

Instructions for a Zoning Review

Please print or type the necessary information clearly, and submit all required supporting materials noted in these instructions. If you still have questions, please call the Zoning Division at 973 762-8120, Ext. 5602. No request for permits will be processed unless the application is completed in all respects. No permits will be issued unless payment is made in full. You will need to submit this form and either Attachment A or B.

Applications will not be reviewed unless they are complete.

Zoning Permit Required

A Zoning Permit is required by Chapter 271 of the Maplewood Development Regulations as a condition precedent to the commencement of a use or erection, construction, reconstruction, alteration, conversion or installation of a structure or building ("the project") to insure compliance with Maplewood's Zoning Code. If the project does not comply with the Zoning Code, you will be referred to the Zoning Board or the Planning Board pursuant to the Municipal Land Use Law.

Designating an Individual Responsible Person

LLCs applying for permits must submit a Certificate of Formation and designate the responsible party and point of contact for all matters related to the permit application and the project. Corporations applying for permits must submit the Articles of Incorporation for the applicant Corporation and designate the responsible party and point of contact for all matters related to the permit application and the project. All changes must be reported to the Construction Division.

For Residential Applications — Zoning Permit Application Checklist

Please provide the following documentation in order to provide a complete application:

- Residential Zoning Permit Application Attachment A
- One (1) copy of property survey to scale with proposed improvement(s) drawn on it
- Application Fee, **\$50**, cash in the exact amount or check made payable to "Township of Maplewood"
- Impervious coverage calculation sheet for all projects involving impervious coverage
- One (1) copy of the building plans, if applicable
- Letter of approval from Home Owners' Association, if applicable

For New or Existing Business Applications — Zoning Permit Application Checklist

Please provide the following documentation in order to provide a complete application:

- Business Zoning Permit Application Attachment B
- Letter of approval from Property Owner
- Attachment B, for new tenant and sign applications only
- One (1) copy of the plans or specs for the project, unless final plans are on file
- Application Fee, **\$50**, check made payable to "Township" of Maplewood **for the following applications only:**
 - o Site work (e.g. new construction, new paving, sidewalk café, wireless communications)
 - o Tenants moving into newly constructed tenant spaces

Submission of Application

The Zoning Officer will advise you if your project requires approval from the Engineering Department prior to your application for construction permits. All new construction and any project that changes the grade by 10% of the lot requires a grading permit.

Review of Application

Upon receipt of a **completed** Zoning Permit application, the Zoning Officer shall have ten (10) business days to review and act upon said application. The application will be Approved or Denied. The applicant will be notified of the Zoning determination by email and US Postal Service.



ZONING PERMIT APPLICATION

COMPLETE THIS FOR ALL PROJECTS

Township of Maplewood
 Zoning Division
 Maplewood Municipal Building
 574 Valley Street
 Maplewood, New Jersey 07040
 (973) 762-8120, Ext. 5602

Applicant Information: Complete Both Boxes Below

<u>Property Owner</u> Name: _____ Address: _____	<u>Contractor OR Business Owner</u> Name: _____ Address: _____
City, State, Zip: _____ Phone: _____	City, State, Zip: _____ Phone: _____

Worksite Information

Work Site Address: _____ (If applicable, please include building and suite #)

Block: _____ **Lot:** _____ **Zone:** _____

Is the premise listed as a historic property or located in a historic district? No Yes

Name of Development (if applicable): _____

Do you have an association that requires exterior approval? No Yes, provide a copy of approval letter

Was Board approval required for this improvement and/or property?

