



BOROUGH OF GARWOOD

JEN BLUMENSTOCK
Mayor

JOHN ARTHUR
Borough Administrator

403 South Avenue
Garwood, NJ 07027
(908) 789-0710
www.garwood.org

VICTOR VINEGRA
Zoning Officer
V-Vinegra@garwood.org

APPLICATION FOR ZONING CERTIFICATE

Date: _____

Property Address: _____ Garwood, NJ 07027

Block # _____ Lot # _____ Zone: _____

Applicants Name: _____

Email Address: _____ Phone number: _____

Homeowner/Business Owner Name: _____

The above listed property is requesting a zoning permit for work below. If the request complies with the Borough's Land Use Code it will be indicated below by the Zoning Officer. If the request does not comply with the Borough of Garwood's Land Use Code then the requester may need to seek an application for a Variance. The applicant requests the following work. **Applicant must include survey with application along with other information to support the request.**

The permit fee is \$10.00. Permit fee for signs is \$20.00.

_____ Fence _____ Shed _____ Pool _____ Stairs _____ Porch

_____ Driveway _____ Awning _____ Addition to Structure

_____ Sign *(must include sign specifications)*

_____ Other *(must attach explanation and supporting documentation)*

OFFICE USE ONLY

The use IS permitted: _____

The use IS NOT permitted: _____

Other: _____

EXPLANATION: _____

_____ **APPROVED**

_____ **DENIED**

Victor E. Vinegra, Zoning Officer

Date



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When approved either by this form or through the Variance process, the applicant may need to proceed to the **Cranford/Garwood Construction Office** *(if necessary)* to acquire Construction Permits.

Cranford Building Department
8 Springfield Avenue
Cranford, NJ 07016

Phone: (908) 709-7213
Fax: (908) 276-4872

Hours of Operation:
Monday through Friday
8:30am to 4:30pm

Other permits are required by the Borough of Garwood for the following:

[Construction of Sidewalk or Apron Application](#)
[Dumpster and Container Permit Application](#)
[Road Opening Permit Application](#)
[Road Permit Fees](#)

ZONING PERMIT: A document signed by the Zoning Officer which is required by ordinance as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure, and which acknowledges that such use or structure complies with the provisions of the municipal zoning ordinance or variance there from. The issuance of a zoning permit is inherent in the issuance of a building permit. It is the intent of this chapter to utilize a zoning permit where a building permit or Board approval may not be required, but where regulatory oversight is necessary to insure proper and safe installation of site elements such as fences, swimming pools, sheds, and other site development or structures as seen fit by the Zoning Officer.

NOTE: Issuance of this permit does not exempt any building department permit requirements. Please contact the Construction Department, 8 Springfield Avenue, Cranford, 908-709-7213 to determine if a building permit is also required.

FEES: Chapter 106. LAND USE

Article XII. Fees § 106-148. Signs.

The fee for a sign permit shall be \$20 plus a fee of \$1 for each square foot of sign area.

§ 106-157. Zoning permit.

The fee for a zoning permit shall be \$10.



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ZONING FAQs

Question?

When do I need to file a “[ZONING CERTIFICATE](#)” with the Borough of Garwood?

Answer.

When you are installing the following:

1. Any fence installation.
2. Construction of any permanent surface cover on a parcel of land.
3. Enlargement of any driveway, walkway, curb opening.
4. Permanent enclosure such as a gazebo.

A [ZONING CERTIFICATE](#) is available on the Borough’s website and within the Borough Hall. All Certificates for information must be accompanied with a check for \$10. Made payable to the Borough of Garwood.

A separate [ZONING CERTIFICATE](#) is NOT required if you need a construction permit. All construction permits which proceed to the Township of Cranford are reviewed by the Zoning Officer prior to being reviewed by the [Construction Department](#). You must proceed to the Cranford Construction Department for at least the following items.

