

# BOROUGH OF TETERBORO

250 HOLLISTER ROAD, 2<sup>ND</sup> FLOOR  
TETERBORO, NJ 07608

TEL: 201-288-7204 · FAX: 201-288-4832

Planning Board  
Construction Code Enforcement

[code@teterboronj.org](mailto:code@teterboronj.org)

## All Changes of Tenancy /All Changes of Ownership

As a matter of diligence, any new business moving into town should apply to Planning Board for a use approval. The reason is not only to satisfy the approval requirements of the Teterboro Zoning Ordinance but also for contact information purposes. The contact information is then delegated to Emergency Management, Police Department, and Fire Prevention Bureau.

For your information, the Planning Board meets the **second Tuesday of the month at 6:30 P.M.** in the Council Chambers of the Municipal Building at 510 Route 46 West, Teterboro. Your applications and fees must be received **14 days prior to the meeting** at 250 Hollister Road floor 2, Teterboro.

Attached please find documents that shall be completed by the proposed tenant and property owner regarding providing information regarding your zoning review and appearance before the Planning Board.

- 1) Planning Board Application
- 2) Sample Letter to be typed on company's letterhead
- 3) Application for Borough Occupancy Permit Certificate
- 4) Sample Letter to be typed on company's letterhead if requesting *Temporary ZCCO*

Please submit all the above as soon as possible along with your check of \$100. for your Planning Board application. And a check in the amount of \$300. for your Borough Occupancy Permit Certificate application. Checks shall be made payable to Borough of Teterboro. All documents are to be submitted to 250 Hollister Road, Teterboro, NJ.

## *What to expect after your Board Approval:*

- 1) An inspection is required prior to your occupancy. Please call 201-288-7204 to schedule an appointment.
- 2) An Emergency Management Registration form shall be completed and submitted to the Construction Office upon taking occupancy.

Construction shall not begin without a prior approvals and a permit issued by the Building Department.

If you have any questions, please contact our office at 201-288-7204.

Thank you.

Susan Krause  
Planning Board Secretary

PLANNING BOARD APPLICATION

To: Planning Board, Teterboro, N.J.

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

Application is hereby made for review and approval of:

\_\_\_\_\_ MINOR SUBDIVISION

\_\_\_\_\_ PRELIMINARY PLAT OF MAJOR SUBDIVISION

\_\_\_\_\_ FINAL PLAT OF MAJOR SUBDIVISION

\_\_\_\_\_ PRELIMINARY SITE PLAN

\_\_\_\_\_ FINAL SITE PLAN

\_\_\_\_\_ CHANGE IN SURFACE DRAINAGE

\_\_\_\_\_ CONSTRUCTION IN THE FLOOD PLAIN DISTRICT

\_\_\_\_\_ OTHER: \_\_\_\_\_

Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Tele.No. \_\_\_\_\_

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

Applicant  
(if not owner): \_\_\_\_\_ Tele.No. \_\_\_\_\_

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

Engineer's Name: \_\_\_\_\_ Tele.No. \_\_\_\_\_

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

\_\_\_\_\_  
(applicant signature) (title or position)

Desired hearing date: \_\_\_\_\_

Fee \$100. Check payable to: Borough of Teterboro

Fee: \$ \_\_\_\_\_ Collected by: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION FOR CERTIFICATE

Permit # \_\_\_\_\_  
Date Issued \_\_\_\_\_  
- or -  
Control # \_\_\_\_\_  
Certificate Application Received: \_\_\_\_\_  
Certificate Issued: \_\_\_\_\_

## IDENTIFICATION

Work Site Location \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification Code \_\_\_\_\_

Owner In Fee \_\_\_\_\_ Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_ License No. \_\_\_\_\_ Tel. (\_\_\_\_) \_\_\_\_\_

Tel. (\_\_\_\_) \_\_\_\_\_ Federal Employee No. \_\_\_\_\_

## ACTION

- ☐ CERTIFICATE OF OCCUPANCY
- ☐ CERTIFICATE OF CONTINUED OCCUPANCY
- ☐ LEAD HAZARD ABATEMENT CERTIFICATE OF CLEARANCE
- ☐ TEMPORARY CERTIFICATE OF OCCUPANCY

USE GROUP \_\_\_\_\_ Previous \_\_\_\_\_ Current \_\_\_\_\_

FINAL COST OF CONSTRUCTION: \$ \_\_\_\_\_

(Include value of any new structure, all on-site improvements, built-in furnishings and fixtures and all integral equipment exclusive of process or manufacturing equipment.)

