

Instructions For Application for Residential Zoning Permit

The attached Application for Zoning Permit is for the Township to determine, **PRIOR** to the issuance of a use permit or the application for a building permit, whether a request for the use of a piece of land meets with the Township Land Development Ordinance. The Application for Zoning Permit form is to be completed by the requesting individual and submitted to the Township Zoning Officer for his review and determination as to whether the request is permitted by ordinance. The applicant then submits a copy of the approved Zoning Permit to the Building Department with the application for a building permit.

Please note that no Zoning Permit shall be required where the proposed construction, reconstruction, conversion, installation or use requires or has approval from the Planning Board or Zoning Board of Adjustment. In that case, the Board's resolution then takes the place of the Zoning Permit.

The Township Zoning Ordinance requires a Zoning Permit for the following:

General Information: When a Zoning Permit is Necessary:

1. No person shall commence the construction, reconstruction, alteration, conversion or installation of a fence, a wall four feet or greater in height, a structure, a pool or a building without first obtaining a zoning permit.
2. No person shall commence a use nor change an existing use of property without first obtaining a zoning permit.
3. A person desiring to obtain an official acknowledgement that an existing building, lot or use meets the requirements of the current Township Zoning Ordinance shall do so by obtaining a Zoning Permit.
4. A person desiring to obtain a certification pursuant to N.J.S.A. 40:55D-68 that a use or structure existed before the adoption of the ordinance that rendered the use or structure non-conforming, may apply for a Zoning Permit. A Zoning Permit under this section may be issued only if an application is made within one year of the adoption of the ordinance that made the structure or use non-conforming. After one year, application shall be made to the Zoning Board of Adjustment pursuant to N.J.S.A. 40:55D-68.
5. Prior to the issuance of a building permit, a Zoning Permit, indicating whether the request meets with the provisions of this chapter, shall be issued.

Submission Requirements

Below are the submission requirements for the different types of zoning permit requests. Please follow the instructions for your specific project.

- A. For fences and walls four (4) feet high or greater; and for freestanding sheds/accessory structures 100 square feet or less in area on residential properties:**
1. The completed Residential Zoning Permit application form (Form 1) and 1 photocopy.
 2. The use of a to-scale photocopy of a current survey is permissible. Draw to scale the proposed location(s) and heights of the wall, fence and/or shed. Include with the application 2 copies of the plan.
 3. 2 copies of the completed Impervious Lot Coverage worksheet (Form 3) except that Form 3 is not necessary for fences.

B. For private swimming pools; and for freestanding accessory structures greater than 100 square feet in area:

1. The completed Residential Zoning Permit application form (Form 1) and one (1) photocopy.
2. A current, sealed survey and 1 photocopy. [*Note: it is permissible to submit 2 photocopies of the survey, **provided that** when you bring the application to the Planning and Zoning Department, you show to the Zoning Officer the original, raised-seal survey.*]
3. 2 sets of site plans indicating:
 - (a) location(s) of proposal;
 - (b) all property offsets of the proposal;
4. 2 copies of the completed Impervious Lot Coverage (Form 3) worksheet.
5. For accessory structures: 2 sets of building plans, which shall include the proposed height of the structure, pursuant to the definitions in the zoning ordinance;

C. For new homes and for home additions/alterations:

1. The completed Residential Zoning Permit application form (Form 1) and one (1) photocopy.
2. A current, sealed survey and 1 photocopy. [*Note: it is permissible to submit 2 photocopies of the survey, **provided that** when you bring the application to the Planning and Zoning Department, you show to the Zoning Officer the original, raised-seal survey.*]
3. 2 sets of site plans indicating:
 - (a) location(s) of proposal;
 - (b) all property offsets of the proposal;
 - (c) dimensions of all sides of the proposed addition(s) and structures;
4. 2 sets of building plans:
 - (a) proposed height of the structure, pursuant to the definition in the zoning ordinance;
 - (b) portions of the structure that are to remain, if any;
5. 2 copies of the completed Floor Area Ratio (Form 2)
6. 2 copies of the Impervious Lot Coverage (Form 3) worksheet;
7. 2 copies of documentation of the neighboring houses' setbacks, when applicable, pursuant to (1) and (2) below:
 - (a) No building or part of a building, exclusive of an open porch, steps and overhanging eaves and cornices, shall extend nearer to a front street line than the average distance of setback of the nearest buildings, other than accessory buildings, within 100 feet on each side of said building and fronting on the same side of the street; and
 - (b) When only one building exists on the same side of the street as the building to be erected and within 100 feet thereof, the building setback shall be the average of the setback of the existing building and the standard distance of setback specified for each particular zone.

