

Schedule A

CHECKLIST FOR SUBMISSIONS OF DEVELOPMENT APPLICATIONS

PLANNING BOARD OF THE BOROUGH OF TETERBORO

NAME OF APPLICANT: _____,
NAME OF OWNER OR DEVELOPMENT NAME: _____,
LOT _____, BLOCK _____,
DATE OF APPLICATION: _____.

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of written request from the applicant, a specific requirement is waived by the municipal agency, or the agency otherwise deems a requirement inapplicable to the application. Certification of completeness or a Notice of Deficiencies shall be made, and any request for waiver shall be granted or denied, within 45 days of the filing of the application with the municipal agency.

No public hearing shall be scheduled for an application until the same has been deemed complete by the appropriate administrative officer or otherwise as permitted by law.

Schedule "A" - General Requirements.
(Applicable to all applications.)

1. Fifteen copies of the appropriate application form(s), completely filled in and filed with the appropriate administrative officer. If any item is not applicable to the Applicant, it should so be indicated on the application form(s).

2. Certificate of Borough Tax Collector that all taxes and assessments on the property are paid.

3. Receipt indicating that fees and escrow deposits are paid pursuant to schedule.

4. Fifteen copies of any required plot plan, site plan, or subdivision plan, clearly and legibly drawn at a scale of not smaller than 1 inch = 100 feet. Said plans to be prepared by a

Complies	Def- icient	Waiver request

licensed engineer or land surveyor of the State of New Jersey as applicable, with name address and seal of preparer placed on plat. Entire tract to be shown on one sheet.

5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc.

6. One of the following:

(a) A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or,

(b) a letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protections Act, and regulations promulgated thereunder, or,

(c) a copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.

The Planning Board may waive the above requirements where it can be established by applicant and verified by the board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.

7. If Applicant is a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S. 40:55D-48.1 et seq.

8. Number and name(s) of witnesses and their expertise, if any.

9. Statement as to any requirements for which waiver is sought together with statement of reasons why waivers should be granted.

10. In subdivision and site plan applications for residential construction, a certification of the applicant or the applicant's engineer that the application complies with all requirements of the **Residential Site Improvement Standards** or other applicable regulations adopted by the Department of Community Affairs. If exceptions or waivers from such standards are sought, a statement of the hardship claimed the reasons and conditions justifying the same and identification of any danger to health, safety or welfare resulting from adherence to said standards.

**Schedule "B" - Plat Specifications For Site Plans
And Subdivisions**

General Information on Plat

1. Metes and bounds description of parcel in question based upon current land survey information.
2. Property line shown in degree, minutes and seconds.
3. Key map showing location of tract to be considered in relation to surrounding area, within 500 feet.
4. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.
5. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.
6. Scale of map, both written and graphic.
7. North arrow giving reference meridian.
8. Space for signatures of Chairman and Secretary of the Municipal Agency.
9. Names of owner and all property owners within 200 feet of subject property.
10. Location of existing and proposed property and structures with dimensions in feet to the nearest two decimal places, with setback, side yard and rear yard distances for existing structures and with building envelope of each proposed lot formed by minimum front, rear and side yard distances.
11. Schedule of Zone Requirements for

Complies	Def- icient	Waiver request

zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed.

12. Acreage of affected parcel to the nearest hundredth of an acre.

13. Delineation of proposed lots, specifying areas of lots in acres, if one acre or over, and in square feet.

14. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.

Natural Features And Topography

Topography of the site and within 200 feet thereof.

15. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.¹

16. Cliffs and rock outcroppings.¹

17. Location of flood plains or flood hazard areas.

18. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.

19. Aquifer recharge areas, including safe sustained ground water yield.

20. Wooded areas indicating
predominant species and size.¹

21. Location of trees 6 inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each. (Preliminary Site Plans and major subdivision only.)¹

1. Not necessary for Final Site Plan or Subdivision.

22. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.¹

23. All areas to be disturbed by grading or construction.¹

Man-made Features On Site And Within
200 Feet Thereof

24. Location of existing structures and their setbacks from existing and proposed property lines.¹

25. Location of existing easements or rights of way including power lines.

26. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installations affecting the tract.