Describe below any substantive deviation in dimension, lay out or appearance of the building or structure from the released plans and specifications filed with the construction permit application. Please note, a set of amended drawings may be required.

If you are requesting a Temporary Certificate of Occupancy, please explain why in the space below.

DESCRIPTION OF WORK/USE:

I hereby attest that to the best of my knowledge, the completed project meets the conditions of the construction permit and all prior approvals, and all work has been completed substantially in accordance with the code and with those portions of the plans and specifications controlled by the code, with any substantial deviations noted. Incomplete items listed on a Temporary Certificate of Occupancy will be completed by the date on the Certificate.

SIGNED: \_\_\_\_\_  
OWNER/AGENT

☐ OWNER ☐ AGENT

SAMPLE LETTER LETTERHEAD REQUIRED ..

November 10, 1992

Borough of Teterboro Planning Board  
Teterboro Municipal Building  
510 Route 46 West  
Teterboro, NJ 07608

Re: Zoning Approval  
For: Auto Value, Inc.  
At: 430 Industrial Ave. Block 201, Lot 8

Dear Members of the Board:

We are hereby requesting a zoning approval at your November 10, 1992 meeting for a 130 SF Business office, designated as Unit 11L at subject site.

Enclosed please find required \$100.00 fee, Check number 2481, and the following basic information requested:

1. Type of Business: Auto Broker
2. Brief Description: Purchase & Resale of Motor Vehicles on a wholesale basis.
3. Years Experience: 15 years
4. Business Hours: 9:00am - 5:00pm Monday to Friday.  
(amended from original request dated September 25, 1992)
5. Number of Employees: One (1)
6. Parking Spaces Provided: One (1)

Very truly yours,

---

John F. Murphy  
Vice President

Ordinance 582 No owner or tenant shall occupy or reoccupy any building or structure within the zoning jurisdiction of the Borough of Teterboro unless and until it files an emergency management Registration form with the Teterboro Construction Code Office and pay a fee therero. A fee of \$25. shall be paid to the Teterboro Construction Code Office. Make your check payable to the Borough of Teterboro.

**BOROUGH OF TETERBORO**

**EMERGENCY MANAGEMENT REGISTRATION FORM**

**1. Contact person for occupancy inspection (if required)**

Name \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**2. Owner/property information**

Property street address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Property owner's name \_\_\_\_\_

Property owner's mailing address \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_\_

Facsimile number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**3. Tenant/Occupant information**

Name of Tenant/Occupant \_\_\_\_\_

Street Address \_\_\_\_\_

Business phone number (\_\_\_\_) \_\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_\_

Facsimile number(\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

Suite No. \_\_\_\_\_ Floor No. \_\_\_\_\_

**4. Proposed or existing tenant/use**

Is tenant new to the Borough? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of tenant/occupant \_\_\_\_\_

Names(s) of tenant's business \_\_\_\_\_

Number of employees \_\_\_\_\_

Detailed description of proposed/existing use \_\_\_\_\_

Hazardous storage Yes \_\_\_\_ or No \_\_\_\_ If Yes, describe in detail \_\_\_\_\_

Days and hours of conducting business \_\_\_\_\_

Number of off-street parking spaces \_\_\_\_\_

Type of trucks/trailers owned and parked on site \_\_\_\_\_

I certify that the foregoing information supplied to the Borough of Teterboro is correct and accurate to the best of my information and knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Name of Business \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

Office Use	Date Paid	Amount	Check	Receipt
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**SAMPLE LETTER**  
**REQUESTING TEMPORARY CCZO**  
**MUST BE NOTARIZED**  
**AND ON FULL COMPANY LETTERHEAD**

