

**CITY OF HOBOKEN**  
**Planning Board and Zoning Board of Adjustment**  
**94 Washington Street, 2<sup>nd</sup> 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.

**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) copies of the application form with original signatures, checklist, and all documents required by the checklist with original signatures, where applicable, must be submitted to the Board Secretary along with two (2) separate checks payable to the City of Hoboken; one (1) for administrative fees (application fee) and one (1) for escrow fees.
9. One (1) electronic copy of plat maps, site plans and drawings, as specified in checklist number 9 et seq., must also be submitted to the Board Secretary.
10. 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 documents are in order the Secretary will stamp the application "received".

## **AFTER THE APPLICATION IS SUBMITTED**

11. Once the application is “received”, the Board Secretary will direct you to provide additional application sets to the Board Professionals for their initial completeness review. If an application is subject to referral to any other administrative person or commission, you will also be directed to make those additional submissions.
12. 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. At that time, the Secretary will also direct you to submit additional copies of the application documents for the SSPR Committee Commissioners. Prior to that review hearing you will receive, from the Board Professionals, copies of their completeness review report.
13. 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.
14. 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.
15. 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. The Board Secretary will then advise you of the number of plan sets and any other documents that are to be submitted for distribution to the Board Commissioners.
16. When a hearing date has been set, the applicant is responsible for providing public notice of the application. Notice must be published in the official newspapers of the municipality 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 Board Secretary.
17. 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.
18. 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.
19. Once a decision has been rendered by the Board, the applicant must publish notice of the decision, within 10 days, in the official newspapers of the municipality.

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.