No Yes, provide application #:

Proposed — Select Type of Improvement(s) Below:

Residential (Attachment A)	Non-Residential (Attachment B)	
<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> New Tenant / Commercial Use	<input type="checkbox"/> Sign
<input type="checkbox"/> Addition	<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> Wall
<input type="checkbox"/> Deck	<input type="checkbox"/> Addition / Alteration / Renovation	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Accessory Structure (Shed, pool, etc.)	<input type="checkbox"/> Site Work	<input type="checkbox"/> Temporary
<input type="checkbox"/> Driveway (New/Pave/Expand)	<input type="checkbox"/> Wireless Telecommunications	<input type="checkbox"/> Banner
<input type="checkbox"/> Walkway / Patio / Landing / Fence*	<input type="checkbox"/> Sidewalk Café	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
<i>Home Based - Business</i>		

By signing this application, you are certifying that the above stated information is accurate (along with supporting documentation) and the survey (if applicable) submitted with this application is a true representation of the property with the exception of any work proposed by this application. The Zoning Officer reserves the right to inspect all improvements to verify compliance with the authorized zoning permit.

Property Owner Signature & Name: _____ Date: _____

Applicant Signature & Name (if different): _____ Date: _____

OFFICIAL USE ONLY:

Date Received: _____

Received by: _____

Fee(s): _____ Check #: _____ Cash: _____ Receipt #: _____

Comments: _____



ZONING PERMIT APPLICATION

ATTACHMENT A

RESIDENTIAL

Township of Maplewood
 Zoning Division
 574 Valley Street
 Maplewood, New Jersey 07040
 (973) 762-8120 ext. 5602

The sections below are project specific; most projects will require that you only complete one of the sections. Please read the project descriptions below to determine which section(s) applies to your project.

Project Description

- Are you expanding an existing structure or constructing a new building, addition, or deck?
- Are you building a new above ground accessory structure like a shed or an above ground pool?
- Are you building a new in-ground accessory structure like an in-ground pool or propane tank?
- Are you installing, paving or expanding a driveway, walkway, or patio?
- Is your project not listed on this attachment?

If yes,

- Complete Section 1: New Principal Structure, Addition or Deck
- Complete Section 2a: Accessory Structure (Above-ground)
- Complete Section 2b: Accessory Structure (In-ground)
- Complete Section 3: Driveway, Walkway or Patio
- Contact the Zoning Division

Section 1: New Principal Structure, Addition, or Deck

- 2. Proposed Use/Specific description of structure: _____
- 3. Dimensions and/or square footage of structure: _____
- 4. **Complete for Deck Only** — Rear Yard Setback _____ Side Yard Setback _____

1. Bulk Requirements (Setbacks indicated on property survey):

	Front Yard	Side Yard	Side Yard	Rear Yard	Height/Stories
Required					
Proposed					

Section 2a: Accessory Structure (Above-ground)

1. Proposed Use/Description of Structure: _____

(What is the structure and what will it be used for/ stored in it? Please be specific.)

2. Dimensions and/or square footage of structure: _____

3. Minimum Setback: _____ feet = _____
Height Minimum Setback for Side and Rear Property Lines

4. Does your rear yard face a street? J No Yes, as a result the minimum rear yard setback is the same as the front yard setback.
 Front Yard Setback = _____

1. Complete for Shed Only (< 200 sq. ft) – Rear Yard Setback _____ ft

Check if applicable, lot is less than 25,000 square feet, reduce yard setback to 5 feet

2. Bulk Requirements (See Zoning Chart for your zone): _____

	Front Yard	Side Yard	Side Yard	Rear Yard
Minimum				
Proposed				

3. Garage Proposed? No Yes, answer the following:

of Garage Bays: _____ Proposed: _____ # of Existing: _____

4. Farm/agricultural

Use proposed? No Yes, answer the following:

Storing hay or other flammable material No Yes, answer the following:

Section 2b Accessory Structure (In-ground)

Minimum Setback for Side and Rear Property lines is _____ ft.

