



**TOWNSHIP OF TEANECK**  
**APPLICATION FOR PLANNING BOARD**  
**OR ZONING BOARD OF ADJUSTMENT**

FOR OFFICE USE ONLY:

Application No. \_\_\_\_\_  
 Date Filed \_\_\_\_\_  
 Completeness Date \_\_\_\_\_  
 Application Fee Paid \_\_\_\_\_  
 Escrow Fee Paid \_\_\_\_\_

**Instructions:** This application must be completed for all submissions requiring review by the Planning Board or the Zoning Board of Adjustment. The applicant shall also complete the associated application review checklist. At the time of initial submission, the applicant shall provide:

- One (1) full-size physical copy 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](http://www.teanecknj.gov/building-and-business/land-use-and-zoning/planning-and-zoning-boards)

**1. Board Jurisdiction (check applicable Board)**

- Planning Board
- Zoning Board of Adjustment

**2. Nature of Application (check applicable items)**

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan Exempt (typically 1-2 Family) | <input type="checkbox"/> Conceptual Review                   |
| <input type="checkbox"/> "C" Variance                            | <input type="checkbox"/> Conditional Use                     |
| <input type="checkbox"/> "D" Variance                            | <input type="checkbox"/> Certificate of Nonconforming Use    |
| <input type="checkbox"/> Minor Site Plan                         | <input type="checkbox"/> Appeal from Administrative Decision |
| <input type="checkbox"/> Major Site Plan*                        | <input type="checkbox"/> Interpretation of Zoning Ordinance  |
| <input type="checkbox"/> Minor Subdivision                       | <input type="checkbox"/> Zone Change                         |
| <input type="checkbox"/> Major Subdivision*                      | <input type="checkbox"/> Bifurcation                         |
| <input type="checkbox"/> Amendment to Approved Site Plan         |  |
| <input type="checkbox"/> Amendment to Approved Subdivision       |  |

\*Site Plan and Subdivisions shall be considered both Preliminary and Final concurrently, unless otherwise checked here

**3. Property Information**

*Note: If off-site improvements on another property are occurring, other owner's authorization is required and property must be included as part of application*

Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Block and Lot(s): \_\_\_\_\_

Present Use: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Has there been any previous application involving these premises?  Yes  No

If yes, describe: \_\_\_\_\_

Is there adjacent property in common ownership?  Yes  No

If yes, describe: \_\_\_\_\_

**4. Project Description**

Indicate type of use proposed, size of structures (i.e. height in feet and stories, and floor area), number of units, hours of operation, number of employees, number of parking spaces, and any other information important for consideration:

**5. Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email\*: \_\_\_\_\_

Applicant is a:  Corporation  Partnership  Individual

*\* Note: Copy of professional escrow statements per 40:55D-53.2 will be sent to Applicant e-mail*

**6. Owner Information (if different than Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**7. Disclosure Statement**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership application must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to comply).

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

**8. Professional Team**

*ATTORNEY (Corporations must be represented by an attorney)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*ARCHITECT*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*ENGINEER*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*OTHER*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**9. Zoning Compliance**

DOES THIS APPLICATION COMPLY WITH ALL REQUIREMENTS OF THE ZONE? If not, state violation, article, section and variance and design exceptions/waivers requested and state principal points on which the variance request is made. Use a separate sheet if necessary.

**10. Other Approvals Required**

LIST ANY OTHER LICENSES, PERMITS, OR APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH (e.g. Bergen County Planning Board, Bergen County Soil Conservation District, Public Utilities, NJDOT, NJDEP, etc.). Attach Copies of approvals of other government agencies as may be required or an affidavit indicating that application has been made to such agencies.

|  |
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|  |
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**11. Fees and Escrow**

