

TOWNSHIP OF WALL
ZONING PERMIT APPLICATION-NON-RESIDENTIAL PROPERTY CHECKLIST

Have you submitted all of the following? **Your zoning permit will not be approved if any of the following items are incomplete:**

1. Zoning Permit Application fee is **due upon submission of the application. Any application related to approving authority resolution will be a fee of \$500, ALL OTHER permit applications are \$100. Application fees are non-refundable.**
- ☐ 2. COMPLETE Application. With ALL applicable sections filled out including all dimensions. *It is your responsibility to complete the entire application. Using the words, "See Plans" to describe the proposed construction is not acceptable.*
- ☐ 3. Applicant's signature at bottom of application.
- ☐ 4. Two (2) copies of an accurately scaled survey/plot plan showing the following (not required for interior fit out or outdoor display):
 - ☐ a. All existing and proposed construction DRAWN TO SCALE
 - ☐ b. Setback dimensions from property lines of all proposed construction (*not required for rooftop equipment*).
 - ☐ c. Building and impervious coverage calculations (*not required for signs, fences or rooftop equipment*).
- ☐ 5. One (1) complete set of construction drawings drawn to scale with all dimensions shown.
- ☐ 6. If you are submitting an application for development approved by the planning or zoning board, you must submit:
 - ☐ a. One copy of resolution compliance letter signed by the Board Secretary.
 - ☐ b. Color rendering with color sample board *for new buildings or additions only*.
 - ☐ c. Preconstruction meeting minutes from the Board Engineer.
 - ☐ d. Date of preconstruction meeting with the Township Police Department.
- ☐ 7. Any digital copies of plans must be emailed to tmarkou@wallnj.gov.

*Once your application has been reviewed we will contact the person listed as the applicant on the application via email if it is approved, or if there are any problems or questions that arise. **All permit application fees are non-refundable.***

TOWNSHIP OF WALL

ZONING PERMIT APPLICATION- NON-RESIDENTIAL PROPERTY

Please PRINT Clearly! (Illegible documents will not be reviewed)

Owner's Name: _____ **Phone Number:** (____) ____ - ____
Address & Zip Code: _____
E-Mail: _____

Applicant's Name: _____ **Phone Number:** (____) ____ - ____
Address & Zip Code: _____
Applicant is: Owner ____ Contractor ____ Tenant ____ Other (describe) _____
E-Mail: _____

Address of Property: _____ **Block:** _____ **Lot:** _____
Zone District: _____ **Property Use:** _____

PROPOSED CONSTRUCTION: (Check and complete the applicable items).

1. ☐ **Interior fit out: dimensions** _____
date of Transfer Permit _____ **Occupant Name:** _____
2. ☐ **Addition: dimensions** _____ **ht** _____
description _____
3. ☐ **Accessory structure: dimensions** _____ **ht** _____
type/description _____
4. ☐ **Fence: type** _____ **ht** _____
5. ☐ **Ground mounted generator** ☐ **or** ☐ **AC Unit**
dimensions _____ **ht** _____ **distance from building** _____
_____ **kilowatts (generators)** _____ **BTU's (AC units)** _____
6. ☐ **Roof mounted equipment:** ☐ **Generator,** ☐ **AC Unit,** ☐ **Solar Panels**
dimensions _____ **ht** _____
height of parapet wall _____
7. ☐ **Freestanding sign: date of Transfer Permit** _____
dimensions: length _____ **width** _____ **depth** _____ **ht** _____
type of lighting _____ **times to be lit** _____
street address dimensions _____
8. ☐ **Wall sign: date of Transfer Permit** _____
dimensions: length _____ **width** _____ **projection** _____ **ht** _____ **under-clearance:** _____
type of lighting & times to be lit: _____
9. ☐ **New development: description** _____
date of resolution compliance _____
date of preconstruction meeting with Police _____
date of preconstruction meeting with Engineer _____
10. ☐ **Outdoor Display:**
date(s) of outdoor display/sale _____
11. ☐ **Other: dimensions** _____ **ht** _____
description: _____

Additional Information: _____

Applicant certifies that all statements and information provided herein are true to the best of his knowledge, information and belief. Applicant certifies compliance with all pertinent municipal, county and state regulations and requirements with respect to the subject property.

Signature of Applicant: _____ **Date:** _____