

**Borough of Tenafly  
Planning Board  
100 Riveredge Road  
Tenafly, New Jersey 07670**

**Requirements for Site Plan Waiver Applications**

**PB# 1-**

Please submit **twenty-two (22)** copies of the following information to enable the Planning Board to process your application as quickly as possible. All drawings must be to scale.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Name of Building Owner (if different from Applicant) \_\_\_\_\_

Address \_\_\_\_\_

Please indicate the following:

Street Address of Building \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of the previous occupant of the Building (or portion of the Building) you will be occupying \_\_\_\_\_

Type of business operated by the previous occupant \_\_\_\_\_  
\_\_\_\_\_

Description of your proposed business:

Type of use proposed for the Building or your portion of the Building under Schedule A of the Tenafly Zoning Regulations: (see Attachment 1)

\_\_\_\_\_  
\_\_\_\_\_

A detailed description of what you will do at the Building (attach a separate page if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total gross square foot area of the Building: \_\_\_\_\_

Gross square foot area of the portion of the Building you will use: \_\_\_\_\_

Number of employees you will have: \_\_\_\_\_

Estimated number of visitors you expect over a time period:  
\_\_\_\_\_ per \_\_\_\_\_ (hour) (day) (week)

Hours of operation: \_\_\_\_\_

Number of parking spaces required by Schedule C of the Tenafly Zoning  
Regulations for your proposed use (See attachment 2):  
\_\_\_\_\_

Number of on-site parking spaces provided for your business: \_\_\_\_\_

Number of ADA parking spaces that are provided on-site at the Building: \_\_\_\_\_

List of all materials/substances stored on site: \_\_\_\_\_  
\_\_\_\_\_

Amount of material \_\_\_\_\_  
How stored \_\_\_\_\_

If there is more than one tenant in the Building, please provide the following:

Name and current use for each of the tenants (attach a separate page if needed):  
\_\_\_\_\_  
\_\_\_\_\_

The gross square footage each tenant occupies in the Building (attach a separate  
page if needed): \_\_\_\_\_  
\_\_\_\_\_

The number of parking spaces each tenant is required to have under Schedule C  
of the Tenafly Zoning Regulations: \_\_\_\_\_  
\_\_\_\_\_

The number of actual parking spaces provided on site for each tenant: \_\_\_\_\_

If there is more than one tenant in the Building, indicate the location of parking  
spaces provided for each tenant's use (use either a copy of the survey or a  
schematic site plan) \_\_\_\_\_

Please provide the following emergency contact information:

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please provide the following documents:

- A. A current survey or site plan for the entire property showing all improvements including, (1) all paved surfaces; (2) parking layout, (3) footprint of buildings, (4) footprint or location of all accessory structures, and (5) location of all dumpsters.
- B. Current floor plan(s) of the entire Building including, (1) room sizes and uses, (2) exits and exit lighting, and (3) bathrooms.
- C. Proposed floor plan including, (1) room sizes and uses, (2) exits and exit lighting, and (3) bathrooms.
- D. Affidavit of ownership in accordance with N.J.S.A. 40:55D-48.1.
- E. Tax Collector's statement that taxes are paid to date.
- F. Check for \$100.00 made payable to the Borough of Tenafly for application fees.
- G. Check for \$600.00 made payable to the Borough of Tenafly for Escrow Review.

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**This application has been reviewed by the Zoning Officer. He recommends and deems the application appropriate for a site plan waiver review by the Planning Board.**

\_\_\_\_\_  
Signature of Zoning Officer

\_\_\_\_\_  
Date

**AFFIDAVIT AS TO OWNERSHIP OF PROPERTY**

I, \_\_\_\_\_, of full age, being duly sworn, upon my oath depose and say:

1. I am the owner of Lot(s) \_\_\_\_\_ in Block(s) \_\_\_\_\_ on the tax assessment map of the Borough of Tenafly, the property affected by my application herein.
  
2. I authorize \_\_\_\_\_, as my agent or as my attorney, to appear on my behalf in connection with my application filed herein.

\_\_\_\_\_  
(Signature)

Subscribed and sworn  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

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**CORPORATE OWNERSHIP**

If the applicant is a corporation or partnership or any business entity, the names and addresses of all parties owning 10% or more of the property or the applicant need to be disclosed:

**NAME:**

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOROUGH OF TENAFLY  
PLANNING BOARD  
FEE SCHEDULE**

<u>FEE DEPOSIT</u>	<u>MINIMUM ESCROW</u>
\$200.00 – Site Plan – No Variance	\$5,000.00
\$300.00 – Site Plan – Variance Required	\$5,000.00
\$100.00 – Site Plan Waiver	\$600.00
\$250.00 – Conditional Use – No Variance Required	\$2,500.00
\$450.00 - Conditional Use – “C” Variance	\$3,000.00
(CONDITIONAL USE WITH “D” VARIANCE – BOARD OF ADJUSTMENT)	
\$400.00 – Major Subdivision – No Variance	\$7,500.00
\$500.00 - Major Subdivision – Variance	\$8,000.00
\$150.00 - Additional Per Lot	N/A
\$200.00 - Major Subdivision Final Plat/Map Each Section	\$1000.00
\$200.00 – Minor Subdivision – No Variance	\$4,000.00
\$400.00 - Minor Subdivision – Variance	\$5,000.00
\$ 50.00 - Combine or Merge Lots	\$50.00
\$ 50.00 - Informal Review	\$500.00

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Reproduction Cost

- \$30.00 – Per copy of Tenafly Master Plan plus postage
- \$ 2.00 – Per copy of Zoning Map – At Building Office
- \$ 2.00 - Per copy of Street Map – At Building Office
- \$25.00 – Per copy of Land Development Ordinance

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A charge of \$5.00 per copy of audio CD discs of Planning Board Meetings/Hearings  
No Court Transcripts of Planning Board Meetings/Hearings will be prepared at Borough Office by Borough Staff persons.

