CITY OF HOBOKEN
DEPARTMENT OF COMMUNITY DEVELOPMENT
RENT LEVELING

RAVINDER S. BHALLA
Mayor

CHRISTOPHER BROWN
Director

Official Use Only:
Received on: _____
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Receipt # _____

One Time Exemption Application for Preliminary Approval

Pursuant To Chapters § 155-16 & § 155-17

Official Use Only:
*Hearing Date:*_____
*Determination:*_____
_____
*Officer:*_____

Property Information: Lot: _____ Block: _____ Date: _____

Property Address: _____

Are all units registered: _____ Date of most recent registration: _____

Is the building completely vacant: Yes | No Date of last vacancy: _____

Number of residential rental units: _____

List the date of all vacancies below:

Units(s)						
Date of Vacancy						

Units(s)						
Date of Vacancy						

Contact Information:

	Owner:	**Attorney/Agent:** (if applicable)
Name:		
Phone #:		
Email:		
Address:		

If owned by a business entity, provide name and title of all officers/members:

_____

_____

SUZANNE HETMAN, Rent Regulation Officer
94 Washington Street · Hoboken, NJ 07030-0485 · (201) 420-2396 fax (201) 420-5644

Questionnaire:

How was this property determined to be in a deteriorated condition requiring major reconstruction? (Attach a licensed NJ engineer's report or notice of condemnation from the City of Hoboken.)
Note: Serviceable buildings in need of substantial repair are not eligible for one time exemptions.

How did each vacancy occur? Provide proof(s) certifying that vacancies occurred through lawful means. (You may attach additional paper if required.)

Please provide the Board/Office with any additional pertinent information which may help with their evaluation of this application. (You may attach additional paper if required.)

Attachments: (Include all applicable documents.)

1. A description and scope of the work to be performed by licensed contractors
2. A licensed NJ engineer's report and Notice of Unsafe Structure from the City
3. Architectural plans
4. All applicable permits and approvals
5. Photos demonstrating the building's deteriorated condition

Certification of Applicant:

I affirm that all the information provided in this application and accompanying documents is accurate and complete.

Applicant's Signature: _____ Date: _____

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Submission Instructions:

1. An application fee of $75 due upon submission. Please make check or money order payable to the City of Hoboken.
2. Provide 10 complete copies of this application and any supporting documentation.

Note: Please be aware that the completion of this application is required for the Board/Office to evaluate the merits of one time exemptions requests. Completion of the application alone, does not guarantee approval by the Board/Office. Any and all action taken by a property owner prior to receiving a preliminary approval from the Board/Office is done at the owner's risk. Once construction has been completed, a final approval from the Board/Office is required. The following excerpt is provided for your convenience. You are advised to read Chapter 155 in it's entirety to ensure that you understand your rights and responsibilities before submitting this application.

Hoboken Municipal Code:

Chapters: § 155-16 & § 155-17
Source: https://www.ecode360.com/HO0741
Date: December 28, 2016

§ 155-16 Determining officials.

A. The Regulation Officer shall make all determinations regarding the eligibility of a newly constructed dwelling for an exemption as defined above

B. The Rent Regulation Officer shall make all determinations regarding the eligibility of a building completely vacant since January 1, 1984, for an exemption as defined above.

C. The Rent Leveling and Stabilization Board shall make all determinations regarding the eligibility of a completely vacant and deteriorated building for an exemption as defined above.

§ 155-17 Consideration in making determinations.

In making these determinations, the Board shall proceed as follows:

A. Review the registration proposal and supporting documentation within 60 days, or as soon as practicable, of their submission to the Officer. Said proposal must assert that:

(1) The building is completely vacant and will have been completely vacant for at least six months prior to the exemption granted under this Article and that said vacancy did not occur through unlawful means attributable to the applicant.

(2) The building is in a deteriorated condition and requires major reconstruction.

(3) The major reconstruction shall include, by way of example, the repair and improvement of the exterior walls; the reconstruction of the interior walls; all new systems for plumbing, heating and electric: new roof; new windows; sprinkler systems; enunciated panels and electric smoke alarms; all permits and approvals as required by the applicable codes.

B. The Board shall, in its initial review, determine that the building is vacant and deteriorated and requires major reconstruction. It is the intention of this chapter that a building that is in good condition shall not be granted an exemption under this Article. If the building complies with the requirements of this Article, the Board shall issue a preliminary approval to the applicants to proceed accordingly.

C. Upon completion of the major reconstruction, the applicant shall submit a certificate of major reconstruction, indicating compliance with and performance of the proposal for which was issued a preliminary approval. The applicant shall also submit a certificate of vacancy, indicating that the building is and has been completely vacant for at least six months and that said vacancy did not occur through unlawful means attributable to the applicant.

D. Upon a determination that the applicant satisfies the requirements of this Article, the Board shall grant the exemption as the same is defined in § 155-2H.

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