



# MONTVILLE TOWNSHIP

## ZONING PERMIT REQUIREMENTS

**SEE SEPARATE FORMS FOR "Tree Removal Permit" and "Commercial Vehicle Parking Permit."**

PERMIT	SUBMIT	FEE	ENGINEERING	CONSTRUCTION
( ) <b>NEW TENANT</b>	1) Approval Letter	\$25.00	NO	YES - If interior modification
( ) <b>SHED / FENCE / WALL / TEMP STORAGE / OTHER ACCESSORY STRUCTURE</b>	1) Survey with location of fence indicating height of fence in front, rear, side yards 2) Manufacturer detail(s) including height, color, material) 3) Impervious Coverage Calculations	\$35.00	YES If greater than 150 sf \$275	YES - If greater than 100 sf; if fence is greater than 6 feet and / or protects a pool
( ) <b>DECK</b>	1) Survey indicating location of deck with setbacks 2) Impervious coverage calculations (decks are 50% impervious) 3) Manufacturer details	\$50.00	NO	YES - If attached to a dwelling
( ) <b>POOL PERMIT</b>	1) Survey indicating setbacks from property lines and other structures 2) Coverage calculations for patio and/or decking 3) Fencing (existing or proposed)	\$100.00	YES \$275	YES
( ) <b>ADDITIONS</b>	1) Survey indicating setbacks 2) Architectural elevations with proposed height 3) Building and impervious coverage calculations	\$125.00	YES \$275	YES
( ) <b>SIGN</b>	2) Sketch of sign 3) Details (size, color) 4) Location on property or building 5) Consistency with sign theme	\$150.00	NO	YES - If greater than 35 SF and / or illuminated Construction review
( ) <b>NEW RESIDENTIAL CONSTRUCTION</b>	1) Survey indicating placement of structure within building envelope, driveway, deck, accessory structure locations 2) Zoning chart indicating setbacks, impervious and building coverage, and height calculations	\$150.00	YES \$275	YES
( ) <b>NON-RESIDENTIAL / COMMERCIAL</b>	3) Survey indicating placement of structure within building envelope, parking area / ingress and egress, accessory structure locations 4) Zoning chart indicating setbacks, impervious and building coverage, and height calculations	\$175.00	YES \$275	YES
( ) <b>*CERTIFICATE OF NON-CONFORMITY</b>	1) Proof that use was a legally conforming use existing prior to change in zoning ordinance.	\$150.00	NO	NO

*\*May be granted by Zoning Officer within one year after zone change. May be granted or denied by Zoning Board if more than one year after zone change.*



Zoning Permit No.: \_\_\_\_\_

**MONTVILLE TOWNSHIP - ZONING PERMIT**

Questions? Contact Anthony Petrillo, Assistant Zoning officer at [apetrillo@montvillenj.org](mailto:apetrillo@montvillenj.org) (973) 331-3320 fax (973) 334-0180

**-----APPLICANT TO FILL OUT-----**

**SECTION 1: Property Information** Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Date: \_\_\_\_\_

Property Location Address: \_\_\_\_\_ Pine Brook \_\_ / Montville \_\_ / Towaco \_\_

MAIL PERMIT TO ADDRESS (if different): \_\_\_\_\_

**SECTION 2: Property Owner Information**

Property Owner Name \_\_\_\_\_ Tel # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Company: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Do you want a copy of the permit? Yes \_\_\_ No \_\_\_

**PLEASE CHECK ALL THAT APPLY TO YOUR PROPERTY:**

Interior Lot \_\_ Corner Lot \_\_ Historic Property or Historic District \_\_ (If so, which historic listing or district? \_\_\_\_\_)

Critical Water Resources District (Restricted Area \_\_ Prime Aquifer \_\_) Highlands Preservation Area \_\_ Conservation easement \_\_

**SECTION 3: Submission Items - \*REQUIRED TO PROCESS APPLICATION**

Survey depicting all existing and proposed structures, setbacks, and impervious coverage (e.g. patios, driveways) on property

Zoning chart indicating proposal is in conformance with current ordinance requirements (Ordinance is available on-line at [www.montvillenj.org](http://www.montvillenj.org) or via General Code E\*Code360)

Impervious coverage calculations for all additions, decks, and accessory structures (See form attached)

Proposed height of all proposed structures and fences must be shown

Manufacturer details including colors and materials for fences and signs must be provided

If you propose to locate a temporary structure (e.g. fence, shed) in a public easement (e.g. drainage, sewer), you need to submit the signed permission form from Director of Water and Sewer in public easement obtained from the Zoning Office.

**\*\*NO STRUCTURES INCLUDING FENCES CAN BE LOCATED IN NJDEP WETLANDS\*\***

**SECTION 4: Current & Prior Approvals** Application No \_\_\_\_\_ Year Approved \_\_\_\_\_

**SECTION 5: Fees \*Requesting Permit for - Make check payable to "Montville Township":**

Fence / Wall - \$35.00  Shed / Other accessory structure - \$35.00  Deck - \$50.00  Residential Addition - \$125.00

New Construction - Residential - \$150.00  Non-Residential/Commercial - \$175.00  Existing Non-Conformity - \$150.00

Pool (in-ground or above ground) \$100.00  New Sign - \$150

New tenant \$25.00 Waiver No \_\_\_\_\_ Tenant Company / Contact Name: \_\_\_\_\_ / \_\_\_\_\_

Hours of operation approved \_\_\_\_\_ 24 hours Yes ( ) No ( )

Includes sign? Yes ( ) No ( ) **\*Note: A sign permit with fee is required if sign not approved as part of Waiver or Site Plan.**

**SECTION 6: Signature of Owner**

**\*MUST be signed by property owner NOT contractor\***

Owner attests that all information shown on survey, existing and proposed, is accurate.

Signature of Property Owner \_\_\_\_\_ Printed Name: \_\_\_\_\_

*Notary:* Sworn to and subscribed, before me. This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
A Notary Public of New Jersey

**-----Municipal Staff Use Only-----**

( ) Approved **\*\*If new tenant, see Waiver Approval Letter** ( ) Denied **\*\*See explanation below or letter attached**

*This is to certify that the above-described premises together with any building thereon, are used or will be used for:*

( ) Use permitted by Ordinance or ( ) Use permitted by variance Resolution \_\_\_\_\_

( ) Valid nonconforming use as established by the finding of the Zoning Board of Adjustment or by the Zoning Officer

( ) There is a nonconforming structure on the premises (Approved by variance \_\_\_\_\_)

( ) Accessory use and/or structure is permitted by Ordinance

( ) Accessory use and/or structure is permitted by variance approved on \_\_\_\_\_ Resolution \_\_\_\_\_

Attachments include: Resolution ( ) Plans ( ) Approval Letter ( ) Other ( ) \_\_\_\_\_

Approved /Denied by: \_\_\_\_\_

Executed On: \_\_\_\_\_

Anthony Petrillo, Assistant Zoning Officer

Zoning - Original ( ) Construction Copy ( ) Applicant Copy ( ) Fire Dept -waiver ( ) File ( )

Application No.: \_\_\_\_\_ Amount Paid \_\_\_\_\_ Cash \_\_\_ Check \_\_\_ Receipt No. \_\_\_\_\_

