



# TOWNSHIP OF TEANECK

PAUL A. VOLKER MUNICIPAL GREEN  
818 TEANECK ROAD  
TEANECK, NEW JERSEY 07666  
**BUILDING DEPARTMENT**  
PHONE (201) 837-1600 Ext 1100 FAX (201) 837-4802  
EMAIL – building@teanecknj.gov

## APPLICATION FOR ZONING PERMIT

**NO OCCUPANCY IS PERMITTED PRIOR TO THE ISSUANCE OF THE REQUIRED ZONING PERMIT**  
COMPLETE ALL REQUESTED INFORMATION – PLEASE PRINT OR TYPE – ILLEGIBLE FORMS WILL NOT BE ACCEPTED

### LOCATION INFORMATION

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE DISTRICT \_\_\_\_\_

WORK SITE LOCATION  
INCLUDE IDENTIFIERS \_\_\_\_\_

EMAIL \_\_\_\_\_

### OFFICE USE ONLY

APPLICATION DEEMED COMPLETE

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING  
CONTROL NUMBER: \_\_\_\_\_

### ZONING PROPOSAL

EXISTING USE OR LAST USE OF PROPERTY  SINGLE FAMILY  TWO FAMILY  MULTI-FAMILY

NON-RESIDENTIAL (EXPLAIN) \_\_\_\_\_

PROPOSED USE, CONSTRUCTION, WORK OR INSTALLATION ( ATTACH ADDITIONAL SHEET IF NECESSARY TO FULLY EXPLAIN THE PROJECT )  
\_\_\_\_\_

PROPOSED ACCESORY USES \_\_\_\_\_

### PROPERTY OWNER INFORMATION

NAME OF PROPERTY OWNER \_\_\_\_\_

NAME OF PRINCIPAL OFFICER \_\_\_\_\_

OWNER HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

### APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

APPLICANT HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_

### BUSINESS INFORMATION

LEGAL NAME OF BUSINESS \_\_\_\_\_

NAME BUSINESS TRADING AS \_\_\_\_\_

NAME OF PRINCIPAL OFFICER \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

**TOWNSHIP OF TEANECK  
BUILDING DEPARTMENT  
APPLICATION FOR ZONING PERMIT**

**BUSINESS INFORMATION (CONT.)**

NUMBER OF EMPLOYEES \_\_\_\_\_

AREA OF THIS BUSINESS USE (SQUARE FEET) \_\_\_\_\_

AREAS OF ALL OTHER USES \_\_\_\_\_  
 ( List all other uses, businesses, tenants, etc. and the areas of each use when there are multiple uses on the property. Attach separate sheet if necessary. ) \_\_\_\_\_

TOTAL NUMBER OF PARKING SPACES ON SITE \_\_\_\_\_

**APPLICATION TYPES**

TYPE OF ZONING PERMIT(S) REQUESTED \_\_\_\_\_  
 ( Check all items that apply to this project )

<input type="checkbox"/> CERTIFICATE OF USE (NEW BUSINESS)	<input type="checkbox"/> NEW BUILDING
<input type="checkbox"/> HOME PROFESSIONAL OFFICE	<input type="checkbox"/> ADDITION
<input type="checkbox"/> HOME OCCUPATION	<input type="checkbox"/> ALTERATIONS ( Without modification to existing building footprint )
<input type="checkbox"/> TEMPORARY USE	<input type="checkbox"/> SWIMMING POOL
<input type="checkbox"/> FENCE	<input type="checkbox"/> RETAINING WALL
<input type="checkbox"/> DRIVEWAY	
<input type="checkbox"/> SHED	
<input type="checkbox"/> TEMPORARY TOILET FACILITY	

HAS THIS PROPERTY EVER BEEN THE SUBJECT OF ANY PRIOR APPLICATION BEFORE THE ZONING BOARD OF ADJUSTMENT OR THE PLANNING BOARD?  YES  NO ( If Yes, attach information on the date, nature and disposition of such applications )

**OWNER'S AUTHORIZATION**

I hereby authorize the submission of this application and agree to bind myself to any terms and conditions stipulated to and agreed by and between said applicant and the Township of Teaneck in the course of approval of this application for zoning permit. I also grant permission to the Building Department staff to enter upon the property for purposes of evaluating this application.

