

**TOWNSHIP OF ROXBURY
ZONING PERMIT
APPLICATION CHECKLIST**

Before any building permits can be issued, an approved Zoning Permit is required from the Zoning Officer. The following information is required as part of the Zoning Permit process.

FOR:	PROVIDE:	Yes	No
New home construction, additions, covered deck, accessory structure (shed, detached garage, hot tub, gazebos,) above and in-ground swimming pools	1. A survey to scale showing existing conditions with proposed conditions drawn to scale on the survey and showing dimensions and distance from construction to property lines. 2. Elevation drawings and dimensions. 3. Worksheet with information on impervious coverage and building coverage. (see attached form also available on line). 4. Zoning Permit Fee \$30.00 OTHER DEPARTMENT APPROVAL MAY BE REQUIRED	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Finished basement with new walls or rooms	1. Floor plan of home and finished basement showing rooms and entry 2. Zoning Permit Fee \$30.00	☐ ☐	☐ ☐
Patios, Sidewalks and Driveway replacement or expansion (no permit needed for driveway coating & sealing)	1. Copy of survey to scale showing existing conditions with proposed conditions drawn to scale on the survey and showing dimensions and distance from construction to the property lines. 2. Worksheet with information regarding impervious coverage and building coverage (see attached form also available on line). 3. Zoning Permit Fee: Residential \$30.00 / Commercial \$60.00 OTHER DEPARTMENT APPROVAL MAY BE REQUIRED	☐ ☐ ☐	☐ ☐ ☐
Uncovered deck	1. Copy of survey to scale with proposed deck drawn to scale on the survey showing dimensions and distances from the deck to the property lines. 2. Zoning Permit Fee \$30.00	☐ ☐	☐ ☐
Fence	1. Copy of survey to scale with proposed fence drawn on the survey indicating the height of the fence (4' limit in front yard, 6' in rear, finished side must face neighbors) 2. Zoning Permit Fee: Residential \$30.00 / Commercial \$60.00	☐ ☐	☐ ☐
Retaining Walls	1. Copy of survey of property to scale showing location of wall(s) 2. Elevation plan of wall showing height 3. Any wall over 4' requires drawing signed and sealed by an engineer 4. Zoning Permit Fee: Residential \$30.00 / Commercial \$60.00	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Change of Use Change of Tenancy Change of Ownership Zoning Permit Fee Residential \$30.00 Commercial \$60.00	1. Zoning Permit application indicating current use/tenancy and proposed use/tenancy 2. Floor plan of space showing walls, rooms, seating, etc. 3. Survey or site plan showing parking and dumpsters 4. Letter (dated and signed) describing type of business, hours of operation, number of employees, etc. CONTINUING CERTIFICATE OF APPROVAL REQUIRED BY THE BUILDING DEPARTMENT	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Free Standing Sign Zoning Permit Fee Non-Residential \$60.00	1. Rendering to scale of proposed sign showing all dimensions and method of illumination. 2. Three copies of the survey or site plan showing the location of sign and proposed setbacks.	☐ ☐	☐ ☐
Wall-mounted Sign Zoning Permit Fee Non-Residential \$60.00	1. Rendering to scale of proposed sign showing all dimensions and method of illumination. 2. Elevation drawing of wall of building where sign is to be placed showing all dimensions (height and width of space in question).	☐ ☐	☐ ☐
Solar Panels	1. Zoning Permit 2. Elevation drawing (including racking system diagram) 3. Roof plan	☐ ☐ ☐	☐ ☐ ☐

TOWNSHIP OF ROXBURY

APPLICATION FOR ZONING PERMIT

Date: _____ Block: _____ Lot: _____ Zone: _____

Physical Location / Street Address: _____

Sewer _____ Septic _____ Public Water _____ Well _____ Historic District: yes _____ no _____

A) Applicant's Name: _____
Address: _____
City/State/zip: _____
Phone Number: _____
Email: _____

B) Owner's Name: _____
Address: _____
City/State/Zip: _____
Phone Number: _____
Email: _____

We will send permit approval/denial via email

Email date: _____

C) Describe in detail the purpose for which Zoning Permit is requested (change in use / tenancy, addition, shed, pool and any new construction): (See attached checklist)

D) Has the above-referenced property been subjected to any prior application to the Zoning or Planning Boards to the applicant's knowledge? (If so which Board, when and attach Resolution):

E) Attach a current survey map or plot plan to scale showing size of property, lot dimensions and dimensions of all existing and proposed improvements. Label distances to all property lines and streets. All new construction; attach an elevation plan to scale showing number of stories; and below grade construction. Change in use/tenancy; attach a floor / seating plan and parking plan showing seating, parking stalls & dumpster location.

F) Percentage of Building Coverage: _____ % Percentage Lot Coverage: _____ %

Note: Building and Lot Coverage form must be filled in as required on checklist for new home construction, additions, covered decks, accessory structures (hot tubs, sheds, detached garages, gazebos, patios sidewalks and driveways.

The form is attached and a custom formatted excel version is available at: <http://www.roxburynj.us/71/Planning-and-Zoning-Forms>

G) I certify that the answers to the above-referenced questions and any statements made on the survey map, plot plan and seating and parking plans are true and complete to the best of my knowledge. I authorize Township Municipal Employees to conduct a site visit of the subject property. I understand that this permit does not exempt the bearer of responsibility to secure a Certificate of Occupancy, Building Permit, Board of Health approvals, or other permits as required by municipal, county, state or federal agencies.

Signature of applicant

Date

Signature of owner

Date

Application Permit Fee: Residential: \$ 30.00 _____ Commercial: \$ 60.00 _____ Dock, Piers, & Boat House: \$100.00 _____
After-the-fact permit fee: _____

Date paid: _____ Check #: _____ Collected By: _____ CJ: _____
No CJ: _____

Approved: _____ Denied: _____

Zoning Officer

Date

See attached Zoning Permit for details

BUILDING AND LOT COVERAGE WORKSHEET. Available on line at www.roxburynj.us, Services, Forms, Planning & Zoning Forms "Building Impervious Coverage Tool"

THIS WORKSHEET WILL ASSIST YOU IN CALCULATING THOSE PERCENTAGES.

Step 1: Determine total square footage of property.

Identify lot measurements on your survey. If total square footage is not calculated, identify either:

Total Acreage _____ multiply by x <u>43,560</u> = _____	or	Length _____ Width x _____ = _____ Total Square Feet
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Step 2: Determine building coverage %.

A: Combine total existing and proposed square footage of "covered" structures.

	Existing +	Proposed	Total
House			
Shed			
Garage			
Covered Deck			
Covered Porch			
Sunroom			
Other			
TOTAL			

B: Divide by Total Square Footage.

C: Multiply by 100.

divided by _____	=	_____	x 100 =	_____ %
(from step 1)				Building Coverage

Step 3: Determine lot coverage % (also known as Impervious Cover).

A: Combine total existing and proposed square footage of impervious areas.

	Existing +	Proposed	Total
House			
Shed			
Garage			
Covered Deck			
Covered Porch			
Sunroom			
Walkway			
Sidewalk			
Patio			
Driveway			
Other			
**Pool Patio			
Other			
TOTAL			

B: Divide by Total Square Footage.

C: Multiply by 100.

divided by _____	=	_____	x 100 =	_____ %
(from step 1)				Lot or Impervious Coverage

**The pool itself does not count to coverage.