

APPENDIX A

Planning Board and Zoning Board Forms Index

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NOTE:	W-9 MUST ACCOMPANY ALL ESCROW DEPOSITS



FORM 'A'

PRE-APPLICATION CONCEPT REVIEW COMMITTEE
PRE-APPLICATION – SITE PLAN CHECKLIST

Department of Building Housing and Land Use
116 Holt Street
Hackensack, NJ 07601
Tel: (201) 646-3920

1	Pre Application Meeting
	For the purpose of expediting applications, reducing development costs and determining if an application meets the goals and objectives in the City of Hackensack Zoning Ordinance, an applicant may request a pre-application conference with the Pre-Application Concept Review Committee prior to making a formal application to either the Planning Board or Zoning Board of Adjustment. An applicant is under no obligation to request or participate in pre-application conference with the Pre-application Concept Review Committee.

2	Pre-Application Concept Review Committee
a	Acquaint the applicant with the substantive and procedural requirements of the City's Land Use Ordinance.
b	Exchange information with the Applicant concerning the relationship of the proposed development with the applicable elements of the City's Master plan, Land Use Ordinance or other applicable City regulations.
c	Advise the applicant of any public sources of information that may aid the applicant in preparing its submittal to the Planning or Zoning Board.
d	Review the condition of existing service facilities, the Impact of the proposed development on these facilities and improvements that may be necessary or required to accommodate the proposed development and the area affected by the proposed development.
e	Identify City policies or regulations that create opportunities for, or pose significant constraints on the proposed development (including but not limited to flood, fire, traffic, parking, public safety, environmental, historic preservation, architectural and neighborhood design standards, property maintenance, or availability of utilities).
f	Consider opportunities to increase development benefits and mitigate undesirable project consequences.
g	Provide input concerning the general design of the proposed development in an effort to expedite the Planning or Zoning Board review and approval process.
h	Discuss the need for any waivers or variances.

3	Effect of the Pre-Application Concept Review Committee
	The informal review by the Pre-application Concept Review Committee shall not be binding upon the applicant or the Planning Board, Zoning Board or any official participating in the Pre-Application Concept Review Committee. The purpose of the Pre-Application Concept Review Committee is to expedite development in the City and reduce the applicant's design and developmental costs.

4	Pre-Application Review Site Plan Checklist
	The applicant shall provide seven (7) copies to the Land Use Administrator the following information (as applicable) at least fourteen (14) days prior to the scheduled Pre-Application Concept Review Committee meeting.
a	Site plan drawing including general dimensions and layout.
b	Building elevation(s) or perspective drawing(s) depicting the general design of the building(s) which includes the anticipated building height.
c	Typical floor plan(s) including overall dimensions.
d	General project description which includes lot size, number of floors, proposed use or uses and any known waiver (i.e. buffer or setback) or variance requests.
e	General notes, (if applicable and known) concerning the following items: Ingress/egress and circulation, lighting, landscaping, utilities, storm water management, parking and open space.
	Additional copies of these documents may be required from the applicant prior to the scheduling of the Pre-Application Concept Review Committee if the City Manager determines that additional City representatives should participate in the Pre-Application Concept Review Committee.

5	Costs Associated with Technical Review Committee Meeting
	There shall be a \$500.00 fee for each requested Pre-Application Concept Review Committee

**FORM 'B'****Department of Building Housing and Land Use**

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

DETAILS OF SITE PLAN – ORDINANCE 175-14.7**SITE PLAN CHECKLIST**

The following checklist is designed to assist applicants in preparing site plans for board review. The applicant should check off each item to ensure it is included on the submittal plan(s).

Any site plan presented to the reviewing board shall be drawn to a scale not less than one inch equals 50 feet or more than one inch equals 10 feet.

Key: **Y** = Applicable and completed, **NA** = Not applicable, **N** = Not supplied, **W** = Waiver requested

Note: when requesting waiver(s) you must also submit in writing the reasons for the request.

Base / Survey Information Required:

	Included (Y)	Not Included (NA/N/W)	Description of information to be included (if applicable):
1			Site Plan application can be prepared on a survey, plat, or GIS Database which accurately depicts the dimensions of the site. <ul style="list-style-type: none">• Upon approval by the board(s), the applicant shall provide a site survey prepared by a licensed surveyor of New Jersey, or by a professional Engineer.• In the event a site plan is approved and the site survey provided by a licensed surveyor or professional engineer does not accurately depict the survey, plat or GIS Database used for the application the approval(s) are void and subject to resubmission.• Bearings shall be given to the nearest ten (10) seconds.
2			All site plans shall be in feet and decimals of a foot and as a minimum, set forth or depict the following information on sheet sizes of 11 x 17, 24 x 36 or 30 x 42 inches as measured from the cutting edges.

