



COUNTY OF HUDSON  
DEPARTMENT OF PARKS, ENGINEERING & PLANNING  
DIVISION OF PLANNING  
BRENNAN COURT HOUSE  
583 NEWARK AVENUE  
JERSEY CITY, NEW JERSEY 07306  
WWW.HUDSONCOUNTYNJ.ORG/PLANNING

THOMAS A. DeGISE  
COUNTY EXECUTIVE

MARIANO VEGA, JR.  
DIRECTOR

STEPHEN D. MARKS, PP, AICP  
DIVISION CHIEF

(201) 217-5137  
Fax (201) 795-7856

August 15, 2006

**Re: *Revised Hudson County Planning Board Application  
and Fee Schedule***

Dear Applicant:

Please be advised that on August 10, 2006 the Hudson County Board of Chosen Freeholders established a revised schedule for application fees and escrow deposits. The new schedule recognizes and rewards efforts made by applicants who meet US Green Building Council LEED (Leadership in Energy and Environmental Design) standards by reducing or even eliminating a project's application fee, based upon the LEED certification of the project. It is a small but important gesture to promote projects and developments which are both environmentally friendly and economically sound.

The revised schedule is simpler to follow and also replaces a more complex and confusing fee matrix. The new schedule for application fees and escrow deposits will go into effect **September 10, 2006**. All applications submitted after that date with the old fees or escrow deposits will be deemed incomplete and returned to the applicants.

Applicants who seek county planning board approval must complete the entire application and submit (3) three copies of the application with original signatures. All fees and escrow deposits must be submitted via certified check or money order along with the completed application to the Hudson County Division of Planning. Applicants must submit three (3) sets of plans/plats signed and sealed by a licensed architect or engineer. One set of plans/plats shall be on a sheet reduced to an 11"x17" size.

The Hudson County Planning Board meets on the third Wednesday of every month (except November). All applications are reviewed by the Site Plan and Subdivision Review Committee who determine which applications are complete. Applications which are deemed complete are then scheduled for public hearing at the next regularly scheduled planning board meeting. Applications approved by the Planning Board are memorialized by the board at the meeting following the approval.

If you have any questions, please feel free to call this office any time.

Sincerely,

Stephen D. Marks, PP, AICP  
Planning Director

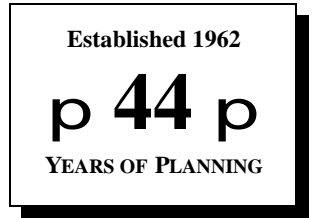
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Application No: \_\_\_\_\_



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



**APPLICATION FORM**

**PLEASE PRINT OR TYPE THE FOLLOWING:** (Complete all sections unless otherwise noted)

<b>Check One:</b>	<input type="checkbox"/> Site Plan only	<input type="checkbox"/> Subdivision only	<input type="checkbox"/> Site Plan & Subdivision	<input type="checkbox"/> Other
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***Location Information:***

1. Project Name: _____	2. Municipality: _____
3. Block(s): _____	4. Lot(s): _____
5. Street Address: _____	

***Applicant Information:***

6. Name: _____	Firm: _____
Address: _____	City, State, zip: _____
Telephone: _____	Fax: _____

**Owner Information:**

7.	Owner(s): _____ (If other than applicant)	Firm: _____
	Address: _____	City, State, zip: _____
	Telephone: _____	Fax: _____

**Attorney Information:**

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

**Architect/Engineer:**

9.	Person preparing plans: _____ (If applicable)	License No. _____
	Firm: _____	
	Address: _____	City, State, zip: _____
	Telephone: _____	Fax: _____

**Site Characteristics:**

10. Municipal Zoning: \_\_\_\_\_

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

Is the property located on, or adjacent to a county road? If yes, which? \_\_\_\_\_

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

Is the property within 200 feet of an adjacent municipality? If yes, which? \_\_\_\_\_

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

Does the property contain freshwater wetlands? If yes, approximate size in square feet: \_\_\_\_\_

Does the property abut a Bay, River, Stream or Creek? If yes, linear feet of waterfront: \_\_\_\_\_

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

Is the property within walking distance of a transit stop? If yes, which line? \_\_\_\_\_

**Project Information:**

11.	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):			
Number of Dwelling Units (DUs):			
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:			

**Status of Applications and Approvals**

12.	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:	_____
	NJ Meadowlands Comm.:	_____
	Army Corps of Engineers:	_____
	Soil Conservation District:	_____

**Other Information:**

Please provide any other relevant information about this Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Fee Schedule

