

Citizen Self-Service Portal: Adding Description

The Zoning Permit application should include a description of the work or changes proposed to the property, providing sufficient information for the Zoning Officer to understand the nature of the application. Please use the following examples of description text as you type your description.

Bad Description

New tenant

Good Description

New tenant “Joe’s Bagels” proposed for 5,000 square foot retail store previously occupied by a café.

Bad Description

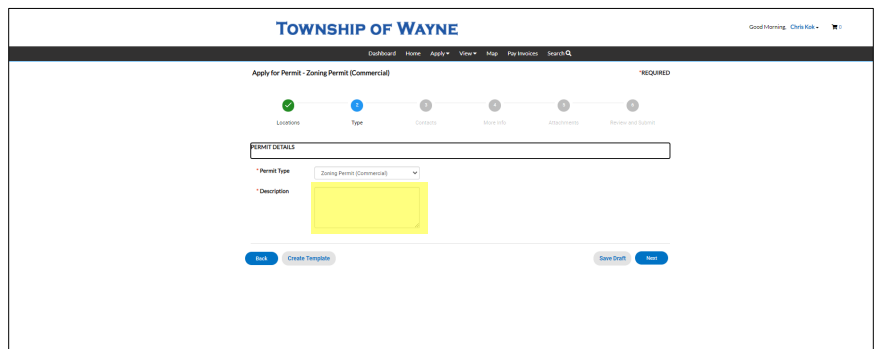
New sign

Good Description

Replacing existing façade sign with new face. Sign is increasing from 10 square feet to 15 square feet.

Step 1:

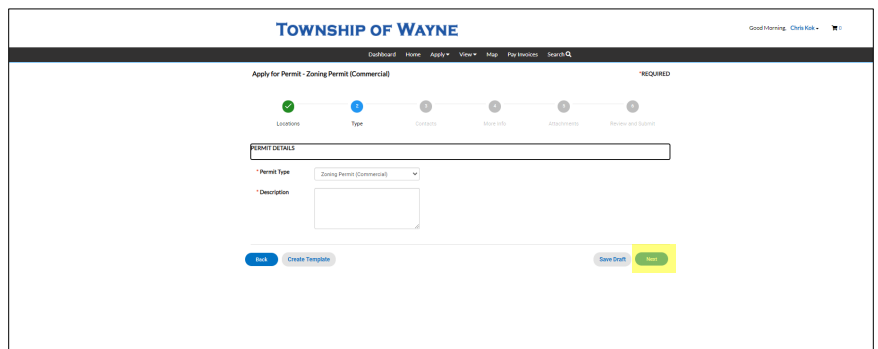
Enter your description in the “Description” field.



The screenshot shows the 'Apply for Permit - Zoning Permit (Commercial)' form in the Township of Wayne portal. The progress bar indicates that the 'Type' step is currently active. The 'Description' field is highlighted in yellow, indicating it is the current step for data entry. The 'Permit Type' is set to 'Zoning Permit (Commercial)'. Buttons for 'Back', 'Create Template', 'Save Draft', and 'Next' are visible at the bottom.

Step 2:

Click “Next”



The screenshot shows the same permit application form as in Step 1. The 'Description' field is now empty. The 'Next' button in the bottom right corner is highlighted in yellow, indicating it is the next step to be clicked. All other elements, including the progress bar and 'Permit Type', remain the same.