

CITY OF HOBOKEN
Planning Board and Zoning Board of Adjustment
94 Washington Street, 2nd Floor
Hoboken, NJ 07030- 4585

The City of Hoboken Land Use Ordinance (Chapter 44 of the Municipal Code) was amended May 7, 2014 and new downloadable application forms and checklists were also adopted. These new forms were created to simplify and streamline the application process for all parties involved. The instructions that follow are provided to assist you in meeting the requirements for submission of a complete application for consideration by the Planning Board or Zoning Board of Adjustment.

Only Application and Checklist forms with an adoption date of 5-1-16 will be accepted.

STEP-BY-STEP INSTRUCTIONS FOR APPLICATION SUBMISSION

1. Download the Application for Development form from the city's website(Hobokennj.org) and save it to your computer. The application is a fillable form which allows you to complete the form electronically and make changes and updates.
2. All applicants must complete sections 1 - 13, 17 and 18 of the Application for Development form. Additional sections must be completed as directed in section 13. All required sections must be completed on the Application Development Form or it will not be accepted by the Board Secretary.
3. Once complete, print the Application Development Form and obtain the required signatures for section 2, 3, 17 and 18. Note that sections 18A and 18B must also be notarized.
4. Download the applicable checklist from the city's website and save it to your computer. Compile the documents required by the checklist and check off each item as it is prepared for submission.
5. Calculate the application and escrows fees using the fee schedule provided on the city's web site. If you are unsure of how to calculate the appropriate fee and/or escrow amount please contact the Board Secretary for assistance.
6. Forms for number 3, 4 and 5 of each checklist; Certificate of Taxes Paid, Affidavit of Non-collusion, and Contribution Disclosure Statement should be downloaded from the city's website to your computer and completed as directed.
7. If a waiver is being requested for any item on the checklist it must be noted in the "waivers requested" section. Each item must be listed by checklist number and a detailed reason for the request must be provided. Note: Any application submitted that does not include an item required by the checklist, and a waiver has not been request for that item, will automatically be deemed incomplete and returned to the applicant.
8. Two (2) separate checks payable to the City of Hoboken; one (1) for administrative fees (application fee) and one (1) for escrow fees.

~~Submit to the Board Secretary a paper copy of the cover letter, one original Application, Checklist(s), one set of signed sealed 24"x36" plans, one signed and sealed survey, W9, and any other signed or sealed documents to the board office.~~ The cover letter, Application, Checklist(s) Certificate of Taxes Paid, Affidavit of Non-collusion, and Contribution Disclosure Statement, Plans, Survey, Elevation Certificate, Planners Report, Impact Statement, Stormwater Management Reports and any other checklist documents must also be submitted electronically via email, file share, CD or thumb drive. Plans must be scalable to 24" x 36" so they can be printed by the board professionals.

Please use the following naming conventions for electronic file application submission:

- Application, Checklists, Contribution Disclosure, Certificate of Taxes Paid, Affidavit of Non-collusion, and Cover Letter – 71-73 Monroe Application . Please submit as one PDF.
 - Planners Report – 71-73 Monroe Planning and Variance Report dated 6.3.16
 - Impact Statement – 71-73 Monroe Impact Report dated 6.3.16
 - Stormwater Report – 71-73 Monroe Stormwater Report dated 6.3.16
 - Plans – 71-73 Monroe Plans dated 6.3.16. Plans must be submitted as one PDF, not as individual sheets.
 - Survey – 71-73 Monroe Survey dated 6.3.16\
9. The Board Secretary will do a preliminary review of the submission to verify that the forms have been completed and the required documents submitted. If the paper and electronic documents and fees are in order, the Secretary will email a receipt stamp showing that application as “received” and assign an application number.

AFTER THE APPLICATION IS SUBMITTED

10. If an application is subject to referral to any other administrative person or commission, you will also be directed to make those additional submissions.
11. For applications to the Planning Board, the Board Secretary will advise you of the date and time of your completeness review hearing before the Subdivision and Site Plan Review Committee. Prior to that review hearing you will receive, from the Board Professionals, copies of their completeness review report.
12. For applications to the Zoning Board of Adjustment, within 45 days of the date an application is received, you will be notified, in writing, that the application has been deemed complete or incomplete. At that time, you will also be provided with a copy of the Board Professionals completeness review report.
13. If revisions are made subject to the Committee review or Professional’s reports, those revisions must be accompanied by a cover letter describing and itemizing the application or plan changes. Revised submissions must be submitted electronically via email, file share, CD or thumb drive to the Board Secretary. Revisions received after two weeks prior to the meeting date, may result in the hearing being carried to future date, or may result in the revised materials being non admissible to the scheduled hearing.
14. Once deemed complete by either the SSPR Committee or the Zoning Board Secretary and Professionals, you will be notified of the date your application is scheduled to be heard by the reviewing Board. 12 printed sets of the collated application, plans(11” x 17”, not required to be signed or sealed), and reports must be submitted to the board office 10 days prior to the hearing date.
15. When a hearing date has been set, the applicant is responsible for providing public notice of the application. Notice must be published in the Jersey Journal at least 10 days prior to the date of the hearing. Notice must also be given, within 10 days, to all owners of real property within 200 feet of the property which is the subject of the hearing. Proof of notice must then be provided to the Board Secretary prior to the day of the hearing. Addresses and other notification requirement may be obtained from the Tax Assessors Office.

- 16.** If the applicant fails to appear at the scheduled hearing and the Time of Decision shall expire prior to the next meeting of the Board of jurisdiction, the application shall be dismissed without prejudice.
- 17.** If at any time, the escrow account reaches a 25% balance, you will be notified to replenish the account with 50% of the original escrow fee.
- 18.** Once a decision has been rendered by the Board, the applicant must publish notice of the decision after 10 days of the memorializing resolution being signed, in the Jersey Journal.

The general procedural information and examples cited herein are provided to the Applicant as a general guide by the City of Hoboken. All Rules and Regulations are found in the City Ordinances and Municipal Land Use Law (MLUL), N.J.S.A. 40:55D et. seq.. Each Applicant should rely on their attorney's advice pertaining to each specific application's requirements and/or changes to the MLUL.

The application, checklists, and other forms provided for download are proprietary forms of the City of Hoboken. Any alteration or manipulation of the forms is strictly prohibited and will result in the immediate rejection of the application.