27. Location of existing wells and septic systems on the property and within 100 feet.

28. Plans and profiles of proposed utility layouts such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems. (Major site plans and subdivisions only.)

29. Location and description of monuments, whether set or to be set. (Not necessary on preliminary major site plans or subdivisions.)

30. Location, names and widths of all existing and proposed streets and private roadways on the property and within 200 feet of the tract.

30A. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.

31. Indication of required road dedication.

32. Road orientation (as it relates

to energy conservation).

33. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.

Miscellaneous

34. Proposed sign easements where required.

35. Proposed drainage easements where required.

36. Natural resource inventory information including:
(Preliminary major site plan or subdivision only.)

a. Soil types as shown by the current Soil Conservation and Survey Maps.

b. Soil depth to restrictive layers of soil.

c. Soil depth to bedrock.

d. Permeability of the soil by layers.

e. Height of soil water table and type of water table.

f. Flood plain soil (status).

g. Limitation for foundation.

h. Limitation for septic tank absorption field (only where septic tank is proposed to be used.)

i. Limitation for local road and streets.

j. Agricultural capacity classifications.

k. Erosion hazard.

37. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.²

². Preliminary major site plan or subdivision only

38. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.¹

39. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.²

40. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.

41. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.

42. Proof that application has been made to the Bergen County Planning Board.

43. Proof that a Soil Erosion and Sediment Control Plan has been submitted to the Bergen County Soil Conservation District. if more than 5,000 square feet of ground is to be disturbed.

44. An environmental impact statement if required.

BOROUGH OF TETERBORO

ORDINANCE NO. 453

**AN ORDINANCE TO AMEND AND SUPPLEMENT
CHAPTER 165 OF THE CODE OF THE BOROUGH
OF TETERBORO ENTITLED: SUBDIVISION AND
SITE PLAN ORDINANCE OF THE BOROUGH OF
TETERBORO.**

BE IT ORDAINED, by the Borough Council of the Borough of Teterboro, County of Bergen, State of New Jersey, that Chapter 165 of the Code is hereby amended and supplemented as follows:

165-19 Fees and Escrow Deposit: Payments to Professionals; Procedures

- A. Application for the rendering of any service by the Planning Board in its review of Applications for Development, including Applications for Variances made to the Planning Board sitting as a Board of Adjustment, are as follows:
1. Applications for Use Variances under N.J.S.A.40:55D-70(d): \$250.00
 2. Applications for Variances made pursuant to N.J.S.A.40:55D-70(c), or other types of applications ordinarily made to a Board of Adjustment pursuant to the Municipal Land Use Act, and for Variances applied for ancillary to any other application for development: \$150.00
 3. Fees for Minor Subdivisions: \$150.00
(plus \$50.00 per lot)
 4. Fees for Major Subdivisions:
 - (a) Sketch Plat: \$ 50.00
 - (b) Preliminary Application: \$350.00

(plus \$50.00 per lot)

(c) Final Application: \$150.00

5. Fees for Site Plan:

(a) Minor Site Plan: \$150.00

(b) Major Site Plan (greater than ½ acre) \$350.00

6. Fees for Applications for Zoning Certificates of Occupancy or other permits to the Planning Board: \$100.00

B. Escrow Deposits.

In addition to the fees set forth in Paragraph (A), the Planning Board shall require initial escrow deposits as follows:

1. Minor Subdivision: \$750.00

2. Major Subdivision:

(a) Sketch Plat: \$250.00

(b) Preliminary Subdivision: \$2,500.00
(Plus \$100.00 per lot)

(c) Final Subdivision: \$500.00
(Plus \$100.00 per lot)

3. Minor Site Plan for less than ½ acre: \$1,000.00

4. Major Site Plan for more than ½ acre: \$2,500.00

5. Deposit for Inspection Fees: As determined by the Engineer in an amount not to exceed, except for extraordinary circumstances, the greater of \$500.00 or 5% of the cost of improvements, which cost is determined pursuant to Sub-section (h) of N.J.S.40:55D-53.

