



**MONTVILLE TOWNSHIP
WAIVER OF SITE PLAN FOR COMMERCIAL
ACCESSORY BUILDING LESS THAN 500 SF & GENERATORS**

Questions? Contact Planning & Zoning Office at (973) 331-3319

****The Subdivision and Site Plan Committee may waive the requirement for filing a site plan for an accessory building not exceeding five hundred (500) square feet in ground floor area upon recommendation of the Construction Code Officer to issue a building permit for said building, provided that said building does not invade upon any required parking area, setback area or otherwise violate any requirement of this chapter. Otherwise filing of a site plan, and necessary variance relief, would be required.****

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

Date Filed: _____ **\$250 Fee Rc'd:** _____ **Escrow Deposit (if necessary):** _____ **Waiver No.:** _____

Planning Board or subcommittee meeting date _____ Approved Denied
Zoning Permit Issued: _____ Permit No.: _____

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

OVERVIEW OF PROCESS

SCHEDULING OF MEETING

Once a complete application is submitted, this office will schedule a Planning Board subcommittee hearing at which time the subcommittee will either approve or deny the waiver request.

REQUIRED REPORTS

Approval from Health, Traffic Safety, Water & Sewer, & Construction are required. Any Planning Board or Planning Board subcommittee approval for a waiver is conditioned upon approval from these departments and compliance with any conditions of their reports. It may take a few weeks after your approval by the Planning Board or subcommittee to receive these reports.

HEALTH DEPARTMENT

Please be advised that the Health Department may require a separate approval and appearance before the Health Department can approve any application. Any Planning Board subcommittee approval is conditioned upon this approval.

ZONING PERMIT

Once ALL APPROVALS have been received, a zoning permit will be issued. This permit is considered your "certificate of occupancy" to tenant the building and open the business unless building permits are required by the Construction Department.

PERMITS

Approval from the Construction Official is required. There may also be requirements of the Township Engineer. Any Planning Board subcommittee approval for a waiver is conditioned upon approval from these departments and compliance with any conditions of their permits. Zoning, Construction and Engineering permits are required prior to construction of the accessory building.

PLEASE SUBMIT THE FOLLOWING REQUIRED INFORMATION

SECTION 1: Cover letter Submit a cover letter explaining the proposed purpose and location of the accessory structure.

SECTION 2: Fees

- \$250** Waiver Filing fee - Submit with application directly to Planning & Zoning Office - made payable to "Montville Township"
- \$25** Zoning Permit fee - Submit with application directly to Planning & Zoning Office - made payable to "Montville Township"
- \$90** Fire Prevention Plan Review fee - **(EXCEPT FOR GENERATORS)**

MAIL COMPLETE APPLICATION PACKAGE DIRECTLY to appropriate Fire Prevention Bureau

**Fire District is ___ Pine Brook ___ Montville ___ Towaco

SECTION 3: Applicant & Owner Information

Block: _____ Lot: _____ Zone: _____ Proposed Square Feet of Accessory Building _____

Property Location Address: _____ Pine Brook ___ / Montville ___ / Towaco ___

Unit / Bldg: _____ Current Business: _____ Current Use: _____

Contact Name: _____ Contact Address (Current): _____

Tel # _____ Fax # _____ E-mail _____

Property Owner _____ Contact Name _____

Tel # _____ Fax # _____ E-mail _____

SECTION 4: Signature of Applicant / Owner (if the Owner is Applicant) - REQUIRES NOTARY

Applicant attests that all information 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

****IF APPLICANT IS NOT THE OWNER, THE OWNER MUST SIGN BELOW****

SECTION 5: Affidavit of Ownership Granting Permission - REQUIRES NOTARY

STATE OF NEW JERSEY
COUNTY OF NEW JERSEY

I, _____ as Owner of Block: _____ Lot: _____ of full age, being duly sworn according to law, with a mailing address of _____ verifies and acknowledges as the owner in fee of all said lot, piece or parcel of land referenced herein that I authorize tenant / applicant _____ to file this application. I also acknowledge I understand that any conditions and/or requirements imposed at the time this tenancy is reviewed by the municipality is also an obligation imposed upon the owner of record.

Dated: _____

(Owner's Signature)

Sworn to and subscribed, before me.
This _____ day of _____ 20_____

A Notary Public of New Jersey

SECTION 6: Information regarding Accessory Building

- MANUFACTURER DETAILS or ARCHITECTURAL PLAN of proposed accessory building
- SITE PLAN or SURVEY depicting location of proposed accessory building
- AERIAL PHOTO (8"x10") of site (e.g. Google, Bing)
- DESCRIPTION OF USE OF BUILDING
- ZONING PERMIT WITH FEE (see attached)

****Additional information may be requested.**

ARTICLE VI
Administration, Enforcement and Fees
§ 230-37. Administration; applicability.

A. Administration

The administrative officer, as defined in this chapter, shall examine all applications under his/her jurisdiction and shall approve all required inspections to ensure compliance with this chapter.

B. Applicability

1. Prior to the subdivision or re-subdivision of land and prior to the issuance of a construction permit or certificate of occupancy for any development, an application shall be submitted to and approved by the Planning Board or the Board of Adjustment as provided by statute, for its review and approval in accordance with the requirements of this chapter, except that subdivision or individual lot applications for detached one (1) or two (2) family dwelling unit buildings shall be exempt from site plan review and approval. In addition, the Subdivision and Site Plan Committee may waive the requirement for filing a site plan for an accessory building not exceeding five hundred (500) square feet in ground floor area upon recommendation of the Construction Code Officer to issue a building permit for said building, provided that said building does not invade.



Zc _____ No.: _____

MONTVILLE TOWNSHIP - ZONING PERMIT
COMMERCIAL ACCESSORY BUILDING LESS THAN 500 SF & GENERATORS
Questions?

Contact 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 ___

SECTION 4: Current & Previous Approvals
Application No _____ Year(s) _____ Application No _____ Year(s) _____

SECTION 5: Fees Requesting Permit for - **Make check payable to "Montville Township":**
O Shed / Other accessory structure - \$35.00
Waiver No _____ Tenant Company / Contact Name: _____ / _____

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
 - () Use permitted by variance approved on _____ 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
 - () 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 () Waiver File ()

Amount Paid _____ Cash ___ Check ___ Receipt No. _____
