



**TOWNSHIP OF TEANECK
APPLICATION REVIEW CHECKLIST FOR PLANNING AND ZONING BOARD**

Applicant Name: _____

Project Address: _____

Requests for concept review, certificates of nonconforming use, zone change, or zoning interpretations are not included in this checklist and should be requested on separate form from the Board Secretary.

Instructions: This checklist consolidates submission requirements for the following application types:

- Checklist A: Administrative Documents (Required for all application types)
- Checklist B: Site Plan Exempt with Variance Applications (Section 33-17)
- Checklist C: Minor Site Plan (Section 33-17)
- Checklist D: Major Site Plan (Section 33-17)
- Checklist E: Minor Subdivision (Section 33-10)
- Checklist F: Major Subdivision (Section 33-10)

The Applicant should provide all required items within the applicable checklist or may request a submission waiver to be evaluated by the Board. If a required item is not applicable, the Applicant may indicate "N/A" in the checklist.

At the time of initial submission, the Applicant shall provide:

- One (1) physical copy (to scale) of all required materials to the Board Secretary in Municipal Hall; and
- An electronic submission to the SDL Portal via www.teanecknj.gov/building-and-business/land-use-and-zoning/planning-and-zoning-boards

Upon a determination of completeness, the Applicant shall submit twelve (12) physical copies (to scale) of the complete application at least 10 days before scheduled hearing to the Board Secretary. The Board with jurisdiction may permit a reduced sheet size of 11" x 17" for plan sets, at the discretion of the Board.

Township of Teaneck
818 Teaneck Road
Teaneck NJ, 07666
201-837-1600

Checklist A - All Application Types

Checklist A - All Application Types ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
1. Completed Land Use Application Form with escrow / fee computed and Disclosure Statement if filed as a corporation, as required by N.J.S.A 40:55D-48.1.	<input type="checkbox"/>	<input type="checkbox"/>
2. List identifying all required or requested variances.	<input type="checkbox"/>	<input type="checkbox"/>
3. Certification that taxes, sewer and water charges, and/or late fees, interest and other assessments are paid to-date.	<input type="checkbox"/>	<input type="checkbox"/>
4. Certified list of property owners within 200 feet from Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>
5. Signed Escrow Agreement Form.	<input type="checkbox"/>	<input type="checkbox"/>
6. Completed Developer Fee Determination Form.	<input type="checkbox"/>	<input type="checkbox"/>
7. Submission of Resolutions or Permits applicable to the property or submission of a certification that an OPRA request was submitted and yielded no results.	<input type="checkbox"/>	<input type="checkbox"/>
8. Site photographs.	<input type="checkbox"/>	<input type="checkbox"/>
9. Written statement identifying request for waiver of checklist requirement with justification or explanation why it's not applicable.	<input type="checkbox"/>	<input type="checkbox"/>
10. Electronic submission of all items.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant shall provide affidavit of notice to Board Attorney at least 48 hours before any scheduled hearing

Checklist B – Site Plan Exempt with Variance Application

Checklist B – Site Plan Exempt with Variance Application ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
1. Completed Checklist A	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Survey prepared by a Professional Land Surveyor (P.L.S.) showing current site conditions. ▪ <i>Survey shall be completed within the past five years.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Improvement Plan, if applicable. ▪ <i>Drawings showing existing and proposed improvements, lot boundaries, dimensions and bulk chart.</i> ▪ <i>If applicable, details of any Township Trees with a DBH of 2.5 inches or more and private trees with a DBH of 6 inches or more shall be shown.</i> ▪ <i>If applicable, tree removal details and slope disturbance should be shown.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Interior Layout and Elevation Plan, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

Checklist C – Minor Site Plan Application

All plans shall be prepared by a licensed Professional Engineer (P.E.) and/or Registered Architect (R.A.), accordingly.

