

DEVELOPMENT APPLICATION GENERAL INFORMATION & INSTRUCTIONS

PLANNING BOARD OF THE BOROUGH OF TETERBORO

Questions? Call 201-288-7204 or email the Board Secretary, Susan Krause at code@teterboronj.org.

Visit <https://www.teterboronj.org/departments/construction> for applications and information.

MEETING SCHEDULE

The Teterboro Planning Board meets the second Tuesday of the month at 6:30 pm at Municipal Building Council Chambers, 510 Route 46 West, Teterboro, NJ 07608 unless otherwise noticed. Visit the Borough of Teterboro's website to see exact dates and meeting times of the Planning Board.

HOW TO MAKE APPLICATION TO THE BOARD

The Applicant shall contact the Board Secretary, Susan Krause, at 201-288-7204 for application instructions and the delivery schedule for your application. At least three (3) weeks prior to the upcoming meeting date, the Applicant must submit fifteen (15) application packets for distribution to the Board members and others having jurisdiction over the review for initial Completeness Review to the Teterboro Planning Board Secretary, 250 Hollister Road, Floor 2, Teterboro, NJ 07608. These packets should include all application and checklist items:

All documents must be organized into packets, include a copy of all fees and submitted in unsealed envelopes marked as follows:

Six (6) Packets in unsealed envelopes marked as follows:

- Board Secretary (plans should be sized at 15" x 21")
- Board Engineer (plans should be sized at 24" x 36")
- Construction Official (plans should be sized at 24" x 36")
- Fire Official/Fire Chief (plans should be sized at 24" x 36")
- Police Chief (plans should be sized at 24" x 36")
- Board Attorney (plans should be sized at 15" x 21")

Nine (9) Packets in unsealed envelopes marked as follows:

- Board Member (plans should be sized at 15" x 21")

Additional items and fees to be submitted in the Board Secretary packet only.

APPLICATION & ESCROW FEES

All applicants are required to provide application fees and an escrow deposit along with the appropriate W9. The fees are defined in Chapter 165 of the Borough Code. Checks must be payable to the Borough of Teterboro. No hearing or review will be conducted until said funds are deposited with the Borough.