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT'S CERTIFICATION**

I hereby certify that I have been authorized by the property owner to make this application, that all information contained herewith is true and complete and accurately describes the existing and proposed uses of the subject property. I understand that if any of the above statements or information is false, misleading or omitted, I will be subject to penalty and revocation of the issued permit in accordance with Section 33-23 (d)(2) and Section 33-23 (d)(3)e of the Township of Teaneck Development Regulations.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY**

REQUIRED DOCUMENTS	SUBMITTED	INITIALS	DATE
APPLICATION FORM	<input type="checkbox"/>	_____	_____
PROPERTY SURVEY	<input type="checkbox"/>	_____	_____
PROPOSED SITE PLAN	<input type="checkbox"/>	_____	_____
PROPOSED FLOOR PLANS/ELEVATIONS	<input type="checkbox"/>	_____	_____
HISTORIC PROPERTY	<input type="checkbox"/>	_____	_____
PREVIOUS APPROVALS / VARIANCES	<input type="checkbox"/>	_____	_____
APPLICATION FEE	<input type="checkbox"/>	_____	_____

**TOWNSHIP OF TEANECK**  
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**APPLICATION FOR ZONING PERMIT**

***OFFICE PROCEDURES FOR PERMIT PROCESSING***

**Zoning approval** is the first step required in the establishment of a new business, construction of a new building or addition or installation of sheds, driveways and fences. Most activities which involve use of a property or changes to the physical nature of a property will require zoning approval. Check with the Building Department before you begin a project or activity to confirm if zoning approval may be required. The Building Department is charged with the responsibility of enforcing the municipal **Development Regulations**. These regulations have been developed to guide the appropriate use of lands and to ensure the health, safety and general welfare of people living, working and visiting the Township of Teaneck.

To begin the process, obtain a copy of an **Application for Zoning Permit** from the Building Department office or online at the township website at [www.teanecknj.gov](http://www.teanecknj.gov) . Complete this application and submit it along with all required documents and the application fee to the Building Department during normal business hours. Be advised that incomplete applications will not be accepted. You may check on the status of your application by calling the Building Department at (201) 837-1600 Ext 1100. Have your **Zoning Control Number** available. This number will be given to you at the time the application is received.

The **Zoning Officer** and **Assistant Zoning Officer** are available to provide information concerning the Township's Development Regulations. It is recommended that you make an appointment early in your project to discuss required approvals, details of your particular proposal and to avoid unnecessary delays. The information provided is not to be taken as legal advice nor shall it be binding on the Township. All applicants are urged to seek their own legal counsel on matters pertaining to their particular projects.

After the **Application for Zoning Permit** has been reviewed, you will be notified by telephone if it has been approved or by mail if it has been denied. Once an application has been deemed complete and the zoning review performed – with the application either denied or approved – any subsequent revision to that application will require a resubmission fee.

The **Property Survey** submitted with the application must accurately reflect the existing conditions of the property at the time the application is made. The survey must be completed by a surveyor, licensed in the State of New Jersey, drawn to scale and may not be distorted by copy machine or facsimile transmission. This survey must show all physical improvements on the property including, but not limited to, buildings, driveways, walkways, swimming pools, decks, fences, patios, parking lots, sheds, etc. A site inspection will be made by the Zoning Staff to confirm the accuracy of the survey. Inaccurate surveys will be reason to deem an application incomplete. Zoning review will not proceed until submission of an accurate survey.

A **Site Plan** is required whenever any change to the physical improvements of the property is proposed. When a Site Plan is required, this plan must show all aspects of the proposed project including, but not limited to, new and altered buildings, driveways, walkways, swimming pools, decks, fences, patios, parking lots, sheds, etc. This plan must be drawn to scale and indicate dimensions of all proposed buildings along with setback dimensions from all buildings to all property lines.

Proposed **Floor Plans** and **Building Elevations** must be submitted for all projects involving construction beyond the footprint of an existing structure. These documents must also be submitted for establishing or modifying any non-residential use. Additional information necessary to understand the proposal, such as a narrative describing a business activity, manufacturer's product literature showing an item to be installed or built, or photographs of existing site conditions should be submitted.

At the end of a construction project and/or before the start of new business activities, a **Final Inspection** will be made by the Zoning Staff to verify compliance with the provisions of the Development Regulations and any conditions of the **Zoning Permit**.

**Mark Bocchino**  
Acting Construction Official

**Daniel Melfi**  
Zoning Officer

**Adam Myszka**  
Assistant Zoning Officer

# SAMPLE

## LIST OF REQUIRED INFORMATION

BEARINGS AND DIMENSIONS OF ALL PROPERTY LINES.

NAME OF PROPERTY OWNER.

ADDRESS OF PROJECT INCLUDING THE TAX MAP BLOCK AND LOT DESIGNATIONS.

NAME, ADDRESS, TELEPHONE NUMBER AND SIGNATURE OF PERSON PREPARING THE PLAN.

