

**Instructions For Residential Zoning Permit Application**  
**Wayne Township Department of Planning and Zoning**

**(Other than Fences; Walls; Sheds and Generators/HVAC)**

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. (The exception to this is for development plans for lots that were created by subdivision or applications that require or have approval from the Planning Board due solely to the need for EP Waiver relief.)

**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**

Below are the submission requirements for the different types of zoning permit requests. Please follow the instructions for your specific project(s) (in some cases, more than one set of instructions might apply). Please take note of the required number of sets of each document.

**A. For swimming pools:**

1. Residential Zoning Permit application form (Form 1). [**one (1) completed form**]
2. Impervious Lot Coverage Calculations worksheet (Form 3). [**one (1) completed form**]
3. Current, raised-seal 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.*
4. Site plan indicating [**two (2) sets**]:
  - (a) location(s) of proposal
  - (b) all property offsets of the proposal.

**B. For new homes and for home additions:**

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**
2. Floor Area Ratio Calculations worksheet (Form 2). **[one (1) completed form]**
3. Impervious Lot Coverage Calculations worksheet (Form 3). **[one (1) completed form]**
4. 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.*
5. Site plan indicating **[two (2) sets]**:
  - (a) location(s) of proposal
  - (b) all property offsets of the proposal
  - (c) dimensions of all sides of the proposed addition(s) and structures.
6. Building plans **[two (2) sets]**:
  - (a) proposed height of the structure, pursuant to the definition in the zoning ordinance
  - (b) portions of the structure that are to remain, if any.

**C. For decks:**

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**
2. Impervious Lot Coverage Calculations worksheet (Form 3). **[one (1) completed form]**
3. 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.*
4. Site plan indicating **[two (2) sets]**:
  - (a) location(s) of the proposed deck
  - (b) all property offsets of the proposed deck
  - (c) dimensions of all sides of the proposed deck.
5. Deck plans. **[two (2) sets]**

**D. For Interior Renovations (where no building addition is to be constructed):**

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**
2. Floor Area Ratio Calculations worksheet (Form 2). **[one (1) completed form]**
3. Architectural plans showing the interior renovation. **[two (2) sets]**

**E. For Exterior Work such as pavers, patios, driveways (not involving building additions):**

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**

2. Impervious Lot Coverage Calculations worksheet (Form 3). **[one (1) completed form]**
3. 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.*
4. Site plan. **[two (2) sets]**

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 x3320. The zoning code (Chapter 134-1, *et seq.*) is online at [www.waynetownship.com](http://www.waynetownship.com).

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

[www.waynetownship.com](http://www.waynetownship.com)  
973-694-1800, x3319

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

# Application for Residential 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. \_\_\_\_\_

Cash – Receipt No. \_\_\_\_\_

Date received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Township Use Only*

**Please provide all of the requested information. An incomplete application may be returned (see 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

\_\_\_\_\_

State

Town

Zip Code

Property Owner Point of Contact

\_\_\_\_\_

Property Owner Point of Contact

Telephone \_\_\_\_\_ Email \_\_\_\_\_



\*Group homes: N.J.S.A. 40:55D-66.1 Community residences for the developmentally disabled, community shelters for victims of domestic violence, community residences for the terminally ill, community residences for persons with head injuries, and adult family care homes for elderly persons and physically disabled adults shall be a permitted use in all residential districts of a municipality, and the requirements therefor shall be the same as for single family dwelling units located within such districts:

**Specify the type of group home** \_\_\_\_\_

**Indicate # of bedrooms** \_\_\_\_\_

**Indicate the organization that will be administering the group home** \_\_\_\_\_

**Fees:**

- (1) For fences and walls: \$25.00
- (2) For generators and HVAC units: \$50.00
- (3) For sheds, detached garages, and other accessory structures and uses: \$50.00
- (4) For patios and decks: \$100.00
- (5) For pools: \$100.00
- (6) For residential additions, attached garages, and porches: \$150.00
- (7) For new homes: \$200.00
- (8) For home occupations: \$200.00
- (9) For non-residential uses: \$200.00
- (10) For acknowledgement that meets zoning: \$300.00
- (11) Certification pursuant to N.J.S.A. 40:55D-68: \$300.00
- (12) For community residences, shelters, adult family day care homes: \$100.00
- (13) All other principal uses not specifically identified: \$200.00

**(Checks are to be made payable to the Township of Wayne)**



# township of wayne

475 Valley Road  
Wayne, New Jersey 07470  
[www.WayneTownship.com](http://www.WayneTownship.com)  
Phone: 973-694-1800  
Fax: 973-872-0586  
**PLANNING DEPARTMENT**

July 28, 2006

Dear Homeowner/Contractor/Architect/Engineer:

The Township of Wayne adopted ordinances regulating the size of homes and amount of impervious lot coverage in conjunction with residential construction. These regulations apply to any building additions as well as new single-family construction, decks, pools and patios. The purpose of the new regulations is to provide clear standards to prevent overbuilding on residential single family properties throughout the Township that might otherwise adversely impact existing neighborhoods. The ordinance also seeks to minimize the amount of paved areas that otherwise create drainage problems or contribute to neighborhood flooding conditions.