The application fee and escrow deposit is based on the following fee schedule:

| Application Type  | Application Fee | Escrow Deposit                               | Check if Applicable      |
|---|-----------------|--|--------------------------|
| <b>SUBDIVISION</b>  |                 |  |                          |
| Concept Plan  | \$350           | \$750  | <input type="checkbox"/> |
| Minor Subdivision   | \$300           | \$2,500                                      | <input type="checkbox"/> |
| Major Subdivision, Preliminary  | \$1,000         | \$3,000 + \$200 per lot                      | <input type="checkbox"/> |
| Major Subdivision, Final  | \$350           | 50% of total preliminary escrow amount       | <input type="checkbox"/> |
| <b>SITE PLAN</b>  |                 |  |                          |
| Concept Plan  | \$350           | \$1,000                                      | <input type="checkbox"/> |
| Minor Site Plan   | \$500           | \$2,000                                      | <input type="checkbox"/> |
| Preliminary Major Site Plan   | \$500           | SEE BELOW                                    | <input type="checkbox"/> |
| Final Major Site Plan   | \$1,000         | SEE BELOW                                    | <input type="checkbox"/> |
| <b>VARIANCES</b>  |                 |  |                          |
| Bulk (c) Variance where project consists of 1 to 4 residential units  | \$250           | \$500 + \$250 for each additional variance   | <input type="checkbox"/> |
| Bulk (c) Variance where project consists of commercial, industrial, institutional, mixed-use, or 5+ residential units | \$500           | \$1,500 + 250 for each additional variance   | <input type="checkbox"/> |
| Use (d) Variance including bifurcation applications without site plan   | \$500           | \$1,000 + \$350 for each additional variance | <input type="checkbox"/> |
| <b>APPEALS/INTERPRETATIONS</b>  |                 |  |                          |
| Appeal from Administrative Decision   | \$200           | \$1,500                                      | <input type="checkbox"/> |
| Request for Interpretation of Zoning Ordinance  | \$200           | \$1,000                                      | <input type="checkbox"/> |
| <b>SPECIAL APPLICATIONS</b>   |                 |  |                          |
| Zone Change   | \$1,000         | \$2,500                                      | <input type="checkbox"/> |
| Special Meeting   | \$1,000         | -  | <input type="checkbox"/> |
| Every Hearing After First Initial Hearing   | -               | \$1,000 per hearing                          | <input type="checkbox"/> |
| Amendment to Approved Subdivision and/or Site Plan  | \$350           | Same as initial application escrow amounts   | <input type="checkbox"/> |
| Certificate of Non-Conforming Use   | \$100           | \$1,000 (if hearing required)                | <input type="checkbox"/> |
| <b>ADMINISTRATIVE/MISCELLANEOUS</b>   |                 |  |                          |
| Certified List of Property Owners   | \$10            | -  | <input type="checkbox"/> |
| Reproduction of Recorded Hearing  | \$10 per CD     | -  | <input type="checkbox"/> |
| Copy of Zoning Permit   | \$50            | -  | <input type="checkbox"/> |
| Copy of Zoning Map  | \$20            | -  | <input type="checkbox"/> |
| Publication of Board Decision   | \$15            | -  | <input type="checkbox"/> |
| <b>TOTAL AMOUNT:</b>  | \$ _____        | \$ _____                                     |                          |

Escrow for Site Plan Review. Professional fees for site plan review escrow shall be based on the costs of improvements exclusive of buildings, including, but not limited to, construction and installation costs of grading, pavement, surveyors, monuments, drainage structures, storm sewers, sanitary sewers, water mains, fire protection features, streets, gutters, sidewalks, culverts, street lighting, shade trees and landscaping, parking areas, street signs, sedimentation and erosion control devices, public improvements of open space and any other on-tract improvements. Said fees are as follows:

| Cost of Improvements     | Escrow  | Check if Applicable      |
|--------------------------|---|--------------------------|
| \$0 to \$3,000           | 25.0% of the total cost.                          | <input type="checkbox"/> |
| \$3,000 to \$5,000       | \$750 plus 18.0% of the amount over \$3,001       | <input type="checkbox"/> |
| \$5,001 to \$15,000      | \$1,110 plus 8.5% of the amount over \$5,001      | <input type="checkbox"/> |
| \$15,001 to \$50,000     | \$2,810 plus 6.5% of the amount over \$15,001     | <input type="checkbox"/> |
| \$50,001 to \$100,000    | \$4,435 plus 4.5% of the amount over \$50,001     | <input type="checkbox"/> |
| \$100,001 to \$250,000   | \$6,685 plus 3.0% of the amount over \$100,001    | <input type="checkbox"/> |
| \$250,001 to \$500,000   | \$11,185 plus 2.0% of the amount over \$250,001   | <input type="checkbox"/> |
| \$500,001 to \$750,000   | \$16,185 plus 2.0% of the amount over \$500,001   | <input type="checkbox"/> |
| \$750,001 to \$1,000,000 | \$21,185 plus 2.0% of the amount over \$750,001   | <input type="checkbox"/> |
| \$1,000,001 and over     | \$26,185 plus 2.0% of the amount over \$1,000,001 | <input type="checkbox"/> |
| <b>TOTAL AMOUNT:</b>     | \$ _____  |                          |

