



# FORM 'C'

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## Department of Building Housing and Land Use

410 East Railroad Avenue

Hackensack, NJ 07601

Ph: (201) 646-3920 Fax: (201) 646-8052

### Subdivision Application Instructions:

- Fully collated set digitally (PDF or electronic file) submitted to the Zoning Office at [bmclaughlin@hackensack.org](mailto:bmclaughlin@hackensack.org).
- Four (4) hard copies to the following at 410 E. Railroad Avenue - Hackensack, NJ 07601:
  - Dave Ludwig (Building), Charlie Eyer (Fire), Tim Skorka (H.P.D.), Greg Polyniak (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](mailto: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."

Rev. 09.15.20