	<u>Application Fee</u>	<u>Review Escrow Deposit</u>	<u>Performance Guarantee &amp; Inspection Escrow</u>
<b>I. <u>Subdivisions</u></b>			
A. A Subdivision which affects a county road and/or county drainage facilities.	\$250 plus \$25 per new parcel	\$1,000 plus \$25 per new parcel	\$500 plus \$25 per new parcel
B. A Subdivision which <u>does not</u> affect a county road or county drainage facilities.	\$250 plus \$25 per new parcel	\$0 not applicable	\$0 not applicable
<b>II. <u>Site Plans</u></b>			
A. A Site Plan which is along a county road and/or affects county drainage facilities.	\$250 plus \$10 per parking space, <u>or</u> \$10 per 100 SF of total impervious lot coverage ( <i>whichever is greater</i> )	\$1,000 plus \$20 per parking space, <u>or</u> \$20 per 100 SF of total impervious lot coverage ( <i>whichever is greater</i> )	\$500 plus \$5 per parking space, <u>or</u> \$5 per 100 SF of total impervious lot coverage ( <i>whichever is greater</i> )
B. A Site Plan which <u>is not</u> along a county road and <u>does not</u> affect county drainage facilities.	\$250 plus \$10 per parking space, <u>or</u> \$10 per 100 SF of total impervious lot coverage ( <i>whichever is greater</i> )	\$0 not applicable	\$0 not applicable
1. US Green Building Council LEED® (Leadership in Energy & Environmental Design) certified projects receive a discounted rate on their application fee. Silver certified projects shall submit 50% of the total application fee, Gold certified projects shall submit 25% of the total application fee, and Platinum certified projects 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.			
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 the escrow deposit.			

Hudson County  
Planning Board  
Application Checklist

		Minor Site Plan	Minor Subdivision	Preliminary Major Site Plan	Preliminary Major Subdivision	Final Major Site Plan	Final Major Subdivision
<b>A. PLAT SPECIFICATIONS</b>							
1.	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100' feet.	√	√	√	√	√	√
2.	Sheet size either 15"x21", 24"x36", or 30"x42".	√	√	√	√	√	√
3.	Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs.	√	√	√	√	√	√
4.	Plans shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.	√	√	√	√	√	√
5.	Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of ten acres or more; or involving stormwater detention facilities; or traversed by water course.	√	√	√	√	√	√
6.	Plat prepared to scale based on deed description, tax map, or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency.	√	√	√	√	√	√
<b>B. GENERAL INFORMATION</b>							
7.	Metes and bounds description of parcel in question based upon current land survey information.	√	√	√	√	√	√
8.	Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.	√	√	√	√	√	√
9.	Key map showing location of tract to be considered in relation to surrounding area, within 1,000' feet.	√	√	√	√	√	√
10.	Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	√	√	√	√	√	√
11.	Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	√	√	√	√	√	√
12.	Scale of map, both written and graphic.	√	√	√	√	√	√
13.	North arrow giving reference meridian.	√	√	√	√	√	√
14.	Space for signatures of County Engineer or County Planner.	√	√	√	√	√	√
15.	Names of all property owners within 200' feet of subject property.	√	√	√	√	√	√
16.	Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	√	√	√	√	√	√
17.	Zoning district in which parcel is located indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	√	√	√	√	√	√
18.	Acreage of affected parcel to the nearest hundredth of an acre.	√	√	√	√	√	√
19.	Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.		√		√		√
20.	Provide a photograph of the premises in question taken from the opposite side of the street.	√	√	√	√	√	√
21.	Constraints provision calculations.		√		√		

Hudson County  
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Application Checklist

	Minor Site Plan	Minor Subdivision	Preliminary Major Site Plan	Preliminary Major Subdivision	Final Major Site Plan	Final Major Subdivision
<b>C. NATURAL FEATURES (Topography)</b>						
22.	√	√	√	√		
23.	√	√	√	√		
24.	√	√	√	√	√	√
25.	√	√	√	√	√	√
26.	√	√	√	√		
27.	√	√	√	√		
28.			√	√		
29.	√	√	√	√		
30.	√	√	√	√		
<b>D. MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF</b>						
31.	√	√	√	√	√	√
32.	√	√	√	√	√	√
33.	√	√	√	√	√	√
34.	√	√	√	√		
35.	√	√	√	√		
36.			√	√	√	√
37.	√	√			√	√
38.	√	√	√	√	√	√
39.	√	√	√	√	√	√
40.	√	√	√	√	√	√
41.			√	√		

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		Minor Site Plan	Minor Subdivision	Preliminary Major Site Plan	Preliminary Major Subdivision	Final Major Site Plan	Final Major Subdivision
	<b>E. MISCELLANEOUS</b>						
42.	Proposed sight easements where required.	√	√	√	√	√	√
43.	Proposed drainage easements where required.	√	√	√	√	√	√
44.	Natural resource inventory information including:						
	a. Soil types as shown by the current Soil Conservation Survey Maps			√	√		
	b. Soil depth to restrictive layers of soil.			√	√		
	c. Soil depth to bedrock.			√	√		
	d. Permeability of the soil by layers.			√	√		
	e. Height of soil water table and type of water table.			√	√		
	f. Flood plain soil (status).			√	√		
	g. Limitation for foundation.			√	√		
	h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			√	√		
	i. Limitation for local road and streets.			√	√		
	j. Agricultural capacity classifications.			√	√		
	k. Erosion hazard.			√	√		
45.	Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.			√	√		
46.	Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	√	√	√	√		
47.	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.			√	√		
48.	The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	√	√	√	√	√	√
49.	Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.	√	√	√	√	√	√