*The escrow fees provided for in this section shall be preliminary fees and shall not include any additional escrow fees which are required to be paid from time to time as hereinafter provided. The Planning Board or Board of Adjustment shall not act or consider any plan until such time as the initial fees are paid in full and no application shall be considered complete until such time as the fees provided for in this section are deposited with the Township of Teaneck. If an escrow account is reduced to 25% or less of the original preliminary fee provided, the Chief Financial Officer shall inform the Board Secretary, who shall provide the applicant with written notice of the insufficient escrow balance, pursuant to N.J.S.A. 40:55D-53.2.c. The applicant must pay to the Township and replenish the escrow to 50% of the original preliminary fee within 7 days of notice. The Chief Financial Officer shall also simultaneously inform the Board Professionals that they are to cease work until the escrow has been refilled. During such time, the Board holding jurisdiction, including its professionals, shall not discuss, consider, or in any way make any recommendations or provide guidance as to any matter before the Board. Filing an application requires an agreement for the applicant to pay for the reasonable costs of the professional review and memorialization of that application. If an applicant or property owner refuses to, or fails to, pay any outstanding and reasonable costs incurred in the review or memorialization of an application, regardless of the Board's determination, the Township shall place a lien on said property associated with the application to recover the professional costs incurred to the Township, in compliance with all applicable Township ordinances and State laws.*

**Make checks payable to the "Township of Teaneck"**

*Applicants must submit a W-9 form with all escrow fee checks. When an application involves two or more fee categories, the fee shall equal the total of the fees required for each type of application requested.*

**12. CERTIFICATION AND AUTHORIZATION**

I hereby certify that all information and statements contained in this application and the accompanying documents are true and accurate. By signing this application, I authorize staff and designated professionals of the appropriate Board to enter and inspect the subject property as necessary for the review of this application.

**Signature of Applicant or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(If Different Than Applicant)**

**Signature of Owner Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Request for Certified Lists

I, \_\_\_\_\_, am requesting a Certified List of Property Owners within 200 feet of the following in the Township of Teaneck.

ADDRESS: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_

LOT(S): \_\_\_\_\_

PLEASE CHECK THE FOLLOWING:

Applicant Applying Before:

- Zoning Board of Adjustment
- Planning Board

Applicant requesting list to be:

- Mailed: \_\_\_\_\_
- E-Mailed: \_\_\_\_\_
- Picked Up

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

You are required to pay a fee of \$10.00 to receive a Certified List. Please make checks payable to the Township of Teaneck.

Please mail or drop off this form and the check to:

Township of Teaneck  
818 Teaneck Road  
Teaneck, NJ 07066  
Attn: Tax Assessor

Once your Certified List is returned, please include it in your application to the Planning or Zoning Board.

## Property Tax Status Report

Under provisions of N.J.S.A. 40:55D-39(e), N.J.S.A. 40:44D-65(h), and Sec. 33-6 of the Township Code, delinquent municipal taxes and assessments shall bar approval of a development application unless an agreement for such payment is made with the Township.

### SECTION I (TO BE COMPLETED BY APPLICANT)

I, \_\_\_\_\_, am requesting a Property Tax Status Report for the following in the Township of Teaneck:

ADDRESS: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_

LOT(S): \_\_\_\_\_

The owner of record is \_\_\_\_\_. I request that the Tax Collector determine whether there are any delinquent taxes and/or assessments due on this property.

DATE: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

### SECTION II (TO BE COMPLETED BY TAX COLLECTOR)

I, \_\_\_\_\_, Tax Collector for the Township of Teaneck, hereby certify that for Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_, better known as \_\_\_\_\_, of the Township of Teaneck:

- all taxes due have been paid
- all assessment due have been paid
- the following taxes and/or assessments are due and delinquent: \_\_\_\_\_

DATE: \_\_\_\_\_ Tax Collector's Signature: \_\_\_\_\_

## DEVELOPER FEE DETERMINATION FORM

Pursuant to Ordinance O-15-2026, the Township of Teaneck requires the payment of developer's fees for certain residential and non-residential development projects. The purpose of this form is to determine whether a proposed project is subject to a development fee.

