



Department of Building Housing and Land Use
 410 East Railroad Avenue
 Hackensack, NJ 07601
 Ph: (201)646-3920 Fax: (201)646-8052

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

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																
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3	Effect of the Pre-Applicaton Concept Review Committee
	The informal review by thePre-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 development 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.										
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	Additional copies of these documents may be required from the applicant prior 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 fee for each requested Pre-Application Concept Review Committee