

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

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 fences:

1. Residential Zoning Permit application form (Form 1). [**one (1) completed form**]
2. Site plan: The use of a to-scale photocopy of a current survey is permissible. Draw to scale the proposed location(s) and heights of the fence. [**two (2) sets**]

B. For walls four (4) feet high or greater:

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**
2. Impervious Lot Coverage Calculations worksheet (Form 2). **[one (1) completed form]**
3. Site plan: The use of a to-scale photocopy of a current survey is permissible. Draw to scale the proposed location(s) and heights of the wall. **[two (2) sets]**

C. For sheds:

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**
2. Impervious Lot Coverage Calculations worksheet (Form 2). **[one (1) completed form]**
3. Site plan: The use of a to-scale photocopy of a current survey is permissible. Draw to scale the proposed location(s) and heights of the shed. **[two (2) sets]**
4. Building plans, which shall include the proposed height of the structure, pursuant to the definitions in the zoning ordinance. **[two (2) sets]**

D. For Generators and HVAC Units:

1. Residential Zoning Permit application form (Form 1). **[one (1) completed form]**
2. Site plan showing the location of the generator or HVAC unit. (Acceptable documentation includes the use of a photocopy of your survey or aerial photography from the Internet.) **[two (2) sets]**

Allow ten (10) business days for review, pursuant to state law. 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.

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

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

Fences; Walls; Sheds and Generators/HVAC

Official Use Only
Planning Department received date-stamp

**Township of Wayne
Planning & Zoning**
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

Town Zip Code State

Property Owner Point of Contact _____

Property Owner 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: _____

APPLICATION INFORMATION:

1) Describe current use of the principal building and accessory buildings

- Single-family dwelling
- Two-family dwelling
- Vacant land
- Multi-family dwelling
- Other _____

2) Check purpose(s) for which Zoning Permit is requested:

- Fence
- Wall four (4) feet or greater in height
- Generator/HVAC
- Shed (indicate dimensions in feet: _____ x _____ x _____)

By signing below, I certify the above statements made by me to be true and accurate and, if a survey is submitted herewith as may be required by my application, that said survey is current in that no change has been made to the subject property that would render the submitted survey inaccurate.

Agent's Name (PRINTED)

Agent's Signature

Date

Fee:	For fences, walls 4-ft high or greater	\$25.00
	For generators and HVAC units:	\$50.00
	For sheds, detached garages other accessory structures and uses:	\$50.00

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