A. Site Plan Application information Required (If applicable):

	Included (Y)	Not Included (NA/N/W)	Description of information to be included (if applicable)
1			Title or name of the Developer.
2			Name and address of the Applicant and/or the Record Owner of all lots comprising any part of the plan.
3			Name and address, license number and seal of person preparing the site development plan.
4			Date of Site Plan (All revisions noted and dated).
5			Key Map showing the location of the tract with Lot and Block Numbers and reference to surrounding areas and existing street intersections.
6			Title of Development, North Arrow, Scale, Block and Lot Number(s).
7			Adjacent Street and Intersections.
8			Existing Zoning Criteria / Requirements and Municipal Boundaries if located within 200 feet of the tract.
9			Property Boundaries, Building and/or Setback Lines, existing Streets, Lots, Reservations, Easements, and Areas Dedicated to Public Use including Restrictions and Rights-of Way.
10			All distances, as measured from the centerline of existing streets abutting the property to the nearest intersection with any other public street.
11			Location of flood hazard boundaries as delineated by H.U.D. – F.H.A. (if applicable).
12			Wooded Areas, including single trees (8" in caliper or more) not in wooded areas, and other significant existing features (if applicable).
13			Location of existing buildings to remain and any other structure such as walls, fences, culverts, bridges, roadways, etc. <ul style="list-style-type: none">• Structures to be removed are indicated by dashed lines.
14			A copy of any covenants, deed restrictions or exceptions for any part of the tract.
15			Location of off-site buildings within 20 feet of the property line (with approximate building height/story).



FORM 'B'

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B. Project Development Information Required (If applicable);

	Included (Y)	Not Included (NA/N/W)	Description of information to be included (if applicable)
1			The proposed uses of land and buildings and proposed location of buildings, including proposed grades.
2			The general location of all storm drainage structures and utility lines whether publicly or privately owned.
3			Existing contours at intervals of one foot where slopes are three percent or less and intervals of two feet where slopes are more than three percent, based upon U.S. Coast and Geodetic Survey data. Where any changes in contours are proposed, existing grades are indicated by a dashed line and finished grades are shown by solid lines.
4			All means of vehicular access of ingress and egress to and from the site onto public streets showing the size and location of driveways and curb cuts including the possible utilization of traffic channels, channelization, acceleration and deceleration lanes, additional width, and any other device necessary to prevent a difficult traffic situation. The plan also shows sidewalks.
5			The interior corridor and egress layout of the proposed building or structure, first floor only if applicable.
6			All means of pedestrian access to and from the principal buildings, parking areas and adjacent public sidewalks and streets.
7			Drawings of Building elevations, perspectives or renderings to demonstrate the proposed building or buildings will be aesthetically pleasing and meet the design standards.
8			Location, size and description of all proposed signs relating to traffic regulations, off-street parking and loading areas and location, size and description of all business identification signs.
9			Landscape plan depicting proposed plant materials, sizes and locations.
10			Lighting plan with general notes.
11			The location and general design of on-site parking and/or loading areas showing size and location of bays, aisles, barriers, screening and internal traffic circulation.
12			Fire areas and other access ways for emergency vehicles.
13			Location of refuse collection and disposal system, including the location of dumpsters and screening and provisions for materials to be recycled.
14			Traffic Study – if applicable.

C. Other Information:

The following information can be provided through notes for board(s) approval. Final design and details for the information shall be provided prior to issuance of a construction / building permit but are not necessarily required for board(s) review and approval. However, the board may request specific design details for any or all of the following items depending on the specific application			
	Included (Y)	Not Included (NA/N/W)	Description of information to be included (if applicable)
1			Design for the water, sewer and storm drainage structures including utility lines whether public or privately owned.
2			For applications of fifty or more single family units, twenty five (25) multi-family units or commercial – industrial developments in excess of one thousand (1,000) square feet shall provide notes pertaining to a solid waste management plan which shall provide provisions for the handling, storage and disposal of solid waste and recycled materials.
3			Proposed storm water drainage system designed to accommodate a twenty five year storm using the New Jersey Department of Environmental Protection rainfall intensity curve.
4			Proposed lighting plan / notes indicating the direction, power and time of proposed outdoor lighting.
5			For lots exceeding a half acre (21,780) square feet, existing contours of intervals of one (1) foot where slopes are more than three percent (3%) but less than fifteen percent (15%) and for all lots containing steeper slopes, contours at intervals of two (2) feet. <ul style="list-style-type: none"> Existing contours shall be indicated in dashed lines. Where changes in contours are proposed, finished grades shall be shown in solid lines. Floodway and flood fringe elevations and contours shall be clearly marked.



FORM 'B'

	Included (Y)	Not Included (NA/N/W)	Description of information to be included (if applicable)
6			<p>The entire property in question even though only a portion of the property is involved in the site plan, provided that where it is physically impossible to show the entire property on one (1) sheet, it may be shown on a key map.</p> <ul style="list-style-type: none">• The key map shall also show the tract in relation to its surrounding area.
7			<p>Such other information or data as may be required by the reviewing board in order to determine the details of the site plan are in accordance with the standards of this chapter and all other ordinances of the City of Hackensack and further the building or use will not be detrimental to the public health, safety and welfare.</p>
8			<p>Approval of Soil Conservation District if the project results in a disturbance of more than 5,000 square feet of the surface area of land for the accommodation of construction for which the Uniform Construction Code of the State of New Jersey would require a building permit except that the construction of a single family dwelling unit shall not be deemed a project under the Salt Erosion and Sediment Control Act unless such unit is part of a proposed site plan, special exception, zoning variance, planned family unit development, building permit application involving two or more such single family dwelling units or where the combined disturbance of the demolition and new construction totals more than 5,000 sq. ft.</p>
9			<p>Upon Approval the following additional information shall be provided in addition to all required drawings and applications for review and approval.</p> <ul style="list-style-type: none">• Copy of any covenants, deed restrictions or exceptions that are intended to or do presently relate to all or any part of the tract.• Construction drawings for the location of all water, sewer and storm drainage structures and utility lines whether publicly or privately owned , with pipe sizes, grades and direction of flow, and if any existing utility lines are underground, the estimated location of said underground utility lines shall be shown.• Permits from the Department of Environmental Protection, Division of Water Resources, if applicable.• Permit from the Department of Transportation, if applicable.