Checklist C – Minor Site Plan Application ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
1. Completed Checklist A	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Survey prepared by a Professional Land Surveyor (P.L.S.) showing current site conditions <ul style="list-style-type: none"> ▪ <i>Survey shall be completed within the past five years.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Plan General Details: <ul style="list-style-type: none"> ▪ <i>Signature block for the Chairperson, Secretary, and Board Engineer</i> ▪ <i>Block and Lot designation(s)</i> ▪ <i>Street address of the subject property</i> ▪ <i>North arrow</i> ▪ <i>Graphic and/or numeric scale</i> ▪ <i>Date of plan preparation (and revision dates, if applicable)</i> ▪ <i>Name, professional designation, and license number of the plan preparer</i> ▪ <i>List of property owners within 200 feet of the subject site (if public notice is required)</i> ▪ <i>Aerial imagery identifying the subject tract location and area within 200 feet</i> ▪ <i>Zoning district boundaries applicable</i> 	<input type="checkbox"/>	<input type="checkbox"/>
4. Site Plan Improvement Details: <ul style="list-style-type: none"> ▪ <i>Lot boundaries</i> ▪ <i>Easements</i> ▪ <i>Dimensions of setbacks</i> ▪ <i>Streets and rights-of-way, with sight triangles</i> ▪ <i>Building and structures, including entrances</i> ▪ <i>Site circulation patterns</i> ▪ <i>Parking and loading areas</i> ▪ <i>Signs</i> ▪ <i>Fences, walls, and similar ancillary structures, with details of same</i> ▪ <i>Natural features</i> ▪ <i>Notes indicating features to be removed or remain</i> ▪ <i>If applicable, details of any Township Trees with a DBH of 2.5 inches or more and private trees with a DBH of 6 inches or more shall be shown</i> ▪ <i>If applicable, tree removal details and slope disturbance should be shown</i> ▪ <i>Bulk and zoning compliance table, including variances (if applicable)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
5. Site Plan Architectural Details: <ul style="list-style-type: none"> ▪ <i>Existing elevations if rehabilitation, renovation, or structure to remain</i> ▪ <i>Proposed elevation of each façade</i> ▪ <i>Existing floor plans if change of use is proposed</i> ▪ <i>Proposed floor plan layouts</i> ▪ <i>Roof plan, if applicable</i> ▪ <i>Specifications and colors for all exterior materials, including trim, doors, windows, signs, light fixtures, etc.</i> 	<input type="checkbox"/>	<input type="checkbox"/>

Checklist D – Major Site Plan Application

Major Site Plan applications are presumed to include both Preliminary and Final approval submissions concurrently. All plans shall be prepared by a licensed Professional Engineer (P.E.) and/or Registered Architect (R.A.), accordingly.

Checklist D – Major Site Plan Application ✓ Required documents to be submitted by Applicant	To be completed by Applicant	
	Provided	Waiver Requested
1. Completed Checklist A	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Survey prepared by a Professional Land Surveyor (P.L.S.) showing current site conditions <ul style="list-style-type: none"> ▪ <i>Survey shall be completed within the past five years.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
3. Title Documentation, including: <ul style="list-style-type: none"> ▪ <i>Covenants, easements, deed restrictions, metes and bounds description</i> 	<input type="checkbox"/>	<input type="checkbox"/>
4. Stormwater Management Plan, including: <ul style="list-style-type: none"> ▪ <i>Soil permeability testing and soil logs for the subject property, where applicable, in accordance with Chapter 12 of the NJDEP BMP Manual</i> ▪ <i>Drainage calculations and drainage area maps evaluating existing and proposed conditions, prepared in accordance with the Stormwater Control Chapter 38</i> 	<input type="checkbox"/>	<input type="checkbox"/>
5. Flood Hazard and Environmental Permitting Documentation, if applicable: <ul style="list-style-type: none"> ▪ <i>FEMA Flood Insurance Rate Map (FIRM) or equivalent mapping showing floodways and flood hazard areas, or if map not available, flood hazard and floodway analysis, including watercourse cross-sections (per N.J.A.C. 7:13)</i> ▪ <i>NJDEP determinations, including Letter of Interpretation (LOI) for wetlands; Flood Hazard Area Control exemption letter; No Further Action (NFA) letter</i> 	<input type="checkbox"/>	<input type="checkbox"/>
6. Environmental Impact Statement (see Section 33-50)	<input type="checkbox"/>	<input type="checkbox"/>
7. Traffic Impact Statement (see Section 33-51)	<input type="checkbox"/>	<input type="checkbox"/>
8. Solid Waste Management Plan, including: <ul style="list-style-type: none"> ▪ <i>Location of solid waste storage, screening and means of disposal including amount of pick up per week and recycling facilities</i> 	<input type="checkbox"/>	<input type="checkbox"/>
9. Executed Redevelopment Agreement, if located in Redevelopment Plan	<input type="checkbox"/>	<input type="checkbox"/>
10. Site Plan General Details: <ul style="list-style-type: none"> ▪ <i>Signature block for the Chairperson, Secretary, and Board Engineer</i> ▪ <i>Block and Lot designation(s)</i> ▪ <i>Street address of the subject property</i> ▪ <i>North arrow</i> ▪ <i>Graphic and/or numeric scale</i> ▪ <i>Date of plan preparation (and revision dates, if applicable)</i> ▪ <i>Name, professional designation, and license number of the plan preparer</i> ▪ <i>List of property owners within 200 feet of the subject site</i> ▪ <i>Aerial imagery identifying the subject tract location</i> ▪ <i>Zoning district boundaries applicable</i> 	<input type="checkbox"/>	<input type="checkbox"/>
11. Site Demolition Plan: <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way</i> ▪ <i>Existing buildings and structures</i> ▪ <i>Existing landscaping and site features</i> ▪ <i>Identification of all features to be removed and those to remain</i> 	<input type="checkbox"/>	<input type="checkbox"/>