In addition to the initial deposits provided for herein, the applicant shall make a deposit of such additional sums as an escrow for professional fees as may be reasonably required from time to

time by the Planning Board during the pendency of the application based upon the fee schedule for its professionals which may then be established by ordinance or by resolution. Said escrow deposit shall be placed in an escrow account with any initial deposit received on the application. The Chief Financial Officer of the Municipality shall make all of the payments to professionals for services rendered to the Municipality or approving authority for review of applications for development, review and preparation of documents, inspection of improvement or other purposes under the provisions of N.J.S.40:55D-1 et seq. The application review and inspection charges shall be limited only to professional charges for review of applications, review and preparation of documents and inspections of developments under construction and for review by outside consultants when an application is of a nature beyond the scope of the expertise of the professionals normally utilized by the Municipality. The only costs that shall be added to any such charges shall be actual out-of-pocket expenses of such professionals or consultants including normal and typical expenses incurred in processing applications and inspecting improvements. No applicant shall be charged for any municipal, clerical or administrative functions, overhead expenses, meeting room charges or any of the municipal costs and expenses except as provided for specifically by statute, nor shall a municipal professional add any such charge to his bill.

C. Scope of Reimbursed Services.

The Municipality shall be entitled to be reimbursed for the review of applications, both as to completeness and as to content; for the review and preparation of documents such as, but not limited to: drafting resolutions, developer's agreements and necessary correspondence with applicant or applicant's professionals.

D. Deposit of Escrow Funds: Refunds.

Deposits received from any applicant in excess of \$5,000.00 shall be held by the Chief Financial Officer in a special interest-bearing deposit account, and upon receipt of bills from professionals and approval of said bills as hereinafter provided for, the Chief Financial Officer may use such funds to pay the bills submitted by such professionals or experts. The Municipality shall not be required to refund an amount of interest paid on a deposit which does not exceed \$100.00 for the year. If the amount of interest exceeds \$100.00, the entire amount shall belong to the applicant and shall be refunded to him by the Municipality annually or at the time the deposit is repaid or applied for the purposes for which it has deposited, as the case may be, except that the Municipality will or shall retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses. All sums not actually so expended shall be refunded to the applicant within 90 days after the final decision by the appropriate Municipal agency with respect to such application, upon certification by the Board Secretary that such application has been finally decided.

E. Payments.

Each payment charged to the deposit for review of applications, review and preparation of documents and inspection of improvements shall be pursuant to a voucher from the professional, which voucher shall identify the personnel performing the service, and each date the services were performed, the hours spent to one-quarter hour increments, the hourly rate and the expenses incurred. All professionals shall submit vouchers to the Chief Financial Officer of the Municipality on a monthly basis in accordance with the schedules and procedures established by the Chief Financial Officer. The professional shall send an informational copy of all vouchers or statements submitted to the Chief Financial Officer of the Municipality simultaneously to (1) the applicant and (2) the

Municipal agency for whom said services were performed.

The Chief Financial Officer shall prepare and send to the applicant a statement which shall include an accounting of funds listing all deposits, interest earnings, disbursements and the cumulative balance of the escrow account. This information shall be provided on a quarterly basis if monthly charges are \$1,000.00 or less, or on a monthly basis if monthly charges exceed \$1,000.00. If an escrow account or deposit contains insufficient funds to enable the Municipality or approving authority to perform required application reviews or improvement inspections, the Chief Financial Officer shall provide the applicant with a notice of the insufficient escrow or deposit balance. In order for work to continue on the development or the application, the applicant shall within a reasonable time period post a deposit to the account in an amount to be agreed upon by the Municipality or approving authority and the applicant. In the interim, any required health and safety inspections shall be made and charged back against the replenishment of funds.

F. Payments Required Prior to Issuance of Permits.

No zoning permits, building permits, certificates of occupancy or any other types of permits may be issued with respect to any approved application for development until all bills for reimbursable services have been received by the Municipality from professional personnel rendering services in connection with such application and payment has been made.