D. For decks:

1. The completed Residential Zoning Permit application form (Form 1) and one (1) photocopy.
2. A current, sealed survey and 1 photocopy. [*Note: it is permissible to submit 2 photocopies of the survey, **provided that** when you bring the application to the Planning and Zoning Department, you show to the Zoning Officer the original, raised-seal survey.*]
3. 2 sets of site plans indicating:
 - (a) location(s) of the proposed deck;
 - (b) all property offsets of the proposed deck;
 - (c) dimensions of all sides of the proposed deck;
4. 2 sets of the deck plans;
5. 2 copies of the Impervious Lot Coverage (Form 3) worksheet.

If you have any questions with regard to the completion of the application for a Zoning Permit, please call the Zoning Officer at (973) 694-1800 x3282. The zoning code (Chapter 134-1, *et seq.*) is viewable online at www.waynetownship.com.

The Wayne Township Planning and Zoning Department
475 Valley Road
Wayne, NJ 07470

www.waynetownship.com

(ph) 973-694-1800, x 3282 (fax) 973-872-0586

Monday – Friday, 8:30 a.m. to 4:30 p.m.

Tuesday, 8:30 a.m. to 7:00 p.m.

John P. Szabo, Jr., P.P., AICP
Township Planner

Linda Lutz, P.P., AICP
Assistant Township Planner

Brad Gibbons, Zoning Officer

Donna Morris, Secretary
Debbie Hunziker, Secretary

Application for Residential Zoning Permit

Official Use Only
 Planning Department received date-stamp

Township of Wayne
 475 Valley Road
 Wayne, NJ 07470
 (973) 694-1800, x3282
 FAX (973) 872-0586

Fee \$ _____
 Check No. _____
 Cash – Receipt No. _____
 Date received: ____ / ____ / ____
Township Use Only

Please provide all of the requested information. An incomplete application may be returned (see instructions for submission requirements). Please print or type:

Subject Property Tax Block _____ Tax Lot _____ Zone _____

Tenant's Name (if applicable) _____

Work Site Address of Subject Property (Street Address) _____

Subject Property Owner's Name (as listed in the Township Tax Records) _____

Subject Property Owner's Complete Mailing Address _____
 Street Town Zip Code

Agent's Name (i.e., person responsible for administering this application) _____

Agent's Complete Mailing Address _____
 Street Town Zip Code

Agent's Daytime Telephone _____ Fax # _____

1) Describe current activities conducted in the principal building and accessory buildings

___ Single-family dwelling ___ Two-family dwelling ___ Multi-family dwelling
 ___ Vacant land ___ Other _____

2) Check purpose(s) for which Zoning Permit is requested

___ New dwelling ___ Addition to dwelling ___ Garage/detached ___ Deck new/repair/replace
 ___ Fence/Wall ___ Pool ___ Accessory shed (indicate dimensions in feet: _____ x _____)
 ___ Stairs, landing new/repair ___ Patio/walkway ___ Open porch ___ 2nd kitchen
 ___ Zoning determination
 ___ Other _____

By signing below, I certify the above statements made by me to be true and accurate and, if a survey is submitted herewith as may be required by my application, that said survey is current in that no change has been made to the subject property that would render the submitted survey inaccurate.

Agent's Name (PRINTED)

Agent's Signature

Date

Residential Zoning Permit Application

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Fees:	(1)	Fences/walls 4' high or greater, pools; sheds; 2 nd kitchens; patios:	\$25.00
	(2)	Residential additions and decks:	\$50.00
	(3)	New homes:	\$75.00
	(4)	Zoning Determination	\$75.00

(Checks are to be made payable to the Township of Wayne)

NOTE: The application with its accompanying exhibits must be filed in duplicate (2 collated sets)

Below line for Township use only

The activities described in items 1 and 2 are:

- Approved Legal Pre-existing, non-conforming use Denied Require a Board action
 Code _____

Zoning Officer: _____ **Date:** _____

township of wayne

475 Valley Road
Wayne, New Jersey 07470
www.WayneTownship.com
Phone: 973-694-1800
Fax: 973-694-9385
PLANNING DEPARTMENT

July 28, 2006

Dear Homeowner/Contractor/Architect:

The Township of Wayne adopted ordinances regulating the size of homes and amount of impervious coverage in conjunction with residential construction. These regulations apply to any building additions as well as new single family construction, decks, pools and patios. The purpose of the new regulations is to provide clear standards to prevent overbuilding on residential single family properties throughout the Township that might otherwise adversely impact existing neighborhoods. The ordinance also seeks to minimize the amount of paved areas that otherwise create drainage problems or contribute to neighborhood flooding conditions.