Duplicate copies of Planning Board records is in accordance with NJSA 47:1A-2.

(Fee & Escrow Deposit – Ordinance #07-29 adopted December 11, 2007)  
(Technical Review Escrow Deposits – Ordinance #23-14 adopted June 13, 2023)

NOTE TO APPLICANT: When turning in your application, two separate checks are required: (1) a check for the Fee made out to the Borough of Tenafly and (2) a check for the Escrow required made out to the Borough of Tenafly.

a. *Special Meetings.* If a special meeting is necessary for consideration of an application for development, the applicant shall pay a fee of up to one thousand (\$1,000.00) dollars to defray the additional costs of holding such a special meeting as approved by the Board.

b. *Converting a Work Session to Public Meeting.* An applicant shall pay a fee of five hundred (\$500) dollars as a condition of granting a request to convert a Work Session to a Public Meeting in order for the Planning Board to hear an application for development.

c. *Administration of Technical Review Deposit Fees.* The administration of technical review escrow deposits shall be in accordance with the provisions of N.J.S.A. 40:55D-53.1 and Section 13 of P.L. 1991, c.256 and as provided below.

1. Each technical review escrow deposit shall be held by the Borough in a trust account separate from the general funds of the Borough.

2. The Borough agency shall not process and/or take action on the application unless all fees and deposits required in the manner described herein have been paid by the applicant. Property taxes shall have been paid to date.

3. In the event that the funds in the escrow account shall become depleted prior to the completion of the application procedure and additional funds are necessary to cover the cost of processing the application, the applicant shall deposit additional funds in the amount as requested by the Administrative Officer. In order to expedite the processing of applications by the Borough agency, the Administrative Officer shall notify the applicant in writing when additional funds are necessary. Such additional funds shall be deposited no later than one (1) week prior to the next regularly scheduled meeting of the Board (if payment is made less than one (1) week prior to the next Board meeting, then payment must be made by official bank check, certified or bank cashier's check), and the applicant's failure to comply shall constitute grounds for postponement or dismissal of the application. In the event that such failure to deposit shall continue for more than thirty (30) days after the date of the Administrative Officer's written notification to the applicant, then the Board chairperson shall make a motion to dismiss the application at the next regularly scheduled meeting of the Board.

4. All bills submitted to a Borough agency by the Planning Consultant, Engineer, Attorney or other professionals containing charges to be applied to an escrow account authorized and established pursuant to this section

shall specify the services performed in relation to individually identified applications for which the charges have been made.

5. Unit charges (i.e., per diem or hourly fees, inspection or expert testimony charges) levied by an Engineer, Planning Consultant, Attorney or other professionals for services applied to an escrow account authorized and approved pursuant to this section may not exceed those unit charges contracted for an/or approved by the Borough agency for services by these professionals which may not, under this section, be subject to compensation by an escrow account.

6. Whenever an amount of money in excess of five thousand (\$5,000.00) dollars shall be deposited by an applicant with the Borough for technical review deposits Pursuant to this Article, said money shall be deposited in an interest bearing account and, until the interest earned thereon, shall continue to be the property of the applicant and shall be held in trust by the Borough in escrow. All interest earned and paid to the applicant shall be in conformity with Chapter 315 of the laws of 1985.

7. Any of the funds remaining in the escrow account upon completion of the application procedure, as well as any interest he may be entitled to pursuant to Chapter 315 of the Laws of 1985, shall be returned to the applicant, via a resolution adopted by the Governing Body releasing remaining escrows, and the account shall be terminated.

8. All escrow charges which are due and owing shall become a lien upon the property which is the subject of the applications for development and shall remain so until paid. Overdue escrow charges shall accrue the same interest as established for real property taxes in the Borough. The Borough shall have the same remedies for collection of escrow charges with interest, cost and penalties as it has by law for the collection of taxes upon real property.

**BOROUGH OF TENAFLY  
PLANNING BOARD  
BOROUGH OF TENAFLY  
PLANNING BOARD  
PROOF OF PAYMENT OF TAXES**

**(To be verified by the Tax Collector)  
Non-payment of taxes may disqualify your application**

APPLICANT: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_ No taxes are due and owning on this property as of (date) \_\_\_\_\_

\_\_\_\_\_ Taxes are due on this property as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Date

**BOROUGH OF TENAFLY  
PLANNING BOARD  
ESCROW AGREEMENT**

APPLICANT: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

In accordance with the provisions of the Borough of Tenafly's Land Development Regulations, Chapter XXXV, Article VI, Section 35-604, the undersigned hereby agrees to pay for the cost of professional services, including but not limited to engineering, professional planning and legal services, necessary to review the developer's application as captioned above.

\_\_\_\_\_  
Name (print or type legibly)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date