

PROCEDURES FOR FILING
ZONING PERMIT APPLICATIONS AND APPLICATIONS BEFORE THE PLANNING
BOARD AND ZONING BOARD OF ADJUSTMENT

- Please follow the below procedure:
 1. ALL applications will need to be filed with the Zoning Department VIA MAIL, OR DROPPED OFF AT 116 Holt Street, Hackensack, NJ 07601; Required surveys and/or plans will need to be submitted via mail or dropped off (as above).
 2. Once the review is completed and fee has been received, any approved permit or Notice of Denial will be emailed or mailed to the applicant.
 3. ALL Commercial driveway applications are **required** to submit a **\$2500** escrow and executed W-9 Form;
 - See form to calculate fee for fences, driveway, patio, pavers, walkway
 - \$50 application fee required for all other applications.
 4. You will be contacted by the Zoning office.

After submitting a *fully completed* Zoning Application, Site Plan/Survey, and paying the filing fee, the Zoning Officer will have up to **10** business days to review the application.

At that time, one of the following decisions will be made by the Zoning Officer:

1. **DECISION APPROVED - No Further Action Needed from Zoning Department.**

You will be notified either by phone, email or a written notice. You may be required to obtain application forms from the Building Department should permits be required, depending on each individual circumstance. Applicant should inquire with a Clerk in Building Department and file any necessary paperwork, along with applicable fees associated with obtaining these permits.

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

2. **DECISION DENIED** - Applicant will receive a phone call, email or a notice stating their application was denied due to Use, Bulk Requirements or Any Violations of the City's Ordinances.

Should the applicant have questions or wish to appeal the Zoning Officers administrative decision, or file a Board Case, they may contact Bridget McLaughlin via email at bmclaughlin@hackensack.org or call 201-646-3920 ext. 2020

***If you are a business, LLC or Entity you are required to have Legal Representation if applying for a zoning board variance.**