**Last Revised June 2013
FORM 'C'**

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Department of Building Housing and Land Use
116 Holt Street
Hackensack, NJ 07601
Tel: (201) 646-3920

Subdivision Application Instructions:

Fully collated set digitally (PDF or electronic file or Drop Box without expiration date) submitted to the Zoning Office at bmclaughlin@hackensack.org **Must name files accordingly with address/file type/date for all submittals and revised submittals. I.e. *123 Main Street _Architectural Plans_01.01.21.PDF*

- Four (4) hard copies to the following at 116 Holt Street - Hackensack, NJ 07601:
 - Dave Ludwig (Building), Charlie Eyer (Fire), Traffic, Neglia
- All property owners must sign application, if land involved is owned by more than one person.
- The applicant must have an affidavit of ownership filled out and notarized.
- **Filing fees:**
File the proper amount of applications and sketch plats at the Planning and Zoning Department no later than (10) days prior to the scheduled meeting.

** Executed W-9 required*

- **Sketch Plat:**
One (1) digitally submitted to the Zoning Office at bmclaughlin@hackensack.org

The Sketch plat shall be based on tax map information or some other similarly accurate base at a scale not less than 100 feet to the inch to enable the entire tract to be shown on one sheet and shall show or include the following information:

- 1) The location of the portion which is to be subdivided in relation to the entire street.
- 2) All existing structures within the portion to be subdivided and all structures within 20 feet thereof, with house numbers indicated thereon.
- 3) The distance from existing and new lot lines (front, sides and rear) to all structures MUST be shown.
- 4) The name of the owner and all adjoining property owners across the street or streets from the property to be subdivided, as disclosed by the most recent municipal tax records.
- 5) The block and lot numbers of the property involved and all adjacent properties as shown on the Official City of Hackensack tax maps.

All drawings must comply with all professionally accepted specifications.

NOTICE TO THE APPLICANT

Title 40:55-1.18

"The final approval by the governing body or the planning board, as the case may be, of a plat showing a new street or the re-subdivision of land along a mapped street shall expire 90 days from the date of such approval, Unless within the period such plat shall have been duly filed by the owner or his agent with the County recording officer. The governing body for good cause shown may extend the time for the plat filing for a period not to exceed 90 days."

**‘FORM D’****Department of Building Housing and Land Use**

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

SITE PLAN / SUBDIVISION / VARIANCE APPLICATION:

Application Number

Date

1	PROJECT INFORMATION	Actions Requested
	Project Address	Major Site Plan
	Project Name	Minor Site Plan
	Block	Major Subdivision
	Lot	Minor Subdivision
	Zoning District	“C” Variance
		“D” Variance
	Present Use of Property	
	Proposed Use of Property	
	Location of nearest intersection	

2	APPLICANT & PROPERTY OWNER INFORMATION	Applicant	Property Owner
	Name (Owner of Record)		
	Address (No P.O. Boxes)		
	Mailing Address (if different than Address)		
	City, State, Zip		
	Phone Number		
	Fax Number		
	E-Mail Address		

3	Does this constitute: (Check One)
	<input type="checkbox"/> New Applicant
	<input type="checkbox"/> Revision or Re-Submission of a prior Application
	<input type="checkbox"/> Prior Site Plans or Subdivisions

4	Applicant’s Legal Interest in the Property
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5	Owner
	Contract Purchaser
	Designated Redeveloper

Signature: _____ Title: _____



Last Revised July 2022

FORM E

ZONING PERMIT APPLICATION
CITY OF HACKENSACK

Z Control # _____

116 Holt Street

Hackensack, NJ 07601

Phone: (201) 646-3920 Ext. 2020

Survey/ Floor/ Site Plan Must Be Submitted with Zoning Application**Must Include Property Line Setbacks and Calculation of Coverage and/or Impervious Coverage*******Please Note: Incomplete Applications Will Be Automatically Denied*******PROPERTY LOCATION:** _____

Block: _____ Lot(s): _____ Zone: _____

Applicant Name: _____	Property Owner Name: _____
Applicant Address: _____	Owners Address: _____
City, State, Zip: _____	City, State, Zip: _____
Email Address: _____	Email Address: _____
Phone #: _____	Phone #: _____

Check purpose of application below:

___ Zoning

Fee: \$50.00

___ Fence, Patio, Walkway, Shed, Driveway/Paving Fee: Minimum - \$60.00, *see page 2 for additional fees***Describe Current Use of Property, in Detail:** _____

Describe Purpose of Application, in Detail:

FOR C.O. APPLICANTS

- Days and Hours of Operation: _____
- Days and Hours Open to the Public: _____
- Traffic concerns pertaining to your application: _____
- Days and Hours of any deliveries (truck, cars, or vans): _____
- Number of vehicles to be parked on site overnight (trucks, cars, or vans): _____
- Number of employees on site (highest shift): _____
 - If new construction is proposed, the location, dimensions, and all the other setbacks from the property lines must be shown clearly.
 - If this site has had any Planning or Zoning Board approvals in the past, please attach copy of the same.

