



Instructions to Appeal Zoning Officer Decision or Board Cases:

Initial Submission:

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. Example: *123 Main Street_Architectural Plans_01.01.21.PDF*
2. Five (5) hard copies fully collated to Bridget McLaughlin at 216 Union Street - Hackensack, NJ 07601
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:

- ❖ Will this project necessitate a pre-app meeting?
- ❖ Can you provide me with a summary so I can review with our professionals?

Once Deemed Complete:

1. Fully collated set digitally (PDF or Drop Box-without expiration date) submitted to the Zoning Office at bmclaughlin@hackensack.org
2. Ten (10) hard copies fully collated, (10) ten days prior to the hearing to Bridget McLaughlin at 216 Union Street - Hackensack, NJ 07601
3. **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 three (3) hard copy sets of plans to the public hearing for use by the board members.**

Bridget McLaughlin
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