


	Required Item (* = subdivision only)	Submitted	Waiver Request	Applicant Comments (i.e., explain waiver request)
A PLAT / PLAN INFORMATION				
1	Three (3) sets of plans; minimum scale 1" = 100'			
2	Sheet sizes consistent with NJ Map Filing Act (30"x42", 24" x 36", 15" x 21")			
3	One (1) set of plans on a sheet size of 11" x 17"			
4	Name and address of Owner and Applicant.			
5	Signature block containing the name, address, phone/fax numbers, signature, license number, and embossed seal of the licensed professional(s) (Engineer, Architect or Planner) involved in preparation of the plan.			
6	Title block containing the name of the application, type of application, municipality, county, block/ lot numbers, tax map sheet and street address.			
7	Date of original plan. Dates of all revisions. All revisions should be graphically indicated on plans with a numerical legend that associates the revision with the revision date. Example:  4/11/08			
8	Key Map at a scale not less than 1 = 500 ft, showing tract with reference to surrounding properties, streets, zone districts, municipal boundaries within 1,000 feet and lots numbers within 200 feet. Key Map shall be Official County Road Map (http://www.hudsoncountynj.org/planning/docs/hcmap.pdf)			
9	The names and addresses of all adjacent property owners within 200 feet with block/lot numbers and zone districts.			
10	A zoning table containing required and provided zone district requirements including setbacks, area, density, lot coverage, height, bulk, FAR, parking, and all other local zoning requirements			
11	A listing or indication of the required Variances requested			
12	Percent impervious surface			
13	Scale (written and graphic) and North arrow with datum (horizontal & vertical)			
14	Signature blocks for County Engineer and County Planner.			
15	Survey, signed and sealed by a licensed NJ surveyor of subject property, prepared to scale with date, showing all easements and encumbrances.			
16	Location of all existing and proposed property lines with dimensions in feet and bearings (degree, minutes, seconds).			
17	Municipal setback requirements clearly demarcated.			
18	Plan showing entire tract and contiguous lots even if only a portion of the site is involved in the application; where an entire tract or contiguous lots cannot be shown on one map, submit a key map scaled down to use as an index.			
19	Number of proposed lots in the subdivision, as well as the acreage of the entire lot and of each proposed lot to the nearest hundredth of an acre.*			
B ENVIRONMENTAL FEATURES				
20	Existing and proposed contour intervals (slopes less than 10% at 2 foot intervals; slopes 10% or greater at 5 foot intervals) for the subject property and 100' beyond, based on NJ Geopdetic Control Survey Datum, NVD 87.			
21	Delineation and location of all floodway and flood hazard areas as delineated in the current "Flood Insurance Rate Map" issued by FEMA or NJDEP Stream Study Maps, on and within 200 feet of the subject site. Also indicate all flood elevations			
22	Location, size and direction of flow of all existing natural and artificial watercourses, streams, shorelines, lakes, ponds, swales, wetlands and water boundaries on site and within 200 feet of the subject property; also NJDEP Stream Encroachment & Wetlands delineation, buffers and permit data.			

23	Aquifer recharge areas, including safe sustained ground water yield.			
24	Location and size of wooded areas (in acres or square feet) and a written description indicating predominant species.			
25	Location of trees 6 inches or more in diameter, as measured 18 inches above ground level, with size and species of each.			
26	All wellhead protection areas.			
27	Location and description of cliffs and rock outcroppings, with geologic type.			
28	A plan showing All areas to be disturbed by grading or construction.			
C IMPROVEMENTS & CONSTRUCTION INFORMATION				
29	Location, names and dimensions of all existing and proposed streets on the property and within 200 feet of the tract.			
30	Location, size and use of all existing and proposed buildings and structures and their setbacks from existing and proposed property lines.			
31	All existing buildings and structures to be removed shall be labeled as such, and indicated by dashed lines.			
32	The location, size, type of all existing and proposed utility layouts, including plans for sanitary sewers, storm drains, water, gas, communications, cable and fiber optic, and electric utilities and the easements to accommodate them.			
33	Location of existing wells and septic systems. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.			
34	Proof of utility service, including telephone, electric, gas, cable TV, sewer, water.			
35	The location, size and type of all existing railroads, bridges, culverts, drain-pipes, curbs, sidewalks, driveways, retaining walls, water and sewer mains and other man-made installations affecting the tract, including jurisdiction.			
36	Spot and finish elevations at the corners of all existing and proposed buildings, structures, pavements, walks, other physical features and at changes in grade. Finished first floor and garage floor elevations shall be shown at all corners of buildings.			
37	Location, type and size of all lighting and utility poles within 25 feet of the County right-of-way, as well as information on the power and direction of illumination of proposed lighting, and nearest Lead Center.			
38	Location and description of monuments, set or to be set.			
D ROADWAY & ACCESS				
39	Profiles and cross-sections of all existing and proposed streets and driveways abutting and within the development, indicating: the type, width and depth of pavement, grading and the location of curb, bike lanes, sidewalks and shade tree planting strips.			
40	Plans of proposed street intersections with County roads at a minimum scale of 1"=30' including existing or proposed sight-triangles, radii of curb lines, traffic control signs, pavement markings, traffic islands, curb elevations, bikeway or bike lanes, sidewalks, drainage inlets and drainage flow direction.			
41	The location and design of any off-street parking and loading areas, showing location and dimensions of bays, aisles and barriers.			
42	Location and dimensions of mandatory ADA parking spaces and signage.			
43	All proposed means of vehicular access (ingress/egress) from the site onto public streets, showing the size and location of driveways and curb cuts, acceleration and deceleration lanes and any other device necessary to permit the safe and efficient movement of traffic.			
44	Construction details (i.e., color, material, width, dimensions, etc.) for existing and proposed curbing, pavement markers, line striping, depressed curb and ramps, aprons, etc.			

