

Application No.:

Property Address:

CHECKLIST FOR WIRELESS TELECOMMUNICATION SITE PLAN APPLICATIONS

The following 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:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	3. Certification of taxes paid. Form available on the city's web site and from the Board Secretary.
<input type="checkbox"/>	4. Affidavit of non-collusion. Form available on the city's web site and from the Board Secretary.
<input type="checkbox"/>	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.
<input type="checkbox"/>	6. 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.
<input type="checkbox"/>	7. 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.
<input type="checkbox"/>	8. 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.
<input type="checkbox"/>	9. A Flood Plain Administrator review letter; required if subject property is located within a Special Flood Hazard Area.
<input type="checkbox"/>	10. 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 printer, 1 electronic copies. Complete drawing set shall include the following:
<input type="checkbox"/>	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.
<input type="checkbox"/>	b. Date of original preparation and the dates of each revision, where applicable.
<input type="checkbox"/>	c. Signature block or other appropriate place for the signatures of the Board Chair, Secretary and professionals.
<input type="checkbox"/>	d. Zoning compliance table.
<input type="checkbox"/>	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.
<input type="checkbox"/>	f. Scale and north arrow and key map relating the site to the streets in the surrounding area (for 200' radius).
<input type="checkbox"/>	g. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
<input type="checkbox"/>	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.
<input type="checkbox"/>	11. Any and all other information and data necessary to meet the requirements of this chapter not listed above.

OR WIRELESS TELECOMMUNICATION APPLICATIONS PROVIDE THE FOLLOWING:

(in addition to documents 1-11 required for all applications, please provide documents 12-21 for wireless telecom application)

<input type="checkbox"/>	12. Proof that the applicant is a licensed by the FCC to provide of telecommunications services.
<input type="checkbox"/>	13. Key map and written description of all existing and approved antennas and supporting structures within city boundaries.
<input type="checkbox"/>	14. Key map showing all existing and approved tall structures within 1 mile of the subject site.
<input type="checkbox"/>	15. Representation of how the subject site specifically relates to the overall objective of providing full wireless communication services within the City of Hoboken while, at the same time, limiting the number of supporting locations through the use of co-locations.
<input type="checkbox"/>	16. List of all telecommunications equipment, by provider, already located at the subject site and at sites within 1,000' of the subject site.
<input type="checkbox"/>	17. Representation of how the impact of the antennas, accessory equipment, and supporting structures will be minimized as to their impact on residences, streetscapes and view corridors.
<input type="checkbox"/>	18. A supplemental zoning compliance table representing separation requirements, area of setback, and maximum height requirements for proposed installation.
<input type="checkbox"/>	19. Affidavit of compliance with current FCC information concerning wireless telecommunication towers and radio frequency emissions standards.
<input type="checkbox"/>	20. Itemized list of all abandoned or obsolete antennas and equipment to be removed from the subject site.
<input type="checkbox"/>	21. 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. Hoboken Historic Preservation Commission, Hudson County Planning (where applicable).

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

