

## **Instructions For Application for Commercial (Non-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**

#### **A. For commercial (non-residential) applications, including Home Occupations:**

1. Provide the completed Commercial (Non-residential) Zoning Permit application form and 1 photocopy.
2. Provide adequate information/documentation/plans, [2 sets] depending on the nature of the request, to enable the Zoning Officer to render a decision.
3. Any application that involves a new use or a change in occupancy will likely generate the need for a sign. If that is your situation, then provide 2 sets of the sign plan details.

**B. For obtaining an official acknowledgement that a building, lot or use meets the zoning requirements:**

1. Provide the completed Commercial (Non-residential) Zoning Permit application form and 1 photocopy.
2. Provide a current, sealed survey, and 1 photocopy indicating:
  - (a) location and number of parking spaces;
  - (b) location(s), all property offsets of existing structures;

*[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.]*

**C. For a certification pursuant to N.J.S.A. 40:55D-68 for a pre-existing, non-conforming use:**

1. Provide the completed Commercial (Non-residential) Zoning Permit application form and 1 photocopy.
2. Provide a current, sealed survey, and 1 photocopy indicating:
  - (a) location and number of parking spaces;
  - (b) location(s), all property offsets of existing structures;

*[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.]*

  - (c) any and all documentation that will enable the zoning officer to determine the pre-existing, non-conforming status of the use.

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](http://www.waynetownship.com).

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

[www.waynetownship.com](http://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 Non-residential/Commercial Zoning Permit

Official Use Only  
Planning Department received date stamp

## Township of Wayne

475 Valley Road  
Wayne, NJ 07470  
(973) 694-1800, ext. 3282  
FAX (973) 872-0586

Fee: \$100

Check No. \_\_\_\_\_  
(checks payable to the Township of Wayne)

Cash – Receipt No. \_\_\_\_\_

Date received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Township Use Only

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

Subject Property Tax Block \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

Proposed Tenant's Name \_\_\_\_\_

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 # \_\_\_\_\_

Proposed Business Name (if known) \_\_\_\_\_

**Describe current activities conducted in the principal building(s)/unit and accessory building(s)** (e.g., office, retail sales of goods or services, restaurant, warehousing, manufacturing, etc.)

### Check the purpose(s) of this Zoning Permit application:

\_\_\_\_ Seeking permission to commence a use or change an existing use of property. If checked, please describe your proposed Use (*e.g.*, are you proposing office space, retail space, restaurant, etc.):

\_\_\_\_ New/proposed tenant \_\_\_\_ Renovation – exterior \_\_\_\_ Parking of commercial vehicles.

\_\_\_\_ Reface existing sign, which is: \_\_\_\_ wall mounted or \_\_\_\_ pylon or \_\_\_\_ monument

\_\_\_\_ Install new sign, which is wall mounted at \_\_\_\_ sq. ft.; \_\_\_\_ % of front wall space

\_\_\_\_ Install new sign, which is: \_\_\_\_ pylon or \_\_\_\_ monument

\_\_\_\_ Seeking an official acknowledgement that an existing building, lot or use meets the requirements of the current Ordinance.

\_\_\_\_ Seeking a certification of a pre-existing, non-conforming use pursuant to N.J.S.A. 40:55D-68.

\_\_\_\_ Home Occupation – describe: \_\_\_\_\_

\_\_\_\_ Other – specify: \_\_\_\_\_

**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.**

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Agent's Name (PRINTED)

Agent's Signature

Date

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

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Below for Township use only

**The activities described above are:**

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

**Comment:** \_\_\_\_\_

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**Zoning Officer:** \_\_\_\_\_      **Date:** \_\_\_\_\_