

**TOWNSHIP OF TEANECK
FILING INSTRUCTIONS
VARIANCE APPLICATION**

When filing an appeal for a variance approval with the Teaneck Board of Adjustment or Planning Board, the following is required:

1. Fill out variance application form completely. Incomplete applications will delay your hearing date. If you are not the owner of the property, request **Owner's Authorization Form** which is to be filled out, signed, and notarized. Complete tax payment forms in duplicate to the dotted line. Return forms to the Board Secretary. If this is a commercial application, an escrow deposit to the Township of Teaneck, additional forms, and additional approvals may be required, as stated in your Letter of Denial.
2. Deliver 16 copies of survey or plot plan (prepared by N. J. State licensed land surveyor), 20 copies of elevations (if required), 16 copies of signed and sealed plans (if required) (prepared by N. J. State licensed architect or engineer) to the Board Secretary.
3. Check with the Board Secretary for total fees due. Your check or money order payable to the Township of Teaneck for fees due along with numbers **1** and **2** above must be hand delivered to the Board Secretary, Monday through Thursday until **5:00 P. M.**
4. Fee for certified list of property owners within a 200 foot radius of the subject property is **\$10.00**, which will be included in your fee.
5. Fee for publication of the decision advertised in **The Record** is **\$15.00**, which will be included in your fee.
6. If appeal for a Use Variance involves site plan review, file two copies of the map with the Bergen County Department of Planning and Economic Development, 21 Main Street, Hackensack, New Jersey 07601.
7. If appeal for Use Variance involves site plan review and if property is on a County road, you must contact the Department of Planning and Economic Development as to the application, fee & number of copies of plans required by them.
8. Property within **200** feet of the property in question must be served with notice of the hearing, by using the Public Notice Form sent to you properly filled out by you, by handing this notice to an adult in the household **and obtaining a signature & date of delivery, or by certified mail, at least ten days prior to the hearing date** and returning original Certified Mail Receipts to the Board Secretary. The notarized proof of service form must be returned to the Board Secretary **at least seven days prior to the hearing date. DO NOT COUNT THE DAY OF THE MEETING IN THE TEN DAY PERIOD.**
9. You must contact **THE RECORD AT LEAST 13 DAYS PRIOR TO THE HEARING DATE** using the Public Notice Form. The appeal must be advertised in **THE RECORD AT**

LEAST TEN DAYS PRIOR TO THE HEARING DATE, and a newspaper affidavit obtained as proof of publication must then be submitted to the Board Secretary. **DO NOT COUNT THE DAY OF THE MEETING IN THE 10 OR 13 DAY PERIOD.** Prior to the hearing date, a copy of the ad must be returned to the Board of Adjustment office.

10. The Board Secretary will hear the case after all of the above has been complied with at the next available regularly scheduled meeting and vote on the merits.

11. A Resolution is usually adopted by the Board at the next regularly scheduled meeting following the close of the hearing.

12. After your Resolution is adopted, there is a **45 day waiting period before you may apply for the building permit.**

PLEASE CALL THE BOARD SECRETARY OFFICE AT 201-837-4835 IF YOU HAVE ANY QUESTIONS. ALL OF THE ABOVE MUST BE COMPLETED WITHIN THE STATED TIME LIMITS OR YOUR APPEAL WILL NOT BE HEARD.

DO NOT WRITE IN THIS SPACE	
FILED: _____	20 _____
120 Days	
from filing _____	20 _____

APPEAL FOR VARIANCE FROM CERTAIN PROVISIONS
OF THE ZONING ORDINANCE

Lot _____	Block _____	Tax Map Sheet _____
Street Address _____		
Name of Applicant _____		
Address of Applicant _____		

1. Name of Owner _____
(If different from applicant)* (If a corporation, furnish name of president or secretary)
2. Address of Owner _____
3. Dimensions of subject premises _____ Ft.
4. Area of subject premises _____ Sq. Ft.
5. Area of existing structures to remain on subject premises _____ Sq. Ft.
6. Area of proposes structures _____ Sq. Ft.
7. Total area of subject premises to be occupied by structures _____ Sq. Ft.
8. Percentage of subject premises to be occupied by structures _____ Percent
9. Zone in which premises are located _____
10. State whether there have been any previous development applications involving these premises (variance, subdivision, site plan, other) Yes _____ No _____
 - a) Nature of application _____
 - b) Date of Decision _____
 - c) Disposition _____
11. State whether there are any covenants or easements imposed by the Township of Teaneck, or imposed by other governmental agencies, or relating to utilities. Attach a copy of any such covenants, deed restrictions, exceptions or easements. The granting of this application does not modify or rescind any Yes _____ No _____

*If applicant is not the owner, Owner Authorization Form

TOWNSHIP OF TEANECK

12. State whether there are any taxes or assessments for local improvements due or delinquent on the property which is the subject of this application:

Yes _____ No _____

**APPLICATION IS HEREBY MADE TO THE BOARD OF ADJUSTMENT/
PLANNING BOARD FOR VARIANCE RELIEF AS FOLLOWS:**

The applicant hereby request permission to (circle whichever applies) erect, alter, move, convert, use -

a _____

contrary to the requirement of Sections _____

of the Teaneck Zoning Ordinance 1811, as amended and supplemented, upon the premises know as

_____ Block _____ Lot _____
Street and Number

The proposed building or structure or use is contrary to the ordinance in the following particulars: State Specifically)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

State whether the Construction Official/Administrative Officer has examined the application for the proposed uses and refused a certificate of occupancy/use.

Yes _____ No _____

State whether the Construction Official/Administrative Officer has examined the plans for the proposed building or structure and refused building permit.

Yes _____ No _____

Date of denial by Construction Official/Administrative Officer _____

I hereby certify that the foregoing statements are true to the best of my knowledge and belief:

Signature of Applicant

Dated: _____

TOWNSHIP OF TEANECK
TAX AND ASSESSMENT PAYMENT REPORT

Applicant _____ Date _____

Under provisions of NJSA 40:55D-39(e), NJSA 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.

Applicant shall complete Section I of this form in duplicate and submit with the application for development. The clerk of the Board shall forward the two copies to the Tax Collector for verification that no delinquent taxes or assessment are due. One signed copy of this form will be retained by the Tax Collector and the other will be placed in the applicant's file.

SECTION I (to be completed by Applicant)

I, _____ of _____
(Name) (Address)

am making an application to the Planning Board/Board of Adjustment

for the development of Lot(s) _____ in Block(s) _____

whose owner of record is _____

of (Address) _____

I request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Date _____ Applicant's Signature _____

SECTION II (To be completed by Tax Collector)

I, _____, Tax Collector of the Township of Teaneck certify that for

Lot(s) _____ Block _____

better known as (address) _____

- () all taxes due have been paid.
- () all assessments due have been paid.
- () the following are due and delinquent:

Date _____ Tax Collector's Signature _____