Checklist D – Major Site Plan Application ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
12. Site Improvement Plan: <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way, with sight triangles</i> ▪ <i>Buildings and structures, including entrances and signage</i> ▪ <i>Required setback dimensions</i> ▪ <i>Vehicular and pedestrian circulation patterns (including emergency vehicles)</i> ▪ <i>Parking and loading areas</i> ▪ <i>Bulk and zoning compliance table, including variances (if applicable)</i> ▪ <i>Existing natural features, freshwater wetlands, transition areas, riparian zones, and flood hazard areas, where applicable</i> 	<input type="checkbox"/>	<input type="checkbox"/>
13. Site Grading and Drainage Plan: <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way</i> ▪ <i>Buildings and structures, including entrances</i> ▪ <i>Existing and proposed topography (2 ft contours; 5 ft in steep areas)</i> ▪ <i>Slopes between 15% and 25% and slopes 25% or greater.</i> ▪ <i>Permeable pavement areas, if applicable</i> ▪ <i>Stormwater systems (pipes, elevations, and flow direction)</i> ▪ <i>Top, bottom, and/or flush elevations of curbs and structural walls</i> ▪ <i>Green infrastructure features, including rain gardens or green roofs (if proposed)</i> ▪ <i>Existing natural features, freshwater wetlands, transition areas, riparian zones, and flood hazard areas, where applicable</i> 	<input type="checkbox"/>	<input type="checkbox"/>
14. Site Soil Erosion and Sediment Control Plan <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way</i> ▪ <i>Buildings and structures, including entrances</i> ▪ <i>Pre- and post-construction contours</i> ▪ <i>Location of all erosion control structures, inlet protection structures, protective fencing and stockpile location</i> ▪ <i>Limits of disturbance boundary and area of disturbance</i> ▪ <i>Existing natural features, freshwater wetlands, transition areas, riparian zones, and flood hazard areas, where applicable</i> 	<input type="checkbox"/>	<input type="checkbox"/>
15. Site Utility Plan <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way</i> ▪ <i>Buildings and structures, including entrances</i> ▪ <i>Ground- or building-mounted equipment (transformers, generators, HVAC, meter)</i> ▪ <i>Utility lines (electric, gas, water, sewer), including size, grade, and flow direction</i> ▪ <i>Proposed water and sewer systems (lines, valves, hydrants, or alternatives)</i> ▪ <i>Stormwater system design with capacity calculations (10-year storm)</i> ▪ <i>Key map of existing drainage within 500 feet, including surface types and runoff calculations</i> ▪ <i>Existing natural features, freshwater wetlands, transition areas, riparian zones, and flood hazard areas, where applicable</i> 	<input type="checkbox"/>	<input type="checkbox"/>