Applicant Signature: _____

Date: _____

OFFICE USE ONLY: Fee: \$ _____ Check#: _____ Receipt#: _____ Received by: _____



ZONING PERMIT APPLICATION

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CITY OF HACKENSACK

116 Holt Street

Hackensack, NJ 07601

Phone: (201) 646-3920 Ext. 2020

APPLICATION For Permit to Install or Replace a Fence, Patio, Walkway, Driveway/Paving, or Shed (under 200 sq. ft.):

****MUST CALL FOR FINAL INSPECTION****

Residential _____ Commercial _____

Description of work:

***NOTE:** The minimum fee required by the City Land Use Ordinance is \$20.00 per \$1,000.00 of estimated work, with a **minimum fee of \$60.00.**

Estimated cost of work: _____ Example: Est. cost of work \$5,000.00

**** Commercial Paving requires \$2,500 escrow and W-9**

$$\begin{array}{r} \div 1,000 \\ \times 20 \\ \hline \$ 100.00 \text{ Application Fee} \end{array}$$

FENCES:

*Fences or other man-made enclosures **MUST BE AT LEAST** three inches off the property line into **YOUR** side; the "Nice" side of the fence must face your neighbor; Dimensions of fence must be approved by zoning official. **The fence installer must measure and run string along three inch indent from stakes – call for inspection BEFORE installing fence; Final inspection is required. *Note:** The location is your responsibility – proceed at your own risk – if a property dispute arises, it is between the neighbors – **not** the zoning office.*

Height of fence: _____ Type of fence: _____ Does Fence surround pool or hot tub? YES: _____ NO: _____

CONTRACTOR INFORMATION:

Name: _____ Address: _____

Phone Number: _____ Federal ID # _____

E-Mail Address: _____ Contractor Registration #: _____

OFFICE USE ONLY:

Remarks: _____

Final Inspection Date: _____ Approved by: _____

**FORM E-2**

CITY OF HACKENSACK
Building, Housing, Land Use Department
116 Holt Street
Hackensack, NJ 07601
201-646-3920 ext. 2020

Page 1 of 2

Z CONTROL # _____

APPLICATION FEE: \$50.00**APPLICATION FOR SIGN/AWNING/CANOPY PERMIT**

No sign shall be erected or altered within the City of Hackensack without first obtaining a permit from the Construction Official of the City. A sign permit application shall include structural drawings of how the sign is to be erected and electrical drawings of how the sign is to comply with the National Electric Code.

COMPLETE ALL REQUESTED INFORMATION –PRINT OR TYPE – **ILLEGIBLE/INCOMPLETE FORMS WILL NOT BE ACCEPTED**
YOU MUST SUPPLY COLORED RENDERINGS, DENOTING DIMENSIONS, LETTER SIZE, ILLUMINATION, MOUNTING INFO, ETC.

PROPERTY LOCATION

WORK SITE _____

BLOCK _____ LOT _____ ZONE _____

BUSINESS INFORMATION

LEGAL NAME OF BUSINESS _____

NAME BUSINESS TRADING AS _____

NAME OF PRINCIPAL OFFICER _____

EMERGENCY CONTACT PERSON _____ TELEPHONE # _____

APPLICANT INFORMATION

NAME OF APPLICANT _____

APPLICANT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE # _____ E-MAIL _____

APPLICANT IS: ☐ BUSINESS OWNER ☐ SIGN/AWNING COMPANY REPRESENTATIVE☐ OTHER (EXPLAIN) _____**SIGN / AWNING / CANOPY DETAILS****LETTERING & LOGOS****TYPE**☐ PAINTED ☐ 3 DIMENSIONAL ☐ OTHER (SPECIFY) _____

COLORS (SPECIFY) _____

TEXT

WORDING ON SIGN OR AWNING _____

Provide details of text colors, background colors, font styles, font heights and area of lettering and logos as required by the sign ordinance.

OFFICE USE ONLY

Fee: \$ _____ Check: # _____ Receipt: # _____ By: _____

**APPLICATION FOR SIGN/AWNING/CANOPY PERMIT****SIGN / AWNING / CANOPY DETAILS (CONTINUED)****SIGN****TYPE**

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> FLAT WALL | <input type="checkbox"/> TEMPORARY |
| <input type="checkbox"/> PROJECTION | <input type="checkbox"/> GROUND |
| <input type="checkbox"/> SINGLE FACE | <input type="checkbox"/> SINGLE FACE |
| <input type="checkbox"/> DOUBLE FACE | <input type="checkbox"/> DOUBLE FACE |
| <input type="checkbox"/> WINDOW | <input type="checkbox"/> OTHER (SPECIFY) _____ |

LOCATION

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> FRONT | <input type="checkbox"/> SIDE | <input type="checkbox"/> REAR |
|--------------------------------|-------------------------------|-------------------------------|

ILLUMINATION

- | | |
|--|---|
| <input type="checkbox"/> NON-ILLUMINATED | <input type="checkbox"/> EXTERIOR ILLUMINATED |
|--|---|