To assist you in determining whether you comply with these new regulations, the attached worksheets were prepared to guide you through the process. Please complete, or have your professional plan preparer complete, the attached forms so that we can determine compliance with the new regulations. Alternatively, the information may be included on the plan submittal, provided that the format of the information is consistent with the forms. Please note that residential zoning permit applications submitted to the Planning Department (for the type of work described above) without the FAR and Impervious Lot Coverage information will be rejected, so please make sure that your submission includes the required information.

Your cooperation in submitting the necessary information is greatly appreciated and will help to expedite the review of your application. Any questions with respect to these worksheets can be directed to this office by calling the Zoning Officer at (973) 694-1800, extension 3319.

Yours truly,

John P. Szabo, Jr., PP, AICP  
Township Planner

**TOWNSHIP OF WAYNE  
DEPARTMENT OF PLANNING  
FLOOR AREA RATIO AND IMPERVIOUS LOT COVERAGE CALCULATIONS SHEETS**

**PART I  
FLOOR AREA RATIO CALCULATIONS**

These calculations are to demonstrate compliance with Township Floor Area Ratio Requirements pursuant to Chapter 134-32 et seq.

Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Property Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_

A. Property Size in Square Feet: \_\_\_\_\_

B. Applicable Maximum Floor Area Ratio (see table below) \_\_\_\_\_

Zone District	Maximum Floor Area Ratio (FAR)
R-40: 40,000 sf	.22
R-30: 30,000 sf	.24
R-15: 15,000 sf	.25
R-10: 10,000 sf	.28

For substandard lots, apply the following FAR coefficients:

1. For lots 10,000 sf the applicable FAR shall be 0.28.
2. For lots less than 10,000 sf but greater than 7,500 sf, the applicable FAR shall be 0.29.
3. For lots less than or equal to 7,500 sf but greater than 6,500 sf, the applicable FAR shall be 0.31.
4. For lots 6,500 sf or less, the applicable FAR shall be 0.33.
5. For lots greater than 10,000 sf but less than the min. requirement of the zone applicable FAR shall be 0.26.

C. Permitted floor area (A x B) (sf) \_\_\_\_\_

D. Existing amount of floor area (sf)\* \_\_\_\_\_

E. Proposed amount of floor area (sf)\* \_\_\_\_\_

F. Total Post Construction Floor Area (sf) (sum of D + E)\* \_\_\_\_\_

(\*Not including areas excluded under the term "Gross Floor Area." See definitions on the next page. Garages are not included in the total square-footage calculation.)

**NOTE: The square footage calculation in F must be less than or equal to the square footage presented in calculation C or a Use Variance Application before the Board of Adjustment will be required.**

\_\_\_\_\_  
Applicant Signature

\*Raised seal shall be affixed if calculations were prepared by a licensed architect or engineer:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature [SEAL]\* DATE



**Pertinent definitions (ref: § 134-2.2)**

**Gross floor area, residential** – means the total square footage of all stories of the principal building, said total to include habitable attic space and habitable basements, but excluding garages, unenclosed porches, cellars, crawl spaces, unenclosed decks, breezeways and nonhabitable areas, which are areas that have no direct walk-in access and that have a ceiling height of seven (7) feet or less. All measurements shall be inclusive of the outside walls of the structure.

**Habitable Basement** – means a space having at least four (4) feet above the average finished grade of the adjoining ground (an average of all sides of the structure).

**Habitable Attic Space** -- means attic space that has a permanent, fixed stairway as a means of access and egress and in which the ceiling at a height greater than seven (7) feet is 1/3 or more of the floor below, as measured from the floor to the bottom of the roof ridge beam. Habitable attic space is served by a heating system and includes, but is not limited to, space used for living, sleeping, eating or cooking, as well as bathrooms and toilet rooms. Unheated storage and utility spaces are not considered habitable attic space.

**Height of building or structure** – means the vertical distance from the finished grade to the highest point of the roof structure or the highest point of a sign. For finished grade, the measurements shall be taken at the centerline of the length of the building or structure on all four (4) sides, six (6) feet from the foundation and averaged.