To assist you in determining whether you comply with these new regulations, the attached worksheet was prepared to guide you through the process. Please complete or have your professional plan preparer complete the attached form to accompany your building permit so that we can determine compliance with the new regulations. Alternatively, the information may be included on the plan submittal provided that the format of the information is consistent with the form. **Please note that any residential building permit submitted to the Planning Department for zoning compliance review without a completed FAR/Impervious Coverage form or information presented on the drawings will be automatically rejected by this office so please make sure that your building permit information includes this form.**

Your cooperation in submitting the necessary information is greatly appreciated and will help to expedite the review of your building permit application. Any questions can be directed to this office by calling (973) 694-1800, extension 3320.

Yours truly,

John P. Szabo, Jr., PP, AICP
Township Planner

**TOWNSHIP OF WAYNE
DEPARTMENT OF PLANNING AND ZONING
FLOOR AREA RATIO AND IMPERVIOUS LOT COVERAGE CALCULATIONS SHEETS**

**PART I
FLOOR AREA RATIO CALCULATIONS**

These calculations are to demonstrate compliance with Township Floor Area Ratio Requirements pursuant to Chapter 134-32 et seq.

Applicant: _____ Date _____

Property Address: _____ Block _____ Lot _____

Description of Proposed Work: _____

A. Property Size in Square Feet: _____

B. Applicable Maximum Floor Area Ratio (see table below) _____

Zone District	Maximum Floor Area Ratio (FAR)
R-40: 40,000 sf	.22
R-30: 30,000 sf	.24
R-15: 15,000 sf	.25
R-10: 10,000 sf	.28

For substandard lots, apply the following FAR coefficients:

1. For lots 10,000 square feet the applicable FAR shall be 0.28.
2. For lots less than 10,000 square feet but greater than 7,500 square feet, the applicable FAR shall be 0.29.
3. For lots less than or equal to 7,500 square feet but greater than 6,500 square feet, the applicable FAR shall be 0.31.
4. For lots 6,500 square feet or less, the applicable FAR shall be 0.33.
5. For lots greater than 10,000 square feet but less than the minimum requirement of the zone the applicable FAR shall be 0.26.

C. Permitted Floor Area (A x B) (Sq. Ft.) _____

D. Total Post Construction Floor Area (Sq. Ft.) _____

(Not including areas excluded under the term "Gross Floor Area." See definitions on the next page. Garages are not included in the total square-footage calculation.)

NOTE: The square footage calculation in D must be less than or equal to the square footage presented in calculation C or a Use Variance Application before the Board of Adjustment will be required.

Applicant Signature

*Raised seal shall be affixed if calculations were prepared by a licensed architect and/or engineer:

Name (print)

Signature [SEAL]* DATE

Pertinent definitions (ref: § 134-2.2)

Gross Floor Area – as applied to detached single-family dwelling units: all floor areas of the principal residential building, including but not limited to habitable basements or attics, but excluding unenclosed porches, cellars, crawl spaces, unenclosed decks, breezeways, imaginary/intermediate floor levels below cathedral ceilings and any nonhabitable areas. A nonhabitable area shall be one that has no direct walk-in access and has a ceiling height of seven (7) feet or less. All measurements shall be inclusive of the outside walls of the structure.

Habitable Basement – means a space having at least four (4) feet above the average finished grade of the adjoining ground (an average of all sides of the structure).

Habitable Attic Space -- means attic space that has a permanent, fixed stairway as a means of access and egress and in which the ceiling at a height greater than seven (7) feet is 1/3 or more of the floor below, as measured from the floor to the bottom of the roof ridge beam. Habitable attic space is served by a heating system and includes, but is not limited to, space used for living, sleeping, eating or cooking, as well as bathrooms and toilet rooms. Unheated storage and utility spaces are not considered habitable attic space.

October 3, 2011