SCALE OF THE DRAWING.

DATE OF THE DRAWING, INCLUDING THE DATES OF ALL REVISIONS.

LOCATION OF ALL EXISTING BUILDINGS, INCLUDING HOUSE, DETACHED GARAGE, SHED, ACCESSORY BUILDINGS, CARPORTS, ETC.

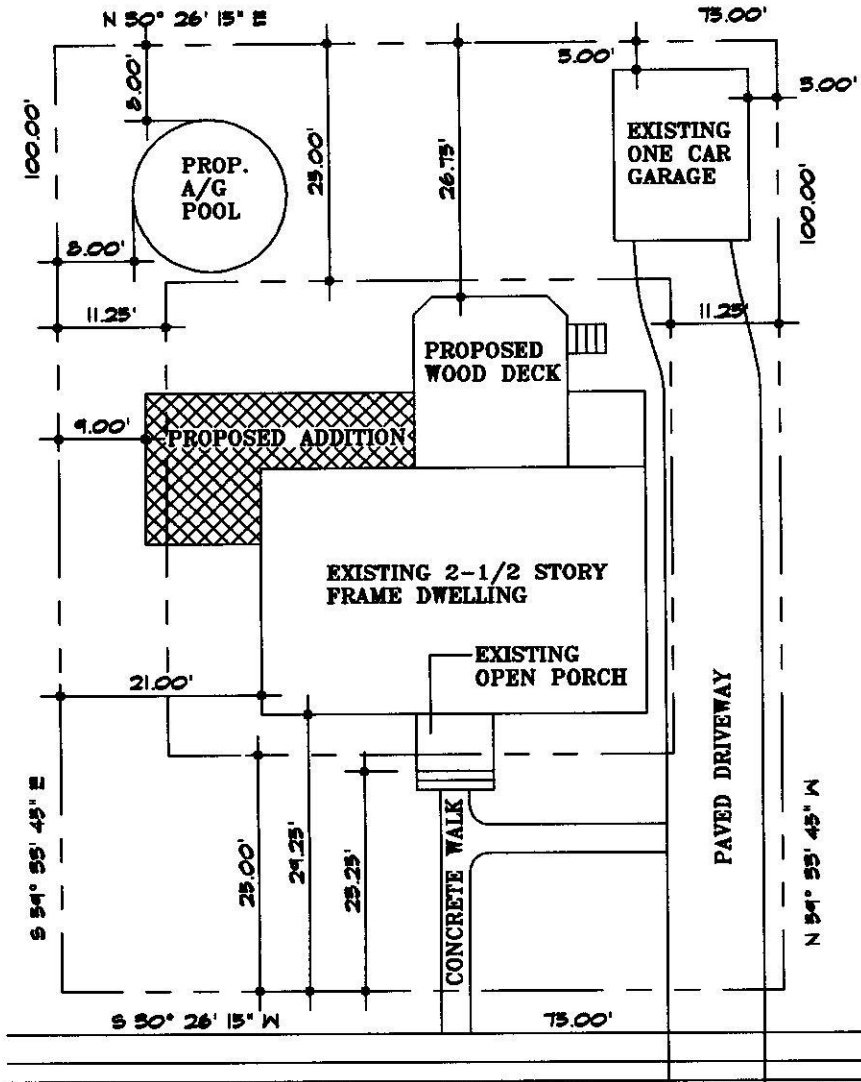
LOCATION OF ALL PROPOSED BUILDINGS, INCLUDING HOUSE, DETACHED GARAGE, SHED, ACCESSORY BUILDINGS, CARPORTS, ETC.

LOCATION OF ALL EXISTING IMPROVEMENTS INCLUDING DRIVEWAY, WALKWAYS, DECKS, STEPS, SWIMMING POOLS, PATIOS, ETC.

LOCATION OF ALL PROPOSED IMPROVEMENTS INCLUDING DRIVEWAY, WALKWAYS, DECKS, STEPS, SWIMMING POOLS, PATIOS, ETC.

LINE INDICATING REQUIRED FRONT, SIDE AND REAR YARD SETBACKS WITH DIMENSIONS FROM PROPERTY LINES.

DIMENSIONS FROM PROPERTY LINES TO ALL EXISTING AND PROPOSED STRUCTURES AND IMPROVEMENTS ON THE PROPERTY.