G. Close Out Procedures.

The following close out procedures shall apply to all deposits and escrow accounts established under the provisions of N.J.S.40:55D-1 et seq. and shall commence after the approving authority has granted final approval and signed the subdivision plat or site plan, in the case of application review escrows and deposits; or after the improvements have been approved in

accordance with N.J.S.40:55D-53, in the case of improvement inspection escrows and deposits.

The applicant shall send written notice by certified mail to the Chief Financial Officer of the Municipality and the approving authority and to the relevant municipal professional, that the application or the improvements, as the case may be, are completed. After receipt of such notice, the professional shall render a final bill to the Chief Financial Officer of the Municipality within 30 days and shall send a copy simultaneously to the applicant. The Chief Financial Officer of the Municipality shall render a written final accounting to the applicant on the uses to which the deposit was put within 45 days of receipt of the final bill. Any balances remaining in the deposit or escrow account including interest in accordance with N.J.S.40:55D-53.1 shall be refunded to the developer along with the final accounting.

H. Scope of Charges.

All professional charges for review of an application for development, review and preparation of documents or inspection of improvements shall be reasonable and necessary, given the status and progress of the application or construction. Review fees shall be charged only in connection with an application for development presently pending before the approving authority or upon review of compliance with the conditions of approval, or review of requests for modification or amendment made by the applicant. A professional shall not review items which are subject to approval by any State governmental agency and not under Municipal jurisdiction except to the extent consultation with a State agency is necessary due to the effect of State approvals on the subdivision or site plan.

I. Limitation of Inspection Fees.

Inspection fees shall be charged only for actual work shown on a subdivision or site plan or

required by an approving resolution. Professionals inspecting improvements under construction shall charge only for inspections that are reasonably necessary to check the progress and quality of the work, and such inspections shall be reasonably based on the approved development plans and documents.

J. Substitution of Professionals.

If the Municipality retains a different professional or consultant in place of a professional originally responsible for development application review, or inspection of improvements, the Municipality or approving authority shall be responsible for all time and expenses of the new professional to become familiar with the application or the project, and the Municipality or approving authority shall not bill the applicant or charge to the deposit or the escrow account for any such services.

K. Estimate of Cost of Improvements.

The cost of the installation of improvements for the purposes of N.J.S.40:55D-53 shall be estimated by the Municipal Engineer based on documented construction costs for the public improvements prevailing in the general area of the Municipality. The developer may appeal the Municipal Engineer's estimate to the County Construction Board of Appeals, established pursuant to N.J.S.52:27D-127.

L. Appeals.

(a) An applicant shall notify in writing the governing body with copies to the Chief Financial Officer, the approving authority and the professional whenever the applicant disputes the charges made by a professional for a service rendered to the Municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges

made pursuant to N.J.S.40:55D-53.2. The governing body or its designee shall within a reasonable time attempt to remediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the County Construction Board of Appeals, established pursuant to N.J.S.52:27D-127 any charge to an escrow account or deposit by any municipal professional or consultant, or the cost of the installation of improvements estimated by the municipal engineer pursuant to N.J.S.40:55D-53.4. An applicant or his authorized agent shall submit the appeal in writing to the County Construction Board of Appeals. The applicant or his authorized agent shall simultaneously send a copy of the appeal to the Municipality, approving authority, and any professional whose charges are the subject of the appeal. An applicant shall file an appeal within 45 days from receipt of the informational copy of the professional's voucher required by subsection N.J.S.40:55D-53.2(c), except that if the professional has not supplied the applicant with an informational copy of the voucher, then the applicant shall file his appeal within 60 days from receipt of the municipal statement of activity against the deposit or escrow account required by N.J.S.40:55D-53.2(c). An applicant may file an appeal for an ongoing series of charges by a professional during a period not exceeding six months to demonstrate that they represent a pattern of excessive or inaccurate charges. An applicant making use of this provision need not appeal each charge individually.

(b) Appeals shall be taken in accordance with the Rules and Procedures established by the County Construction Board of Appeals.

