

**ZONING PERMIT APPLICATION**  
Township of Pequannock  
530 Newark Pompton Turnpike, Pompton Plains, NJ 07444  
973-897-0325

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Zoning Application No. \_\_\_\_\_

**CHECK TYPE OF APPLICATION**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> New Dwelling (5)                | <input type="checkbox"/> New Commercial                  | <input type="checkbox"/> Demolition (1)                   |
| <input type="checkbox"/> Residential Addition (1,5)      | <input type="checkbox"/> Commercial Addition             | <input type="checkbox"/> Porch (5)                        |
| <input type="checkbox"/> Accessory Building/Garage (1,5) | <input type="checkbox"/> Commercial Interior             | <input type="checkbox"/> Pool (3)                         |
| <input type="checkbox"/> Interior Remodeling             | <input type="checkbox"/> Sign/Awning (6)                 | <input type="checkbox"/> Generator, Air Conditioner (1,2) |
| <input type="checkbox"/> Fence (1)                       | <input type="checkbox"/> Driveway/Walkway/Patio/Deck (5) | <input type="checkbox"/> Temporary Sign (1)               |
| <input type="checkbox"/> Occupancy of building CCO (4)   | <input type="checkbox"/> Change of use of a property CO  | <input type="checkbox"/> Zoning (4)                       |
| <input type="checkbox"/> Wall 4' high or greater (1)     | <input type="checkbox"/> Temporary Storage Unit (1)      | <input type="checkbox"/> Other _____                      |

**To ensure timely processing, please review this quick checklist before submitted your application:**

\_\_\_\_\_ **Both sides** of application are complete, including owner/applicant signatures.

\_\_\_\_\_ You have provided two (2) copies of a current survey/site plan along with any required construction drawings. Survey must show the existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys *must* be prepared by a land surveyor and not more than 10 (ten) years old.

\_\_\_\_\_ Application fee: \$25.00 for home occupation; \$50.00 for single-family addition; \$75.00 for new homes; \$300.00 for all commercial uses (zoning permit \$100 & CCO or CCO \$200); \$50.00 for temporary storage unit; \$20.00 temporary sign (30 day)/\$50.00 (120 day); four times square footage for conforming sign

**If any of the requested information is missing or the application is incomplete, processing of the application will cease; applicants will be informed of same by letter.**

CHECKS MADE PAYABLE TO: TOWNSHIP OF PEQUANNOCK

1. Indicate location and fence/shed height on survey. Survey must be to scale and not more than ten (10) years old.
2. Must be properly screened.
3. Pools require fencing. Please indicate type, height, area of fence and location of filter/heater, decking, coping and aprons.
4. **Indicate in writing detailed description of use.**
5. Must fill out a Zoning Review Form. Shed over 100 sf Construction Permit Required Yes \_\_\_\_\_
6. Must submit rendering of signage

**PLEASE PRINT CLEARLY**

1. Location of property for which Zoning Permit is desired:

Street Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

2. Applicant's Name and Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Property Owner's Name (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

4. Does Applicant hold a tax-exempt status under the Federal Internal Revenue Code of 1954-26 U.S.C., Section 501 (c) or (d) Yes \_\_\_\_\_ No \_\_\_\_\_
5. Current approved use of structure on property: \_\_\_\_\_
6. Proposed new use or structure to be constructed on the property: \_\_\_\_\_
7. Name of New Business: \_\_\_\_\_
8. Square footage allocated for Use: \_\_\_\_\_
9. Number of parking spaces allocated of Use: \_\_\_\_\_
10. In detail, describe all work to be performed under this permit: \_\_\_\_\_
11. Has the property above been the subject of any prior application to the Planning Board or Zoning Board of Adjustment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide date: \_\_\_\_\_ Planning \_\_\_\_\_ Zoning \_\_\_\_\_ and Resolution.
12. Is the proposed construction/use for the address located in a flood hazard zone? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Will there be a change in the grade of the property upon permit? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Does the property have any easements? Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant certifies that all statements and information made and provided as part of this application are true to the best of his/her knowledge, information and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property, shall be complied with. All zoning permits will be granted or denied within ten (10) business days from the date of complete application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

PRINT Applicant's name \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Print Owner's Name \_\_\_\_\_

**OFFICE USE ONLY**

Date Fee rec'd: \_\_\_\_\_ Amount: \_\_\_\_\_ Check# \_\_\_\_\_ Cash: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Construction Permit Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
CCO or CO Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
Code Official: \_\_\_\_\_ Date: \_\_\_\_\_  
Construction Official: \_\_\_\_\_ Date: \_\_\_\_\_

**(6) For Sign Applications:**

Block \_\_\_\_\_ Lot \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What is the total number of existing signs? \_\_\_\_\_

How many of these are free standing signs? \_\_\_\_\_

Are there existing signs to be removed? \_\_\_\_\_

How many businesses are at this location? \_\_\_\_\_

What is the total area of all attached signs (existing and proposed)? \_\_\_\_\_

What is the dimension of the proposed sign? \_\_\_\_\_

What is the area of the store front or building front? \_\_\_\_\_

What is the sum of: existing signs that will remain, proposed signs and signs that may be required for a future tenant that will occupy currently vacant spaces? \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

After determination that application goes before the Planning Board, you will need to submit fifteen (15) copies of the Planning Board application and supporting documentation with an application fee, which is calculated by multiplying the area of the sign times four (4), plus an escrow fee of \$750.

**You must submit a rendering of the sign along with dimensions**