MATERIALS

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> PLEXIGLASS | <input type="checkbox"/> WOOD |
| <input type="checkbox"/> ALUMINUM | <input type="checkbox"/> OTHER (SPECIFY) _____ |

DETAILS

WHAT IS THE WIDTH OF THE BUILDING OR TENANT SPACE? _____ FT _____ IN

WHAT IS THE DIMENSION FROM THE GRADE TO THE BOTTOM OF THE SIGN? _____ FT _____ IN

WHAT IS THE DIMENSION FROM THE GRADE TO THE TOP OF THE SIGN? _____ FT _____ IN

WHAT IS THE WIDTH OF THE SIGN? _____ FT _____ IN

WHAT IS THE HEIGHT OF THE SIGN? _____ FT _____ IN

WHAT IS (ARE) THE COLOR(S) OF THE SIGN? _____

HOW FAR WILL THE SIGN PROJECT FROM THE FAÇADE? _____ IN

AWNING / CANOPY**TYPE**

- | | |
|---|--|
| <input type="checkbox"/> AWNING (SUPPORTED BY THE BUILDING) | <input type="checkbox"/> CANOPY (SUPPORTED BY COLUMNS) |
|---|--|

LOCATION

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> FRONT | <input type="checkbox"/> SIDE | <input type="checkbox"/> REAR |
|--------------------------------|-------------------------------|-------------------------------|

MATERIALS

DOES THE PLAN SHOW SUPPORTING FASTENERS? ☐ YES ☐ NO

SUPPORTING FRAMEWORK (SPECIFY) _____

COVERING (SPECIFY) _____

DETAILS

WHAT IS THE WIDTH OF THE BUILDING OR TENANT SPACE? _____ FT _____ IN

WHAT IS THE WIDTH OF THE AWNING? _____ FT _____ IN

WHAT IS THE VERTICAL HEIGHT OF THE AWNING? _____ FT _____ IN

WHAT IS THE VERTICAL AREA OF THE AWNING? _____ FT _____ IN

WHAT IS THE DIMENSION FROM THE GRADE TO THE BOTTOM OF THE AWNING? _____ FT _____ IN

WHAT IS (ARE) THE COLOR(S) OF THE AWNING? _____

APPLICANT'S CERTIFICATION

I hereby certify that I have been authorized by the property owner to make this application, that all information contained herewith is true and complete and accurately describes the existing and proposed uses of the subject property. I understand that if any of the above statements or information is false, misleading or omitted; I will be subject to penalty and revocation of the issued permit. I also grant permission to the Building (Zoning) Department staff to enter upon the property for purposes of evaluating this application.

APPLICANT SIGNATURE _____

DATE _____



Last Revised June 2013
‘FORM F’

Page 1 of 1
Department of Building Housing and Land Use
116 Holt Street
Hackensack, NJ 07601
Tel: (201) 646-3920

SITE INFORMATION:

Easements	Are any easements or special deed covenants associated with the property?	Yes		No	
		If yes, attach copy			

Previous Reviews	Have there been any previous or simultaneous reviews of this property by the Zoning or planning Board? If so, attach prior resolutions.	Which Board	Date of Review
-------------------------	---	-------------	----------------

Bulk Requirements		Required	Proposed
	Lot Area Acres		
	Square Feet		
	Lot Width		
	Lot Depth		
	Height		
	Front Yard Setback		
	Side Yard Setback (one side)		
	Side Yard Setback (total)		
	Rear Yard Setback		
	Building Coverage		
	Off-Site Parking		
	Shared Parking		

Subdivision Only	Number of Lots	Existing		Proposed	
	Lot Line Elimination	Yes		No	
	Propose to sell lots	Yes		No	
	Propose to construct house to sell	Yes		No	

**'FORM G'**

Department of Building Housing and Land Use

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

CORPORATE OR PARTNERSHIP / OWNERSHIP DISCLOSURE:

	Name	Address
Corporation		
Stockholders with 10% or > of corporate stock		
Partnership		
Stockholders with 10% or > of Corporate stock		
L.P.		
Managing Partners		
L.L.C.		
Managing Members		

Professionals' Information				
<u>Attorney</u>				
Name: _____ Address: _____				
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____				
Email: _____				
<u>Engineer</u>				
Name: _____ Address: _____				
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____				
Email: _____				
<u>Architect</u>				
Name: _____ Address: _____				
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____				
Email: _____				
<u>Planner</u>				
Name: _____ Address: _____				
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____				
Email: _____				

**‘FORM H’****Department of Building Housing and Land Use**

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

VARIANCE REQUEST: ACTION REQUESTED (mark each action requested):

Complete Section 6 if a variance is needed from the City’s Zoning Ordinance

Reviews and Interpretations (NJSA 40:55 – 70a,b)	Describe and/or attach supplementary documentation
Review of action or determination by the administrative Officer that the petitioner claims is in error	
Interpretation of a portion of the zoning ordinance	

Bulk Variances (NJSA 40:55D-70c)

Mark all variances that apply	Required	Proposed	Mark (x) If Variance
Lot Area			
Lot Width			
Lot Depth			
Front Yard Setback			
Side Yard Setback (one side)			
Side Yard Setback (both side)			
Rear Yard Setback			
Height (<10% of max permitted)			
Building Coverage			
Impervious Surface Coverage			
Open Space Standard			
Building Setback Line			
Parking			
Other			

Use and other “D” Variances (NJSA 40:55D-70d)

Mark all variances that apply	Required	Proposed
1 Use		
2 Expansion of a non-conforming use		
3 Height (10% or > than max permitted)		
4 Floor Area Ratio		
5 Deviation from Conditional Use		
Standard (specify)		
Other (specify)		
6 Density		

**‘FORM I’****Department of Building Housing and Land Use**

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

SUPPORT DOCUMENTS:

Required To Be Submitted With Application

SEE SITE PLAN/SUBDIVISION/VARIANCE APPLICATION GUIDANCE DOCUMENT**SIGNATURES****Property Owner**

I, the undersigned, hereby affirm that this application is being made with the consent and knowledge of the owner and that the information contained herein is true and correct to the best of my knowledge.