Does your rear yard face a street? No Yes, as a result the minimum rear yard setback is the same as the front yard setback.
Front Yard Setback = _____

Complete for In-Ground Pool Only — Rear Yard Setback Side Yard Setback

Lot Area (square feet) Ratio Min. Permitted RY Setback

– Bulk Standards (Setbacks as noted in Zoning Chart):

	Side Yard	Side Yard	Rear Yard	Height (in feet)
Minimum	25ft	25ft		
Proposed				

Section 3: Driveway walkway, or Patio

1. Driveway:

New Pave Existing Expansion (Driveway expansions require an Engineering Permit)

Expansion size: _____ square feet

Total driveway size: _____ square feet

2. Walkways:

Front walkway size: _____ square feet

Back walkway size: _____ square feet

3. Patio:

Ground Level Patio Raised Patio New Steps Proposed (Steps & raised patios require a Building Permit)

Total patio size: _____ square feet



ZONING PERMIT APPLICATION ATTACHMENT B NEW OR EXISTING BUSINESS

Township of Maplewood
Zoning Division
574 Valley Street
Maplewood, New Jersey 07040
(973) 762-8120 ext. 5602

The sections below are project specific; most projects will require that you only complete one of the sections. Please read the project descriptions below to determine which section(s) applies to your project. If your business is in a Special Improvement District (SID) we will forward the zoning determination to the SID.

Is your business moving into a newly constructed or existing non-residential retail office space?

Complete Section 1: Change Use/Tenant -Existing Building & New Use/Tenant - New Structure

Are you installing a new sign, or changing location, sign face, or message of existing sign?

Complete Section 2: Permanent Signs

Are you requesting a temporary sign to advertise a business or event?

Complete Section 3: Temporary Signs

Is your project not listed on this attachment?

Contact the Zoning Officer

Section 1: Change Use/Tenant — Existing Building & New Use/Tenant — New Structure

1. Business Name: _____

2. Doing Business As (If different from business name): _____

3. Principal Use for which permit is requested: _____

This is the primary use the business will conduct. Accessory uses (uses that are subordinate, incidental to or customarily found in connection with the principal use) should not be listed. For example, the principal use may be warehousing, shipping, and receiving while the accessory use is an office.

4. Specific nature of business to be conducted (description):

If more space is needed, please provide an attachment

5. Existing tenant moving locations in the same building or development?

No Yes

7. State and/or Local License associated with use?

No Yes, indicate type and license#: _____

8. Is this the same business with a different owner and/or business name?

No Yes, new owner Yes, indicate old name:

9. Outdoor storage proposed? No Yes, explain: _____

Storing toxic or highly flammable chemicals or gases?

Make No Yes, explain: _____

Storing gasoline, fuel oils, gases, chemicals or other flammable, corrosive or toxic substances?

No Yes, indicate quantities in total liquid gallons or equivalent: _____

Section 2: Permanent Signs

1. Does your location have a sign manual/plan? No Yes, answer the following:
Name of Development/Project: _____
2. Sign Type:
 Wall mounted
Choose one: New or Alteration of Sign Face
 Freestanding
Choose one: New or Alteration of Sign Face
3. Total size of sign: _____ square feet
Height of sign: _____ feet
4. Will your sign be illuminated? No Yes, check all that apply:
 Internal (Dark background & light lettering required) or External
5. Please provide **two (2) color images** along with the specs of the proposed sign(s) with your application.

Section 3: Temporary Signs

1. Sign type:
 - Business Advertising (Max: 4SF)
 - Event (Max: 125F)
 - Political Campaign (Max: 12SF)
 - Grand Opening Banner (Max: 24 SF)
Choose one: Attached to Ground or Attached to EstablishmentWill there be a search light display? Yes No
2. Total size of sign: _____ square feet
Height of sign: _____ feet
3. Dates on which sign(s) will be displayed: _____ to _____
Advertising signs & Grand Opening banners may be displayed for a maximum of 30 days. Event signs may be displayed a maximum of 15 days before the event. Campaign signs may be erected no earlier than 30 days before the election.
4. Complete for **Business Advertising or Event Sign Only**
Number of street frontages _____ (Example: Corner lots have 2 street frontages)
Note: Not more than one sign shall be located on each street frontage.
5. Please provide **one (1) picture or mock-up** of the proposed sign(s) with your application. This *can* be hand drawn and must include dimensions and message that will be displayed.