1. All signs.
2. All building additions.
3. All wooden and elevated decks.
4. All garages, sheds, pools, and rear yard items which require electric or plumbing.
5. Creation of additional bedrooms in a structure.
6. Interior modifications to a structure which removes walls, bathrooms and kitchens.
7. All solar installations.
8. All items requiring electrical upgrades to be performed by an electrician.
9. All items requiring plumbing upgrades to be performed by a plumber.
10. All items requiring HVAC upgrades to be performed by a licensed expert.
11. Any activity which requires the signature of a licensed expert, plumber, HVAC, electrician or Architect.

Once a formal Application is submitted our office will review.



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ZONING FAQs

Information & Responsibilities

1. The [Zoning Map](#) is online and can be viewed on the Borough's website.
2. The [Municipal Ordinance](#) is online and can be viewed on the Borough's website.
3. The [Construction Department](#) for Garwood is the Township of Cranford. This is located within their Municipal Building.
4. Because the Zoning Officer is a limited part-time position in the Borough of Garwood the following pertains.

It is not the responsibility nor withing the powers of the Zoning Officer to answer the following questions.

1. What can be built on my property?
2. What projects do the Planning or Zoning Boards Approve?
3. Can I convert my home into a two-family house?
4. What is the maximum coverage my lot can be approved for?
5. I am looking to purchase a property, what can it be developed into?

The above questions are typical of investors, real estate agents, attorneys and real estate speculators. These questions should be answered by land use experts hired by the inquisitor. There are many architects, civil engineers and land use experts in the general area they perform these activities on a daily basis. Many of these questions are NOT a typical yes and no answer but require research and investigation.

A Zoning Offers job is to "review" any applications from land use experts not to give advice on how an individual or corporation can develop a certain parcel of land. If our advice is incorrect and someone purchases the property, the Borough could be libel.

In New Jersey, municipal zoning offices operate under the state's Municipal Land Use Law (MLUL, N.J.S.A. 40:55D-1 et seq.), which gives towns the power to zone and sets up the legal framework for each office to follow.

Reviewing and enforcing zoning ordinances

- The zoning officer's core job is ensuring any proposed use, construction, or alteration is a permitted use in the zoning district and conforms to the zoning ordinance's area and setback requirements.



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- More broadly, the office administers, interprets, and enforces both the local zoning code and the state's Municipal Land Use Law as they relate to buildings, structures, and land within the municipality. The Zoning Officer is to follow the Municipal Ordinance.

Permits and approvals

- The Zoning Officer reviews all construction permits submitted to the Township of Cranford (Cranford handles all of Garwood Building Permits). A [Certificate of Compliance](#) often has to be obtained before building permits can even be issued, and signage or façade changes typically need zoning sign-off as well.
- For single-family homes, construction, expansion, or alteration applications generally require a site plan, though the zoning officer has discretion to waive or modify certain plat requirements. See the Municipal Ordinance.

Investigating and enforcing violations

- Duties include discovering and investigating alleged zoning violations, and where necessary, appearing and testifying in municipal court to seek compliance, remedial action, or penalties from violators.

State-level version of the role

- New Jersey's official Civil Service job specification describes a Zoning Officer as someone who, under direction, examines the working plans of proposed buildings for compliance with state, county, and local zoning laws and ordinances, and conducts field work to ensure compliance, consulting with architects, owners, and contractors on compliance problems, and initiating enforcement actions against violators. The role may also involve assisting in drafting zoning regulations, supervising staff, and maintaining official records and files.

Where it fits in the bigger picture

- The MLUL sets up a three-part structure: the Planning Board prepares and periodically revises the Master Plan, the governing body (Township Committee/Council) enacts zoning ordinances based on that plan, and the Zoning Board of Adjustment resolves disputes and grants variances. The zoning office/officer is the administrative arm that carries out day-to-day enforcement of whatever the governing body has adopted. [New Jersey League of Municipalities](#)