

Citizen Self-Service Portal: Proposal Type & Uses

In order for the Zoning Officer to have a better understanding of the application and whether it conforms to the requirements of Chapter 134, you will need to add additional information, in particular, regarding the current use of the property, the proposed use of the property, and the application type.

Step 1:

Select the checkbox that most accurately depicts your proposal. If you select “Other,” please describe your proposal in the text box for “If Other, Please Explain.”

The screenshot shows the 'TOWNSHIP OF WAYNE' portal interface. The main heading is 'Apply for Permit - Zoning Permit (Commercial)'. Below this is a progress bar with steps: Locations, Type, Contacts, More Info (selected), Attachments, and Review and Submit. The 'Proposal Information' section is highlighted in yellow. It contains a table with columns 'Use' and 'Sq. Ft.' and a 'New/Proposed Tenant' checkbox. The 'If Other, Please Explain' text box is also highlighted.

Step 2:

Add information regarding the existing use of the property by clicking the “Add Row.”

The screenshot shows the 'Existing Use of Property Details' section of the form. It features a table with columns 'Use' and 'Sq. Ft.' and an 'Add Row' button highlighted in yellow.

Step 3:

Use the drop down “Use” and add the square footage of the use. Once entered, click “Save.”

The screenshot shows the 'Existing Use of Property Details' section of the form. The 'Use' dropdown menu is open, showing 'Commercial' selected. The 'Sq. Ft.' field is also highlighted in yellow. The 'Save' button is highlighted in yellow.

Citizen Self-Service Portal: Proposal Type & Uses (Continued)

Step 4:

Continue adding uses until all existing uses of the property are included.

The screenshot shows two sections: 'Existing Use of Property Details' and 'Proposed Use of Property Details'. The 'Existing Use' section is highlighted in yellow and contains a table with two rows: 'Commercial' with 5000 Sq. Ft. and 'Other' with 5000 Sq. Ft. Each row has edit and delete icons. The 'Proposed Use' section is currently empty, showing only the header 'Proposed Use of Property Details' and a table with columns 'Use' and 'Sq. Ft.', along with an 'Add Row' button.

Existing Use of Property Details		+ Add Row
Use	Sq. Ft.	
Commercial	5000	
Other	5000	

Proposed Use of Property Details		+ Add Row
Use	Sq. Ft.	

Step 5:

Follow steps 1 through 4 to input the proposed uses of the property.

The screenshot shows the same two sections as in Step 4. The 'Existing Use of Property Details' section is now grey and contains the same table as before. The 'Proposed Use of Property Details' section is highlighted in yellow and now contains a table with two rows, both for 'Commercial' with 5000 Sq. Ft. Each row has edit and delete icons. The 'Add Row' button is still present.

Existing Use of Property Details		+ Add Row
Use	Sq. Ft.	
Commercial	5000	
Other	5000	

Proposed Use of Property Details		+ Add Row
Use	Sq. Ft.	
Commercial	5000	
Commercial	5000	

Citizen Self-Service Portal: Signage Information

If you are proposing any changes to signage, the Zoning Officer will require information to verify conformance with signage standards in Chapter 134. In regards to façade signage, the Zoning Officer will need both the square footage of the side of the building on which the sign is proposed as well as the square footage of the signage.

Step 1:

Begin by inputting information regarding the size of the façade on which signage is proposed. Click “Add Row” to input this information.



