Frequently Asked Questions

Town of Hopewell Planning Board & Zoning Board of Appeals Application Packets

Q. When is the submittal deadline for a completed Application Packet?
A. The submittal deadline for a completed Application Packet is the close of the business day on the first Thursday of each month.

Q. To whom do I submit a completed Application Packet?
A. Submit completed Application Packets to the town Building & Zoning office.

Q. What constitutes a completed Application Packet?
A. An Application Packet is considered complete when it contains the following:

- Completed application form including signatures
- 3 full-sized Engineered Site Plans
- 7 additional Engineered Site Plans (may be smaller-sized at CEO's discretion)
- A PDF of Engineered Site Plan sent to the CEO
- Payment of associated fees
- Insurance documentation

Q. What else may be required?
A. The following items may be required:

- Completed SEQR form
- Payment of Public Hearing Fee
- Installation of a sign announcing Public Hearing
- Notarized signature on sign-placement affidavit
- Picture of sign installed on subject property

Q. Will a partially completed Application Packet be received by the Building and Zoning office?
A. No. Only completed Application Packets will be received by the Building and Zoning office.

Q. When will the Application be on the agenda for the Planning Board or Zoning Board of Appeals?
A. Completed Applications are placed on the appropriate agenda on a first-come-first-served basis.

Q. What fees does the Town charge for an Application?
A. Fees associated with submitting Planning Board and Zoning Board of Appeals Applications are established by action of the Hopewell Town Board and amended periodically at the Board's discretion. Please see the current Town of Hopewell Fee Schedule. It is posted on the Town website or available upon request.

Furthermore, costs incurred by the Town of Hopewell for consultation fees and/or other expenses generated by the Town in order for it to render an informed decision of a proposed Site Plan shall be charged back to the applicant. Please see the Town of Hopewell Zoning Ordinance Article 1610. It is posted on the Town website or available upon request.