Name (print or type)_____
Property Owner's Signature_____
Date**Applicant**

I, the undersigned, hereby confirm that the information contained herein and on the supporting documentation submitted herewith is true and complete to the best of my knowledge.

Name (print or type)_____
**Property Owner / Signature
Contract Purchaser**_____
Date

Sworn and subscribed before me this

_____ day of _____ 20_____

Notary Signature**Division of Planning Use Only**

Board Jurisdiction	Planning Board		Board of Adjustment	
Designation	Minor Site Plan		Minor Site Plan	
	Preliminary Major Site Plan		Preliminary Major Site Plan	
	Final Major Site Plan		Final Major Site Plan	
	Minor Subdivision		Minor Subdivision	
	Major Subdivision		Major Subdivision	
	"C" Variance		"C" Variance	
			"D" Variance	



Last Revised June 2013

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‘FORM J’

Department of Building Housing and Land Use

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

Site Plan / Subdivision / Variance Application Guidance

In order to be reviewed, a complete application package must be submitted. A complete package consists of:

- Completed application form
- Fully collated set digitally (PDF or electronic file) submitted to the Zoning Office at bmclaughlin@hackensack.org
- Four (4) **hard copies** to the following at 116 Holt Street - Hackensack, NJ 07601:
 - Dave Ludwig (Building), Charlie Eyer (Fire), Traffic, Neglia

The site plan must include:

- Landscaping Plan
- Lighting Plan
- Utilities Plan
- Grading Plan
- Soil Erosion and Sediment Control Plan
- Site logistics plan, if any sidewalks or streets are to be closed for construction staging or safety
- Architectural plans, including floor plans depicting all room dimensions, room uses, all means of ingress and egress and elevations of all visible side of buildings.
- Property Survey prepared, signed and sealed by a licensed New Jersey surveyor
- Letter of Principal Points describing the proposed development
- Traffic Impact Statement
- Environmental Impact Statement
- Drainage Calculations
- Copies of any easements, covenants, deed restrictions, court decisions or board decisions affecting the property, and submission of an easement due diligence checklist certification
- Certified list of property owners within 200’ of the planned development – See Form ‘P’ and Submit to Glen Zabransky at 116 Holt Street – Hackensack, NJ 07601
- Certification of Paid Taxes – See Form ‘O’ and Submit to the Tax Office at 65 Central Avenue – Hackensack, NJ 07601
- Copy of completed W-9 Form
- Payment for Application Fee (see Section 16.24.260)
- Payment for Professional Review Escrow Fee (see Section 16.16.040)
- If determined necessary by the Administrative Officer, a Phase 1 Environmental Report or a No Further Action Letter from the NJ DEP
- If determined necessary by the Administrative Officer, a site traffic circulation plan graphically showing the ability of vehicles anticipated to use the site to navigate through the site without obstruction

Fees: See Forms ‘L & M’ – The application fee & professional escrow fees must be paid by separate checks or money orders. Cash will not be accepted.

Checks are made payable to: City of Hackensack

NOTICE: The applicant is solely responsible for complying with all notice requirements, including those set forth in Section “26 of the City of Hackensack and as set forth in N.J.S.A. 40:55D-12 et seq. Applicant shall provide the City with affidavits for proof of service on all proximity property owners and of publication of notice of the hearing in the newspaper”



‘FORM K’

Department of Building Housing and Land Use
 116 Holt Street
 Hackensack, NJ 07601
 Tel: (201) 646-3920

Land Use Application - Directions

• Minor Site Plan	Enter number “1” if there is a minor site plan review	
• Site Plan Base Fee	Enter number “1” if there is a site plan review	
• Non Residential Square Footage	Enter # of SF up to 10,000 SF Enter # of SF in ADDITION to the initial 10,000 SF (Example: 35,000 SF building has a fee of \$5,250.00 = (10,000 SF x 0.5) + (25,000 SF x 0.01))	Fee = 50 Cents for every SF up to 1,000 SF Fee = 1 Cent for every SF in addition to the first 10,000 SF
• Residential Fee	Enter # of units or initial 10 units Enter up to next 10 units Over 20 units (Example: 35 units = \$65,000 = (10 x \$300.00) + (10 x \$200.00) + (15 x \$100.00))	Fee = \$300 per unit Fee = \$200 per unit Fee = \$100 per unit
• Preliminary Site Plan Fee	= Minor Site Plan Fee + Site Plan Base Fee + Non Residential SF Fee + Residential Fee	
• Final Site Plan Fee	50% of Preliminary Site Plan Fee	
• Minor Base Subdivision	Enter # of existing lots to be subdivided Enter # of new lots to be created	Fee = # of existing lots x \$500.00 Fee = # of new lots to be created (not including existing lot(s) x \$200.00)
• New Lots Total	= Base Fee + New Lot Fees	
• Major Base Subdivision	Enter # of existing lots to be subdivided Enter # of new lots to be created	Fee = # of existing lots x \$1,000 Fee = # of new lots to be created (not including existing lot(s) x \$350.00)
• New Lots Total	= Base Fee + New Lot Fees	
• Final Subdivision	= 50% of Preliminary Subdivision Fee	

