

Instructions For Commercial (Non-residential) Zoning Permit Application
Wayne Township Department of Planning and Zoning

The attached Application for Zoning Permit is for the Township to determine, **PRIOR** to the issuance of a use permit or the application for a building permit, whether a request for the use of a piece of land meets with the Township Land Development Ordinance. The Application for Zoning Permit form is to be completed by the requesting individual and submitted to the Township Zoning Officer for his review and determination as to whether the request is permitted by ordinance. The applicant then submits to the Building Department a copy of the approved Zoning Permit and accompanying documentation along with the application for a building permit.

Please note that no Zoning Permit shall be required where the proposed construction, reconstruction, conversion, installation or use requires or has approval from the Planning Board or Zoning Board of Adjustment. In that case, the Board's resolution then takes the place of the Zoning Permit.

General Information: When a Zoning Permit is Necessary (Ordinance § 134-26.3.B):

1. No person shall commence the construction, reconstruction, alteration, conversion or installation of a fence, a wall four feet or greater in height, a structure, a pool or a building without first obtaining a zoning permit.
2. No person shall commence a use nor change an existing use of property without first obtaining a zoning permit.
3. A person desiring to obtain an official acknowledgement that an existing building, lot or use meets the requirements of the current Township Zoning Ordinance shall do so by obtaining a Zoning Permit.
4. Prior to the issuance of a building permit, a Zoning Permit, indicating whether the request meets with the provisions of this chapter, shall be issued.

Submission Requirements *(please take note of the required number of sets of each document)*

A. For commercial (non-residential) applications, including Home Occupations:

1. Commercial (Non-residential) Zoning Permit application form. [**one (1) completed form**]
2. Adequate information/documentation/plans, depending on the nature of the request, to enable the Zoning Officer to render a decision. [**two (2) sets**]
3. Any application that involves a new use or a change in occupancy will likely generate the need for a sign. If that is your situation, then provide the sign plan details. [**two (2) sets**]

B. For obtaining an official acknowledgement that a building, lot or use meets the zoning requirements:

1. Commercial (Non-residential) Zoning Permit application form. [**one (1) completed form**]
2. Current, sealed survey. [**original with the raised seal and one (1) photocopy**] *Note: We will return to you the raised-seal survey after we use it for the review.* The survey is to indicate:
 - (a) location and number of parking spaces
 - (b) location(s), all property offsets of existing structures.

Allow ten (10) business days for review. If you have any questions with regard to the completion of the application for a Zoning Permit, please call the Zoning Officer at 973-694-1800 x3282. The zoning code (Chapter 134-1, *et seq.*) is online at www.waynetownship.com.

Wayne Township
Department of Planning and Zoning
475 Valley Road
Wayne, NJ 07470

www.waynetownship.com
973-694-1800, x3282 or x3319

Monday – Friday, 8:30 a.m. to 4:30 p.m.
Tuesday, 8:30 a.m. to 7:00 p.m.

Application for Non-residential/Commercial Zoning Permit

Official Use Only
Planning Department received date stamp

**Planning and
Zoning Department
Township of Wayne**

475 Valley Road
Wayne, NJ 07470

Fee \$ _____

Check No. _____
(checks payable to the Township of Wayne)

Cash – Receipt No. _____

Date received: ____ / ____ / ____

Township Use Only

Please provide all of the requested information. An incomplete application may be returned (see attached instructions for submission requirements). Please print or type:

PROPERTY INFORMATION:

Subject Property Tax Block _____ Tax Lot _____ Zone _____

Subject Property Address _____
Street Number Street

Subject Property Owner's Name _____

Property Owners' Mailing Address _____
Street Number Street

Town Zip Code State

Property Owner Point of Contact _____

Property Owner Point of Contact Telephone _____ Email _____

~continued on next page~

BUSINESS/TENANT INFORMATION:

Proposed Tenant's Name _____

Proposed Business Name (if known) _____

Business' Mailing Address _____

Street Number

Street

Town

Zip Code

State

Business Point of Contact _____

Business Point of Contact Telephone _____ Email _____

AGENT'S INFORMATION:

Agent's Name (*i.e.*, person responsible for administering this application) _____

Agent's Business _____

Agent's Complete Mailing Address _____

Street

Town

Zip Code

Agent's Daytime Telephone _____ EMAIL: _____

Describe current activities conducted in the principal building(s)/unit and accessory building(s) (e.g., office, retail sales of goods or services, restaurant, warehousing, manufacturing, etc.)