Date

Borough of Teterboro Zoning/Construction Official  
Teterboro Construction Code Office  
250 Hollister Road, Floor 2  
Teterboro, NJ 07608

RE: Conditional Certificate of Zoning Occupancy (CCZO)  
For: \_\_\_\_\_ company name \_\_\_\_\_  
At: \_\_\_\_\_ property address/block/lot \_\_\_\_\_

Dear Zoning Officer/Construction Code Official,

We are hereby requesting that you grant us a Conditional Certificate of Zoning Occupancy for \_\_\_\_\_ address \_\_\_\_\_  
prior to our required appearance at the next Planning Board meeting on \_\_\_\_\_ date \_\_\_\_\_.

If we are granted this conditional certificate which will allow temporary occupancy, we hereby agree, acknowledge  
and understand that it is imperative to appear at the Planning Board meeting on \_\_\_\_\_ date \_\_\_\_\_  
and agree to vacate the above specified space if we are denied a permanent Zoning Certificate of Occupancy.  
Therefore;

1. We certify that our use is substantially similar to the existing approved use within the same premise.
2. We certify that we will apply to the Planning Board for a permanent Zoning Certificate of Occupancy within  
30 days of the issuance of the CCZO.
3. We certify that we will advise the Zoning Officer or his agent of a reasonable time or times when the  
premises may be inspected and provide full and complete compliance with all corrections required.

Thank you,

Very Truly Yours,

\_\_\_\_\_  
Name  
Title

BOROUGH OF TETERBORO  
250 HOLLISTER ROAD, 2<sup>nd</sup> FLOOR  
TETERBORO, NJ 07608  
Tel:201-288-7204 Email:code@teterboronj.org

### APPLICATION FOR OCCUPANCY

SELECT ONE

- ☐ TEMPORARY CERTIFICATE OF CONTINUED OCCUPANCY
- ☐ CERTIFICATE OF CONTINUED OCCUPANCY

Certificate of Continued Occupancy shall evidence only that a general inspection of the visible parts of the building, structure or dwelling has been made and that no violations of N.J.A.C. 5:23-2.14 have been determined to have occurred, no unsafe conditions violative of N.J.A.C. 5:23-2.32 (a) have been found and there are no other violations of the Uniform Construction Code applicable of the Uniform Construction Code applicable thereto. Fee \$300. Payable to the Borough of Teterboro.

#### APPLICANT

Block \_\_\_\_\_ Lot \_\_\_\_\_ Unit/Suite \_\_\_\_\_ Sq. Ft Tenant Space \_\_\_\_\_

Location \_\_\_\_\_

Business Name \_\_\_\_\_

Contact/Owner \_\_\_\_\_

Tel. (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Other \_\_\_\_\_

Type of Business \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

Address \_\_\_\_\_

Tel. (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Previous Tenant  
(Required) \_\_\_\_\_

Previous Use(Required) \_\_\_\_\_

I hereby attest that to the best of my knowledge, the above statement is true and correct

Print Name \_\_\_\_\_ Signed: \_\_\_\_\_ Date \_\_\_\_\_



OFFICIAL USE

USE GROUP PREVIOUS \_\_\_\_\_ PROPOSED \_\_\_\_\_

OCCUPANCY LOAD \_\_\_\_\_

TEMPORARY CERTIFICATE OF CONTINUED OCCUPANCY

- ☐ APPROVED  
☐ DENIED

CONDITIONS \_\_\_\_\_

CONSTRUCTION OFFICIAL \_\_\_\_\_

DATE \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_ INSPECTOR \_\_\_\_\_

Comments: \_\_\_\_\_

☐ TETERBORO PLANNING BOARD AND ZONING APPROVAL DATE \_\_\_\_\_  
RESOLUTION ATTACHED (Y/N) \_\_\_\_\_

FEE \$300.00 CHECK # \_\_\_\_\_ DATE \_\_\_\_\_

COLLECTED BY \_\_\_\_\_ Receipt # \_\_\_\_\_