(c) During the pendency of any appeal, the Municipality or approving authority shall continue to process, hear and decide the application for development and to inspect the development in the normal course and shall not withhold, delay or deny reviews, inspections, signing of subdivision

plats or site plans, the reduction or the release of performance or maintenance guarantees, the issuance of construction permits or certificates of occupancy, or any other approval or permit because an appeal has been filed or is pending under this subsection. The Chief Financial Officer of the Municipality may pay charges out of the appropriate escrow account or deposit for which an appeal has been filed. If a charge is disallowed after payment, the Chief Financial Officer of the Municipality shall reimburse the deposit or escrow account in the amount of any such disallowed charge or refund the amount to the applicant. If a charge is disallowed after payment to a professional or consultant who is not an employee of a Municipality, the professional or consultant shall reimburse the Municipality in the amount of any such disallowed charge.

M. Severability.

If any section, subsection, paragraph, subdivision or sentence of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, such decision shall apply only to the section, subsection, paragraph, subdivision, sentence, clause, phrase or provision so adjudged, and the remainder of this Ordinance shall be deemed valid and effective.

N. Repealer.

All Ordinances or provisions thereof inconsistent with the provisions set forth herein are hereby repealed to the extent of the inconsistency.

O. Effective Date.

This Ordinance shall take effect upon passage and publication as provided by law.

APPROVED BY: MAYOR JOHN P. WATT

ATTESTED BY: NADINE CONN
MUNICIPAL CLERK

INTRODUCTION DATE: APRIL 8, 2003
ADOPTION DATE: MAY 13, 2003

PLANNING BOARD
BOROUGH OF TETERBORO, NEW JERSEY

To: _____ Date: _____

LEGAL NOTICE

Please take notice that application has been made to the Teterboro
Planning Board for review and approval of:

The property affected is designated on the Assessment Map of the
Borough of Teterboro as follows:

Block: _____ Lot: _____ Address: _____

Applicant Name and Address: _____

A public hearing on this application will be held on _____ 20____

At 7:00 p.m. in the Municipal Building.

Copy of the application and plans will be available for public
inspection in the office of the Building Department during regular
office hours ten days prior to the hearing.

(Applicant)

PLANNING BOARD
BOROUGH OF TETERBORO, NJ

AFFIDAVIT OF NOTIFICATION

Application to the Planning Board.

I, _____, being of full age, being duly sworn according to law, upon
(print name here)

my oath depose and say that I did, ten days before public hearing, give notice to each and all owners of property named below, by personal service of a copy of the attached notice, or by certified mail where indicated and evidenced by the receipt attached hereto.

BLOCK	LOT	OWNER	ADDRESS

(If more space is required, continue the list on the reverse side)

Sworn to before me this _____ day of _____ 19_____.

(Signature of the person who served the applicant)



Federal Aviation
Administration



As shown below, the Notice Criteria screen summarizes the filing requirements specified in Title 14 of the Code of Federal Regulations Part 77.9 Notice Criteria.

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. For more details, please reference CFR Title 14 Part 77.9.

You must file with the FAA at least 45 days prior to construction if:

- your structure will exceed 200ft above ground level
- your structure will be in proximity to an airport and will exceed the slope ratio
- your structure involves construction of a traverseway (i.e. highway, railroad, waterway etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- your structure will emit frequencies, and does not meet the conditions of the FAA Co-location Policy
- your structure will be in an instrument approach area and might exceed part 77 Subpart C
- your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- your structure will be on an airport or heliport
- filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the Air Traffic Areas of Responsibility map for Off Airport construction, or contact the FAA Airports Region / District Office for On Airport construction.

There is a **CFR Title 14 Part 77.9** link in the first paragraph above. Selecting this link, opens a new browser window where you can view text or PDF sections of the Part 77 regulation. You must ensure that your proposal does not require notice under *any* Notice Criteria prescribed in Part 77.9.

In the bulleted list above, there is a link to the **FAA Co-location Policy**. In the second paragraph above, there are links to the **Air Traffic Areas of Responsibility map** and the **FAA Airports Region / District Office**.

Use the calculation tool to determine if your proposal exceeds the slope ratio criteria.

The slope calculation tool is only provided to assist you in applying the appropriate calculation for Part 77.9.