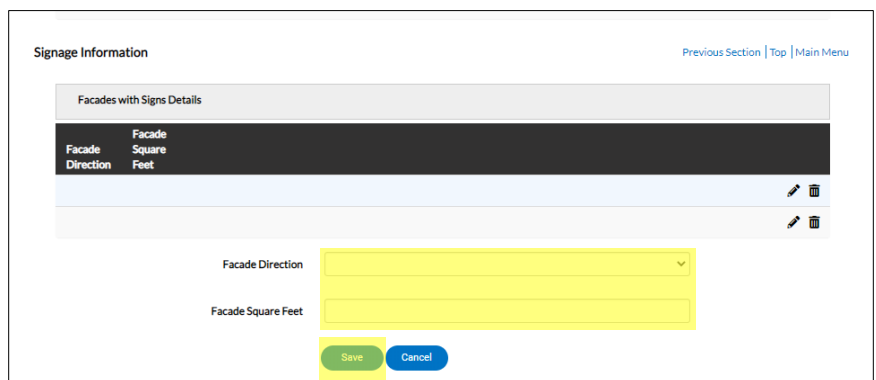
Signage Information Previous Section | Top | Main Menu

Facades with Signs Details + Add Row

Facade Direction	Facade Square Feet	
		 
		 
		 





Step 2:

Use the drop down menu to chose “Façade Direction” and include the square footage of the relevant side of the building. Once complete, click “Save.”



Signage Information Previous Section | Top | Main Menu

Facades with Signs Details

Facade Direction	Facade Square Feet	
		 
		 

Facade Direction

Facade Square Feet

Save Cancel

Step 3:

Continue inputting façade information until all facades for which signage is proposed are included.



Signage Information Previous Section | Top | Main Menu

Facades with Signs Details + Add Row

Facade Direction	Facade Square Feet	
N	1200	 
E	2400	 
S	1200	 

Citizen Self-Service Portal: Signage Information (Continued)

Step 4:

Once façade information is complete, begin inputting signage information. Click “Add Row” to input data for the first sign.

Signage Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Facades with Signs Details + Add Row

Facade Direction	Facade Square Feet	✎	🗑
N	1200	✎	🗑
E	2400	✎	🗑
S	1200	✎	🗑

Proposed Signs Details + Add Row

Sign Type	Illumination	Facade Direction	Proposed Change	Size	Temporary Sign	Start Date	End Date	✎	🗑

Please list information for any signage proposed. The first box is for the total square footage of building mounted signage on each façade. The second box is for each individual sign proposed.

Step 5:

Input signage information:

Use drop down menus to choose:

- sign type
- whether or not illumination is proposed
- façade direction
- the type of change that is proposed
- whether or not the sign is temporary.

Input the size of the sign in the Size box.

If the sign is temporary, include the start and end date for the sign.

Once complete, click “Save.”

Signage Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Facades with Signs Details

Facade Direction	Facade Square Feet	✎	🗑
N	1200	✎	🗑
E	2400	✎	🗑
S	1200	✎	🗑

Proposed Signs Details

Sign Type	Illumination	Facade Direction	Proposed Change	Size	Temporary Sign	Start Date	End Date	✎	🗑
Sign Type	Illumination	Facade Direction	Proposed Change	Size	Temporary Sign	Start Date	End Date		

Save
Cancel

Please list information for any signage proposed. The first box is for the total square footage of building mounted signage on each façade. The second box is for each individual sign proposed.

Citizen Self-Service Portal: Signage Information (Continued)

Step 6:

Continue adding signage information until all existing and proposed signs are included. Once all signage is included, click “Next.”

Signage Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Facades with Signs Details [+ Add Row](#)

Facade Direction	Facade Square Feet	
N	1200	✎ 🗑
E	2400	✎ 🗑
S	1200	✎ 🗑

Proposed Signs Details [+ Add Row](#)

Sign Type	Illumination	Facade Direction	Proposed Change	Size	Temporary Sign	Start Date	End Date	
Facade	Yes	N	Expansion of Existing Sign	50	No			✎ 🗑
Ground or Monument	No		New Sign	100	No			✎ 🗑
Window	No	E	New Sign	25	Yes	08/29/2020	09/29/2020	✎ 🗑

Please list information for any signage proposed. The first box is for the total square footage of building mounted signage on each façade. The second box is for each individual sign proposed.

[Back](#)[Create Template](#)[Save Draft](#)[Next](#)