45	The location and construction details for all walkways and rights-of-way for pedestrian traffic.			
46	Location, type and size of all existing and proposed signs, and traffic control devices using the Manual on Uniform Traffic Control Devices (MUTCD), within 25 feet of the County right-of-way.			
47	Existing and proposed utility poles and equipment with pole references along frontage within 300 feet of site and on opposite side of road.			
48	Traffic Control and Detour Plan and Details in accordance with NJDOT Standards for Maintenance and Protection of Traffic (MPT) plans			
49	Letter from utility company(ies) approving the location of relocated poles and equipment.			
50	Emergency access detail			
51	An indication of existing and proposed sight distance, sight triangles and sight line profiles.			
52	Encroachments in the proposed right-of-way or sight triangle to be removed.			
53	Pavement repair detail with saw cut.			
54	A traffic signage and striping plan (1" = 20')			
55	Traffic Impact Report			
E DRAINAGE & STORMWATER				
56	An indication on the plans of whether the project is located within an area served by combined sewers or independent stormwater drainage system			
57	Stream profiles 500 feet upstream and downstream of county drainage system.			
58	Pre and post development drainage area maps.			
59	Drainage calculations as outlined in Ordinance			
60	Profiles and construction details (size, material, class and percent slope) of existing and proposed storm sewers, pipes, inlets, manholes and other drainage structures.			
61	Perc Tests as required by the County Engineer			
62	Location and details for the Low Impact Development Best Management Practices (LID BMPs) used in the project.			
63	Locations where vegetation serve as filters for runoff			
64	A Stormwater Management Report			
65	Urban Stormwater Mitigation Plan			
66	A Maintenance and Operations Manual which specifies agreement and notarized signature(s) from responsible parties.			
67	A Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district and in compliance with the "Soil Erosion and Sediment Control Act," (N.J.S.A. 4:24-39 et seq.), or a certification that the disturbed area is less than 5,000 square feet.			
F LANDSCAPING				
68	A Landscaping plan that graphically depicts the type and location of existing and proposed landscaping.			
69	A table which indicates the type, quantity, and size, genus, species and common name of all proposed vegetation (trees, shrubs and ground cover).			
70	The method of protecting trees to be saved and planted.			
71	A 2 Year Guarantee for any shade trees to be installed along a County Road or within 25 feet of a County ROW.			
G DEEDS AND EASEMENTS				
72	Copy and description of any existing or proposed deed restrictions or covenants			
73	Any existing or proposed easement or land reserved for or dedicated to public use.			

74	The location and extent of existing and proposed sight easements if sight lines encroach other properties.			
75	A sight triangle easement for a commercial driveways or road intersection with a County road.			
76	The location and extent of existing and proposed drainage and conservation easements where required.			
77	Additional right-of-way or access easement or encumbrance.			
78	Bridge maintenance easement			
H PERMITS				
79	An indication if any of the below permits are applicable to the project, the types of permits needed and the status of obtaining the permit:			
	Letter of Interpretation (LOI)			
	Flood Hazard Permit (Stream Encroachment)			
	Wetlands			
	Waterfront Development			
	CAFRA Permit			
	Water Supply			
	Water Quality			
	NJPDES Permit (Individual / General)			
	Air Quality Permits			
	Site Remediation / Solid & Hazardous Waste			
	Natural Resources			
	Other:			
80	An indication of any other required Federal, State or Local permits/approvals			
H OTHER				
81	Signed and sealed Architectural plans			
82	Plans submitted on digital media, in accordance with the County's Digital Submission Standards			
83	Photographs taken from within the site and from the opposite side of the street.			
84	Statements explaining how the project is consistent with the:			
	Hudson County Master Plan			
	Local Municipal Master Plan			
	Hackensack Meadowlands Plan			
	Other Plans:			

Name of Person Preparing the Plan
(Must be a licensed professional Engineer, Architect, Landscape Architect, etc.)

Signature and Seal of Person Preparing the Plan

Date

By signing the above, I certify as a Licensed Professional that the information provided in this checklist is accurate and complete to the best of my professional knowledge. I understand that any requested "waivers" for the above items will be evaluated by the Hudson County Subdivision and Site Plan committee and may be approved or denied based on their evaluation. I certify that the plans are designed according to municipal zoning and land use regulations, and that all requirements are accurately listed in a zoning table. All variances (use, bulk, height, etc...) required per the project are also listed.

(Initials here)