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**Department of Building Housing and Land Use**  
116 Holt Street  
Hackensack, NJ 07601  
Ph: (201) 646-3920 Fax: (201) 646-8052

**Instructions to Appeal Zoning Officer Decision or Board Cases:**

**\*\*MUST make an appointment (virtual or in person) to file.**

1. Fully collated set digitally (PDF or Drop Box-without expiration date) submitted to the Zoning Office at [bmclaughlin@hackensack.org](mailto: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. Four (4) hard copies fully collated to the following at 116 Holt Street - Hackensack, NJ 07601:

- Dave Ludwig (Building Sub-code)
- Charlie Eyer (Fire Sub-code)
- Greg Polyniak (Neglia Engineering)
- Officer Sroka (Hackensack PD)

3. Appropriate fees and escrow (refer to Forms 'L' and 'M') mailed to:  
116 Holt 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?

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Building, Housing, Land Use Department  
City of Hackensack  
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Hackensack, NJ 07601  
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