Checklist D – Major Site Plan Application ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
16. Landscape Plan <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way</i> ▪ <i>Buildings and structures, including entrances</i> ▪ <i>Ten-year shade tree canopy coverage</i> ▪ <i>Lawns, planting beds, and all landscaped areas</i> ▪ <i>Plant schedule indicating species, quantities, and sizes</i> ▪ <i>A table summarizing the specifications and total area of all impervious surfaces and pervious improvements, including rain gardens and permeable paving systems</i> ▪ <i>Existing natural features, freshwater wetlands, transition areas, riparian zones, and flood hazard areas, where applicable</i> ▪ <i>If applicable, details of any Township Trees with a DBH of 2.5 inches or more and private trees with a DBH of 6 inches or more shall be shown. If applicable, tree removal details should be shown.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
17. Lighting Plan <ul style="list-style-type: none"> ▪ <i>Lot boundaries and easements</i> ▪ <i>Streets and rights-of-way</i> ▪ <i>Buildings and structures, including entrances</i> ▪ <i>Photometric plan indicating footcandle levels across the site and at property lines</i> ▪ <i>Location, mounting height, orientation, and direction of illumination for all existing and proposed exterior lighting</i> ▪ <i>Lighting intensity, power, and hours of operation</i> ▪ <i>Manufacturer specifications and details for lighting fixtures</i> 	<input type="checkbox"/>	<input type="checkbox"/>
18. Construction Details Plan <ul style="list-style-type: none"> ▪ <i>Details of sidewalks, curbing, sidewalks, accessory structures, fences, walls, drainage structures, tree planting details, signage, etc.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
19. Site Plan Architectural: <ul style="list-style-type: none"> ▪ <i>Existing elevations if to remain</i> ▪ <i>Proposed elevations for all building façades</i> ▪ <i>Existing floor plans if to remain</i> ▪ <i>Proposed floor plan layouts</i> ▪ <i>Roof plan</i> ▪ <i>Specifications and color schedule for all exterior materials, including trim, doors, windows, signage, and lighting fixtures</i> ▪ <i>Where a D(6) height variance is requested (exceeding permitted height by 10FT or 10%), a cross-section depicting the proposed development in relation to adjacent properties</i> 	<input type="checkbox"/>	<input type="checkbox"/>

All Major Site Plan applications shall require the Applicant to provide a certified court stenographer.

Checklist E – Minor Subdivision Application

Checklist E – Minor Subdivision Application ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
1. Completed Checklist A	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Survey prepared by a Professional Land Surveyor (P.L.S.) showing current site conditions <ul style="list-style-type: none"> ▪ <i>Survey shall be completed within the past five years.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
3. Title Documentation, including: <ul style="list-style-type: none"> ▪ <i>Covenants, easements, deed restrictions, metes and bounds description</i> 	<input type="checkbox"/>	<input type="checkbox"/>
4. Final Plat with all requirements in accordance with § 33-10(b) <ul style="list-style-type: none"> ▪ <i>All plans shall be prepared by a licensed Professional Land Surveyor (P.L.S.)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
5. Block and lot numbers as directed by Township Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>

Checklist F – Major Subdivision Application

*Major Subdivision applications are presumed to include both Preliminary and Final approval submissions concurrently.
All plans shall be prepared by a licensed Professional Land Surveyor (P.L.S.).*

Checklist E – Major Subdivision Application ✓ Required documents to be submitted by Applicant	<i>To be completed by Applicant</i>	
	Provided	Waiver Requested
1. Completed Checklist A	<input type="checkbox"/>	<input type="checkbox"/>
2. Professional Survey prepared by a Professional Land Surveyor (P.L.S.) showing current site conditions <ul style="list-style-type: none"> ▪ <i>Survey shall be completed within the past five years.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
3. Title Documentation, including: <ul style="list-style-type: none"> ▪ <i>Covenants, easements, deed restrictions, metes and bounds description</i> 	<input type="checkbox"/>	<input type="checkbox"/>
4. Stormwater Management Plan, including: <ul style="list-style-type: none"> ▪ <i>Soil permeability testing and soil logs for the subject property, where applicable, in accordance with Chapter 12 of the NJDEP BMP Manual</i> ▪ <i>Drainage calculations and drainage area maps evaluating existing and proposed conditions, prepared in accordance with the Stormwater Control Chapter 38</i> 	<input type="checkbox"/>	<input type="checkbox"/>
5. Flood Hazard and Environmental Permitting Documentation, if applicable: <ul style="list-style-type: none"> ▪ <i>FEMA Flood Insurance Rate Map (FIRM) or equivalent mapping showing floodways and flood hazard areas, or if map not available, flood hazard and floodway analysis, including watercourse cross-sections (per N.J.A.C. 7:13)</i> ▪ <i>NJDEP determinations, including Letter of Interpretation (LOI) for wetlands; Flood Hazard Area Control exemption letter; No Further Action (NFA) letter</i> 	<input type="checkbox"/>	<input type="checkbox"/>
6. Environmental Impact Statement (see Section 33-50)	<input type="checkbox"/>	<input type="checkbox"/>
7. Traffic Impact Statement (see Section 33-51)	<input type="checkbox"/>	<input type="checkbox"/>
8. Final Plat with all requirements in accordance with § 33-10(b) <ul style="list-style-type: none"> ▪ <i>All plans shall be prepared by a licensed Professional Land Surveyor (P.L.S.)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
9. Block and lot numbers as directed by Township Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>