

TOWNSHIP OF WAYNE

Commercial Zoning Permit

Zoning Permits

Zoning permits allow the Township to verify that changes in the use of a property conform to the Land Development Ordinance and are required by Section 134-26.3 of The Code of the Township of Wayne, stating that:

- “A zoning permit issued by the Zoning Officer shall be required for the following activities:
- (a) No person shall commence the construction, reconstruction, alteration, conversion or installation of a fence, a wall four feet or greater in height, a structure, an accessory structure, a private swimming pool or a building without first obtaining a zoning permit.
 - (b) No person shall commence a use nor change an existing use of property without first obtaining a zoning permit.
 - (c) A person desiring to obtain an official acknowledgement that an existing building, lot or use meets the requirements of the current Township zoning regulations shall do so by obtaining a zoning permit.
 - (d) A person desiring to obtain a certification pursuant to N.J.S.A. 40:55D-68 that a use or structure existed before the adoption of the ordinance that rendered the use or structure nonconforming, may apply for a zoning permit. A zoning permit under this section may be issued only if an application is made within one year of the adoption of the ordinance that made the structure or use nonconforming. After one year, application shall be made to the Zoning Board of Adjustment pursuant to N.J.S.A. 40:55D-68.
 - (e) 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.”

Commercial Zoning Permit: Submission Requirements

Zoning permit applications for commercial (non-residential) uses, including Home Occupations require the following documentation:

1. Zoning Permit Form as completed through the Citizen Self-Service Portal
2. Adequate information/documentation/plans, depending on the nature of the request, to enable the Zoning Officer to render a decision. This can include information regarding the current and proposed state of the property, such as uses and their square footages, the number of parking spaces, and number of signs, locations, and square footages. **(2 copies)**
3. Applications requiring new signage will be required to provide sign plan drawings **(2 copies)**

Commercial Zoning Permit: Online Submission Manual

Commercial Zoning Permit: Submission Requirements (Continued)

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3. Applications requiring new signage will be required to provide sign plan drawings **(2 copies)**

Zoning permit applications requesting an official acknowledgement that a building, lot, or use meets the zoning requirements require the following documentation:

1. Zoning Permit Form as completed through the Citizen Self-Service Portal
2. Current, sealed survey, signed and sealed by a licensed Professional Land Surveyor **(1 original and one photocopy)**. Survey shall include:
 - A. Location and number of parking spaces.
 - B. Location(s) and property offsets of all existing structures.
3. List of current uses and square footages of each use.

Commercial Zoning Permit: Submission Process

Online Submission

The Commercial Zoning Permit application should be submitted via the Citizen Self-Service Portal following the directions contained in this manual.

Physical Submission

At this time, the Township is unable to accept signed and sealed documents (ie. site plans, surveys, architectural drawings) via the Citizen Self-Service Portal, and thus these documents shall be submitted in person or via mail/delivery service to the Planning & Zoning Department at Wayne Township Hall at 475 Valley Road, Wayne, NJ 07470.

When submitting physical documents you must:

- Reference the application number assigned via the Citizen Self-Service Portal.
- Include a cover letter identifying the documents submitted.
- If you are submitting revised documents, changes must be listed in the cover letter and identified by clouding on the revised drawings.

Citizen Self-Service Portal: Review & Submit

Step 1:

Review all information contained on this page for accuracy. If you identify any errors, click “Back” to make revisions. If there are no errors, click “Submit.”

TOWNSHIP OF WAYNE

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*REQUIRED

Apply for Permit - Zoning Permit (Commercial)

✓
Locations

✓
Type

✓
Contacts

✓
More Info

✓
Attachments

6
Review and Submit

Submit

Locations

Location	475 Valley Rd Wayne, NJ 07470
Parcel Number	1614-1216-2

Basic Info

Type	Zoning Permit (Commercial)
Description	Sample zoning permit for instructions document.
Applied Date	08/25/2020

Contacts

Applicant	Chris Kok Wayne Township 475 Valley, Wayne, NJ., 07470
Owner	Ford Prefect
Architect	Trillian McMillan

More Info

Proposal Information

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Please list the current and proposed uses of the property and the existing square footages for each use. Once you have listed the square footages of each use, please check the box that describes your proposal. If you check "other," please provide a description of your proposal.

If Other, Please Explain

New/Proposed Tenant
 Renovation - Exterior
 Change of Signage

Existing Use of Property

Use	Sq. Ft.
Commercial	5000
Other	5000

Proposed Use of Property

Use	Sq. Ft.
Commercial	5000
Commercial	5000

Signage Information

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Facades with Signs

Facade Direction	Facade Square Feet
N	1200
E	2400
S	1200

Proposed Signs

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.

Attachments

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Create Template

Save Draft
Submit