



MONTVILLE TOWNSHIP

ZONING PERMIT REQUIREMENTS

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

PERMIT	SUBMIT	FEE	ENGINEERING	CONSTRUCTION
() NEW TENANT	1) Approval Letter	\$25.00	NO	YES - If interior modification
() SHED / FENCE / WALL / TEMP STORAGE / OTHER ACCESSORY STRUCTURE	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
() DECK	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
() POOL PERMIT	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
() ADDITIONS	1) Survey indicating setbacks 2) Architectural elevations with proposed height 3) Building and impervious coverage calculations	\$125.00	YES \$275	YES
() SIGN	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
() NEW RESIDENTIAL CONSTRUCTION	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
() NON-RESIDENTIAL / COMMERCIAL	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
() *CERTIFICATE OF NON-CONFORMITY	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 (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 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: _____
Ryan Conklin, Zoning Officer/Anthony Petrillo, Assistant Zoning Officer

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

Application No.: _____ Amount Paid _____ Cash ___ Check ___ Receipt No. _____