**‘FORM L’****Department of Building Housing and Land Use**

116 Holt Street
 Hackensack, NJ 07601
 Tel: (201) 646-3920

Page 1 of 2

Land Use Application Fees – Page 1

Address	
Owner / Applicant	
Project Name	

Block		Lot	
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Action

	Fee	Number	Amount	Sub-total	Total
• Technical Review Committee Submittal	\$500.00				
• Minor Site Plan	\$500.00				
• Site Plan	\$1,000.00				
• Preliminary Site Plan Non-Residential					
Sq. Footage	First 10,000 SF Fee = 50 Cent for every 1,000 SF over 10,000 SF				
	Fee = 1 Cent for every SF in addition to the first 10,000 SF				
<u>Total SF & Preliminary Site Plan Non-Residential Fee</u>					
• Preliminary Site Plan Residential					
Units 1 – 10	x \$300.00				
Units 11 – 20	x \$200.00				
Units 21 and over	x \$100.00				
<u>Total Preliminary Site Plan Residential</u>					
• Final Site Plan	50% of Preliminary Fee				
Base	\$500.00				
New Lots	\$200.00				
<u>Total Minor Subdivision</u>					
• Preliminary Major Subdivision					
Base	\$1,000.00				
New Lots	\$350.00				
<u>Total Preliminary Major Subdivision</u>					
• Final Major Subdivision					
Base	\$1,000.00				
New Lots	\$350.00				
<u>Total Preliminary Major Subdivision</u>					

Total "D" Variances

**‘FORM M’****Department of Building Housing and Land Use**

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

ESCROW FEE STRUCTURE:

Address	
Owner / Applicant	
Project Name	

Block		Lot	
		App#	

Residential Site Plan**Number of Units**

- Variance w/o site plan or subdivision (1-2 unit detached houses exempted)
- 0-10 Units
- 11-25 Units
- 26-100 Units
- 100-200 Units
- 200 Units or More

Initial Deposit
\$750
\$3,500
\$5,000
\$7,500
\$10,000
\$12,500

Total

Non-Residential

- Variance w/o site plan or subdivision
- < 1250 sf total floor area
- 1250 to 20,000 sf TFA
- 20,000 sf – 40,000 sf
- > 40,000 sf TFA

Initial Deposit
\$2,000
\$2,000
\$4,000
\$6,000
\$8,000

Total

Subdivision

Subdivision	Initial Deposit
• Minor	\$2,000
• Major	\$2,000

Total

Total

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Instructions

- Enter # “1” for a variance with no site plan or subdivision 3-9 units
- Enter # “1” if there are between 1 and 10 residential units
- Enter # “1” if there are between 10 and 25 residential units
- Enter # “1” if there are 26 or more residential units
- Enter # “1” for a variance with no site plan or subdivision
- Enter # “1” if there is less than 1250 SF of commercial space
- Enter # “1” if there is between 1250 SF and 20,000 SF of total commercial floor area
- Enter # “1” if there is more than 20,000 SF of total commercial floor area
- Enter # “1” if there is more than 40,000 SF of total commercial floor area
- If minor subdivision, enter “1”
- If major subdivision, enter “1”

Last Revised June 2013



Department of Building Housing and Land Use

116 Holt Street

Hackensack, NJ 07601

Tel: (201) 646-3920

‘FORM N’**NOTICE REQUIREMENTS FOR APPLICANT**

Application # _____

Date: _____

Dear Applicant:

This notice shall acknowledge your application to the City of Hackensack for a variance, site plan, subdivision or _____ regarding the premises located at the following address:

Which is also known as Block _____, Lot _____, Zone _____ in the City of Hackensack.

A public hearing will be held concerning this application at 65 Central Avenue, 3rd floor Council Chambers, Hackensack on the _____ day of _____, 202____, 7:00 PM at which time you must be present either in person or be represented by your attorney or agent.

You are required to publish notice of this hearing in the newspaper in accordance with the Section 26-30A of the Code of the City of Hackensack. You are also required to personally serve notice of the hearing on OWNERS OF PROXIMITY PROPERTIES as required by Section 26-30 of the Code of the City of Hackensack. You may use this form to provide notice to the newspaper and proximity property owners at least 10 days prior to the hearing. You may use Form P to request a list of proximity property owners from the City.

Within ten (10) days of the hearing, you must file in this office a verified statement that you have served by certified mail or personal service the notice of hearing on proximity property owners, along with receipts stamped by the post office (or other proof of service) together with the names and addresses of those so notified.

The aforementioned forms are found on the City’s website; an unofficial file can be obtained at 116 Holt Street, Hackensack, NJ.

