

Town of Hopewell Planning Board & Zoning Board of Appeals

Frequently Asked Questions Page

Frequently asked questions

1. What is the submittal deadline for my Planning Board or Zoning Board of Appeals Application?

Initial Submissions - Initial submissions to the Town Planning Board & or Zoning Board of Appeals are due by close of business on the 4th Wednesday of each month. If a change in the submission date is necessary the revised date will be noted on the Town website. Incomplete applications will not be accepted.

2. What is the submittal deadline for my Planning Board or Zoning Board of Appeals Application when I am returning to the board with a subsequent submission?

Subsequent Submissions – Subsequent submissions to either the Town Planning Board & or Zoning Board of Appeals are due by close of business on the 4th Wednesday of each month. In the event that the board meeting in question falls within the same calendar week as the submittal deadline, the applicant may request an extension to the submittal deadline which if agreed to by the Board Chairman will then be noted in the meeting record.

3. My application is partially complete may I submit it now?

Incomplete Applications - Initial applications or resubmissions which are not complete, are missing the payment, are not submitted in the required collated quantities, or that are not submitted on or before the established submittal date will not be placed on the board agenda.

4. How many copies of my application packet are required?

Collated Copies – A minimum of 10 collated copies (17 collated copies for applications being submitted to both the Planning and Zoning Board) of all submittals are required at the time of application. This requirement allows for the prompt distribution of your completed application to the appropriate individuals. The same requirement exists for subsequent submittals.

Electronic Copies – 1 electronic copy of all submittals should be submitted to the Town Code Enforcement Officer, via email, at the time of application. Please use PDF format.

5. Will I be on the agenda for the next meeting of the Town Planning Board & or Zoning Board of Appeals?

Agenda Scheduling - Completed applications are placed on the appropriate agenda on a first come first serve basis with priority given to applications that are resubmitted from the previous board meeting. Applications submitted before the applicable submittal deadline, but after the agenda is full will be placed on the agenda for the next available meeting.

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6. What fees does the Town of Hopewell charge for my Planning / Zoning Application?

Fees - Fees associated with the planning and or zoning applications are established by action of the Hopewell Town Board and amended periodically at the Board's discretion. The current fee schedule is posted on the Town of Hopewell website and is also available upon request.

Engineering / Consultant / Attorney fees – Expenses incurred by the Town of Hopewell in review of your planning / zoning application are charged back to the applicant. Please see the current Town of Hopewell Fee Schedule.