of Hudson." Cash or personal checks will not be accepted. Separate checks must be submitted for the application fee and each escrow deposit.

\_\_\_\_\_ Application Fee Submitted                      Amount: \_\_\_\_\_                      Date: \_\_\_\_\_

\_\_\_\_\_ Review Escrow Deposit Submitted                      Amount: \_\_\_\_\_                      Date: \_\_\_\_\_

\_\_\_\_\_ Inspection Escrow Deposit Submitted                      Amount: \_\_\_\_\_                      Date: \_\_\_\_\_

**Subdivision and Site Plan**  
**Fee Schedule**

*Established:*  
*November 25, 2008 by*  
*Freeholder Reso. 511-11-2008*

	<b><u>Application Fee</u></b>	<b><u>Technical Review Escrow Deposit</u></b>	<b><u>Inspection and Compliance Escrow Deposit</u></b>
A. All Telecommunications Antennas, Facilities and Towers	\$500.00	\$1,000.00	\$500.00
B. All Other Site Plans	\$100.00 + plus \$10.00 per parking space, <u>or</u> \$10.00 per 300 Square Feet of total impervious lot coverage <i>(whichever is greater)</i>	\$1,000.00 + plus \$20.00 per parking space, <u>or</u> \$20.00 per 300 Square Feet of total impervious lot coverage <i>(whichever is greater)</i>	\$500.00 + plus \$5.00 per parking space, <u>or</u> \$5.00 per 300 Square Feet of total impervious lot coverage <i>(whichever is greater)</i>
C. All Subdivisions	\$100.00 + plus \$100.00 for each parcel involved	\$1,000.00 + plus \$100.00 for each parcel involved	\$500.00 + plus \$50.00 for each parcel involved

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1. The application fee for US Green Building Council LEED® (Leadership in Energy & Environmental Design) certified projects shall be reduced or eliminated as follows: Silver certified projects shall receive a 50% discount off the total application fee; Gold certified projects shall receive a 75% discount off the total application fee; and Platinum certified projects shall pay no application fee.
  2. Federal, state, county and municipal governments, churches, hospitals and 501(c)3 non-profit organizations are not required to submit an application fee, but may be asked to submit appropriate escrow deposits.
  3. Certified Checks, Cashier Checks or Money Orders shall be made payable to the "County of Hudson." Cash or personal checks will not be accepted. Separate checks must be submitted for the application fee and each escrow deposit.

*Amended:*  
*September 24, 2009*  
*by Ordinance No. 393-9-2009*