## TEANECK ROAD

<b>SITE PLAN</b>  Addition and Alterations to an Existing Dwelling FOR: MR. AND MRS. DOE AT: 5555 TEANECK ROAD TEANECK, NEW JERSEY 07666	<b>JOHN Q. PUBLIC</b> architect  100 MAIN STREET ANYTOWN, NEW JERSEY 07999 201.555.5555  N.J. ARCHITECT CERT. NO. A100000	DATE JAN 18, 2005
		SCALE 1" = 20'-0"
		SHEET  <b>SP-1</b>  NO. 1 OF 1

**TOWNSHIP OF TEANECK**  
**BUILDING DEPARTMENT**  
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**ZONING WORKSHEET**

WORK SITE LOCATION \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE DISTRICT \_\_\_\_\_

LOT AREA \_\_\_\_\_ SQUARE FEET

MAXIMUM BUILDING COVERAGE - \_\_\_\_\_ % OF LOT AREA = \_\_\_\_\_ SQUARE FEET

MAXIMUM LOT COVERAGE - \_\_\_\_\_ % OF LOT AREA = \_\_\_\_\_ SQUARE FEET

ITEM DESCRIPTION	EXISTING AREA	PROPOSED AREA	REMARKS
1. BUILDING FOOTPRINT	(SQUARE FEET)	(SQUARE FEET)	
2. DETACHED GARAGE			
3. ROOFED PORCHES, PATIOS, DECKS AND BREEZEWAYS			
4. STORAGE SHEDS			
5. OTHER ACCESSORY BUILDINGS			
6. DRIVEWAYS AND PARKING AREAS			
7. OPEN ENTRIES AND STEPS			
8. OPEN PATIOS, TERRACES AND DECKS			
9. WALKWAYS			
10. SWIMMING POOLS			
11. OTHER			
12. OTHER			
<b>BUILDING COVERAGE</b>	<b>S.F.</b>	<b>S.F.</b>	DIVIDE THE TOTAL SQUARE FOOT AREA BY THE LOT AREA TO DETERMINE THE % OF COVERAGE
(ADD ITEMS 1 THROUGH 5)	%	%	
<b>LOT COVERAGE</b>	<b>S.F.</b>	<b>S.F.</b>	
(ADD ITEMS 1 THROUGH 12)	%	%	

\_\_\_\_\_  
PERSON COMPLETING WORKSHEET \_\_\_\_\_  
DATE

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***INSTRUCTIONS FOR COMPLETING THE ZONING WORKSHEET***

All information requested on the **Zoning Worksheet** must be submitted in order for the **Zoning Permit Application** to be deemed complete. If an Applicant is unable to perform these calculations, the Applicant may need to obtain the assistance of an architect, engineer or surveyor.

The **Maximum Building Coverage** and **Maximum Lot Coverage** for each **Zone District** can be obtained from the Zoning Staff at the Building Department offices or in the **Development Regulations** section of the Town Code available on the Township's website at [www.teanecknj.gov](http://www.teanecknj.gov) . Multiply these percentages times the lot area to determine the maximum coverage in square feet. The definitions of both **Building Coverage** and **Lot Coverage** are contained in Teaneck Town Code Section 33-3 and reads as follows:

*Building coverage.* That area of a lot covered by buildings measured on a horizontal plane around the periphery of the foundation(s) and including the area under the roof of any structure supported by columns, but not having walls, as measured around the extremities of the roof above the columns.

*Lot coverage.* The area of a lot covered by buildings, paved surfaces and accessory uses.

Special rules apply to the calculation of driveway coverage for lots with widths of less than 60 feet. These rules are contained in Teaneck Town Code Section 33-24 (a) (4) d. and reads as follows:

*Permissible deviation from lot coverage standard.* Notwithstanding the foregoing, a lot with less than a sixty-foot frontage and containing a lot area not exceeding 6,000 square feet and where there exists a detached garage located within the rear yard, the lot coverage of the driveway area only shall be calculated as follows:

1. The square foot area of the driveway located within the front yard shall be multiplied by a factor of 100%.
2. The square foot area of the driveway located within the side yard and rear yard shall be multiplied by a factor of 50%.
3. The total driveway area, for the purpose of calculating lot coverage, shall be the sum of the above areas.
4. This provision shall not apply if the subject lot is a corner lot.

Special or unusual conditions pertaining to any of the **Items** of the Worksheet should be indicated in the **Remarks** section of each line. Be aware that the Zoning Staff must be able to understand the extent and details of the project for a complete review to occur. If necessary, key the **Items** of the worksheet to the **Site Plan** submitted with this application.

If questions arise concerning the completing of the Zoning Permit Application, contact the Building Department at 201-837-1600 Ext 1100 and ask to speak with a member of the Zoning Staff. Applicants may also request either office or site meetings to review their projects.