Respectfully,

Ernest Sisco

Construction Official/Land Use Administrator



Department of Building Housing and Land Use
116 Holt Street
Hackensack, NJ 07601
Tel: (201) 646-3920

'FORM O'

CERTIFICATION BY TAX COLLECTOR

Application # _____ Date Submitted by Applicant: _____

Applicant Name: _____

Applicant Mailing Address: _____

Dear Applicant:

This Certification shall acknowledge your request that I provide a Certification concerning the status of taxes owed regarding the premises located at the following address:

Which is also known as Block _____, Lot _____, Zone _____ in the City of Hackensack.

THIS SHALL CERTIFY THAT AS OF THE DATE NOTED BELOW THAT THE TAXES ON THE
AFOREMENTIONED PROPERTY

_____ ARE CURRENT

_____ ARE PAST DUE

_____ PLEASE CALL THE TAX OFFICE

This information has been provided to the applicant by the address noted above.

Elisa Coccia, CTC
Tax Collector

Date Certified by Tax Collector

Last Revised June 2013



CITY OF HACKENSACK
BUILDING, HOUSING, LAND USE DEPARTMENT
BUILDING DEPARTMENT

116 Holt Street
Hackensack, NJ 07601
(201) 646-3920
www.hackensack.org

Ernest Sisco
Construction Official

Bridget McLaughlin
Zoning Official

‘FORM P’

Request For List of Proximity Property Owners

Application # _____ Date Submitted by Applicant: _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone Number: () _____ Fax Number: () _____

Applicant Email Address: _____

Option for Delivery (Check all that apply): ☐ Email ☐ Mail ☐ Fax

To the Zoning Official for the City of Hackensack:

Pursuant to N.J.S.A 40:55D-12 and the requirements of Section 26-30 of the Code of the City of Hackensack, I hereby request that the Zoning Official provide a list of the names, address, block, and lot numbers for all the properties within a two hundred (200) foot area of any point of the below which is the subject of an application before the Planning Board or Zoning Board:

Property Address: _____

Property Block and Lot: Block: _____ Lot: _____

Please provide this list by mail, email or fax to me at the above address; I am enclosing the \$10 fee (Per Address), payable to the City of Hackensack which must be received for this list.



Last Revised October 2020

CITY OF HACKENSACK
BUILDING, HOUSING, LAND USE DEPARTMENT
BUILDING DEPARTMENT

116 Holt Street
Hackensack, NJ 07601
(201) 646-3920
www.hackensack.org

‘FORM Q’

**PROOF OF SERVICE OF NOTICE OF PUBLIC HEARING IN CONNECTION WITH
APPLICATION TO PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT**

Application # _____ Date Submitted by Applicant: _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone Number: () _____ Fax Number: () _____

Applicant Email Address: _____

State of New Jersey }
County of Bergen } ss.

I, _____ of full age, being duly sworn according to law, deposes and say
that I reside at _____ in the city of _____,
County of _____, and the State of _____; that I am the
applicant in the above noted proceeding before the Planning Board or Zoning Board of Adjustment which
relates to:

Property Address _____

Property Block & Lot _____

I gave notice of this proceeding to each and every property owner affected by the application by personal
service or certified mail on the _____ day of _____, 202_____. True copies of the notice and list of
persons notified are attached to this affidavit.

Signature of Affiant

Sworn to and subscribed before me on this _____ day of _____, 202_____

Last Revised June 2013

PROCEDURE FOR RELEASE OF ESCROW FUNDS

Please do not call the Building Department for release of Escrow funds.

- ❖ You must provide a letter addressed to Ernie Sisco, Construction Official, stating you would like the release of your escrow funds. The letter should contain the following information:
 - Address of the project
 - Name, address and phone number of the person requesting the escrow
 - The amount of escrow to be returned
- ❖ Once your request is received, it will be circulated to our professionals for sign off and to determine if there are any outstanding invoices or compliance issues.
Please note that this process usually takes between six months to one year
- ❖ The Building Department will notify the City of Hackensack's Chief Financial Officer to release any unused funds.
- ❖ The Chief Financial Officer will then present the resolution to the Mayor and Council for release of the escrow funds.
- ❖ Escrow will then be returned by the Chief Financial Officer.

Last Revised October 2020



CITY OF HACKENSACK
ESCROW ACCOUNTS
PLANNING & ZONING BOARD CASES

Please read the requirements regarding escrow accounts for all Planning or Zoning Board cases. So that there is no misunderstanding regarding our policies for these escrow accounts, applicant must sign and date below, a copy will be kept on file.

1. Initial escrow amount established on application packet or letter of denial **must** be maintained throughout duration of the board case or project so that professional fees can be paid when they are submitted.
2. If applicant is notified that an escrow account has a low balance or account is in arrears, it is the applicant's full responsibility to immediately replenish the account with the initial amount of escrow deposited when account was established.
3. Should an escrow account become delinquent, your board case will **not** be heard on the scheduled meeting date, and postponement will be in effect until the required escrow is received and posted and the account is deemed current. At that time, the Zoning Officer will schedule the board case for the next available meeting date.

If a board case was previously approved, prior to memorialization, the amount of your initial escrow deposit must also be maintained until all professional fees are deemed paid in association with the board case or the project.

*Failure to follow any of the above procedures will result in delays in the application/approval process and the City of Hackensack shall not accept responsibility for these delays based on the above-mentioned policies.

Applicant

Date