### PROJECT INFORMATION

Property Address: \_\_\_\_\_

Block and Lot(s): \_\_\_\_\_

Project Description:

### RESIDENTIAL DEVELOPMENT FEES

Residential developers, except for those specifically exempted by Ordinance, shall pay a residential development fee, provided no increased density is permitted unless otherwise stated. Does your project:

1. Create an additional new dwelling unit that is not part of an affordable housing development project and does **not** require a density variance?

Yes       No

If *Yes*, a development fee of 1.5% of the equalized assessed value may be required.

2. Create an additional new dwelling unit that is not part of an affordable housing development project and **does** require a density variance?

Yes       No

If *Yes*, a development fee of 6.0% of the equalized assessed value may be required.

### NON-RESIDENTIAL DEVELOPMENT FEES

Non-residential developers (including the non-residential portion of mixed-use developments), except for those specifically exempted by Ordinance, shall pay a fee based on the equalized assessed value of land and improvements for new construction. Does your project:

3. Involve demolition and replacement of an existing structure; OR create additions to existing structures for non-residential purposes that are **not** the result of alterations, change in use within the existing footprint, reconstruction, renovations, or repairs?

Yes       No

If *Yes* to the above, a development fee of 2.5% of the increase in equalized assessed value may be required.

**Escrow Agreement**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, between \_\_\_\_\_ (the "Applicant"), and the Planning or Zoning Board of Adjustment of the Township of Teaneck (the "Board") and the Township Council of the Township of Teaneck (the "Township").

**WHEREAS**, the Board desires to establish an escrow whereby work required to be performed by professionals employed by the Board will be reimbursed by the Applicant as required under the provisions of the Township Code.

**NOW, THEREFORE**, it is mutually agreed between the two parties that:

**Section 1. PURPOSES**

The Board authorizes its professional staff to review, inspect, report and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Township Code. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and finding derived from the review, study, investigation and like or similar duties performed as elsewhere authorized. The Applicant agrees to pay all reasonable professional fees incurred by the Board for performance of these duties.

**Section 2. ESCROW ESTABLISHED**

Applicant, Board, and Township, in accordance with the provisions of this agreement hereby create an escrow to be established with the Financial Officer of the Township of Teaneck.

**Section 3. ESCROW FUNDED**

Applicant, by execution of this Agreement, shall pay to the Township to be deposited in the depository referred to in Section 2, such sums as required by the Township Code. Execution of this Agreement by the Township acknowledges receipt of the sums referred to herein.

**Section 4. INCREASE IN ESCROW FUND**

If during the existence of the Agreement the funds held by the escrow holder shall be reduced to 25% or less of the original fee, Applicant shall, within seven (7) days from date of receipt of written notice, deposit not less than 50% of the original fee with escrow holder. The written notice referred to in this paragraph shall be sent to: \_\_\_\_\_. Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. This notice required under this paragraph shall be given to the Board.

**Section 5. TIME OF PAYMENT**

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Board for vouchers of amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

**Section 6. BOARD OF REVIEW**

The Board shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this agreement. Upon making a determination that services have been performed properly, the Board shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the escrow holder from the escrow established pursuant to this agreement.

**Section 7. APPLICANT'S OBJECTION**

The Applicant shall have the right to make periodic inspections of the records maintained by the escrow holder to determine the status of the escrow at any point in time. Where the applicant objects to the payment of any voucher from the escrow fund, he shall have the right to appeal, upon three (3) days notice to all professionals, to the Board to determine whether the payment or payments objected to are proper. The standards of review to be utilized by the Board in determining whether said payments are proper, and whether the fees incurred are reasonable and whether the work has been performed properly.

**Section 8. INTEREST ALLOCATIONS**

Any and all interest that would be added if the balance is \$5,000.00 or over, will be added monthly to their escrow account.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on this day \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_  
Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Applicant Signature: \_\_\_\_\_  
Township of Teaneck: \_\_\_\_\_