



Page 1 of 1
Department of Building Housing and Land Use
216 Union Street
Hackensack, NJ 07601
Ph: (201) 646-3920

Instructions to Appeal Zoning Officer Decision or Board Cases:

1. Fully collated set digitally (PDF 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*
2. Five (5) hard copies fully collated to the following at 216 Union Street - Hackensack, NJ 07601:
 - Dave Ludwig (Building Sub-code)
 - Mike Shiner (Fire Inspector)
 - Greg Polyniak (Neglia Engineering)
 - Traffic Division (Hackensack PD)
 - Shade Tree Committee
3. Appropriate fees and escrow (refer to Forms 'L' and 'M') with executed, matching W-9, mailed to:
216 Union Street, Hackensack NJ 07601 **Please include property address on check*

NOTES:

- ❖ Same submittal procedure for each and every revision
 - ❖ Will this project necessitate a pre-app meeting?
 - ❖ Can you provide me with a summary so I can review with our Director of Redevelopment?
4. **Once you have been assigned a hearing date, the Board Secretary will provide a link that your “professionals” MUST use to upload exhibits for use the night of the hearing. You will also be required to bring four (4) hard copy sets of plans to the public hearing for use by the board members.**

Bridget McLaughlin
Zoning Officer
Building, Housing, Land Use Department
City of Hackensack
216 Union Street
Hackensack, NJ 07601
bmclaughlin@hackensack.org
Office: (201) 646-3920 ext. 2020
Mobile: (201) 587-4230