

INSTRUCTIONS FOR OBTAINING A ZONING PERMIT

1. THERE IS A **\$50.00** PER APPLICATION FEE FOR **SHEDS UNDER 120 S/F & FENCES**. ALL OTHER APPLICATIONS ARE **\$100.00** EACH. NOTE: NO ZONING PERMITS WILL BE ISSUED UNLESS ALL REQUISITE INFORMATION IS RECEIVED BY PLANNING/ZONING OFFICE. CASH OR CHECKS ARE ACCEPTED. PLEASE MAKE CHECKS PAYABLE TO TOWNSHIP OF MAHWAH.
2. COMPLETE ATTACHED ZONING APPLICATION IN FULL, MAKING SURE THAT YOU HAVE FILLED IN YOUR NAME, CURRENT ADDRESS AND PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE DAY, BLOCK, LOT, LOCATION AND ZONE PROPERTY IS LOCATED IN. A ZONING MAP IS POSTED OUTSIDE THE ZONING OFFICE IF YOU ARE UNSURE OF THE ZONE YOUR PROPERTY IS LOCATED IN.
3. FOR CONSTRUCTION OF AN ACCESSORY STRUCTURE, INDICATE ON A SITE PLAN WHAT YOU PROPOSE TO CONSTRUCT, ITS HEIGHT AND COVERAGE INFORMATION AND THE DISTANCE FROM THE PRINCIPLE STRUCTURE WHERE APPLICABLE. THIS APPLIES TO ALL ACCESSORY STRUCTURES (I.E. GARAGES, SHEDS, ETC.)& CONSTRUCTION OF POOLS. FENCES-SKETCH ON A SITE PLAN WHERE THE FENCE IS PROPOSED TO BE LOCATED. SHOW HEIGHT AND TYPE. FOR ACCESSORY STRUCTURES PLEASE MAKE SURE THAT YOU VERIFY THE PROPOSED HEIGHT ON THE SITE PLAN ITSELF BY PROVIDING PROPOSED FINISHED GRADE ELEVATIONS AT THE FOUR CORNERS OF THE STRUCTURE. ALSO, PROVIDE THE PROPOSED ELEVATION TO THE MEAN OF THE PROPOSED HIPPED OR GABLED ROOF OR TO THE ROOF BEAMS OF A FLAT ROOF.
4. PLEASE VERIFY THE IMPROVED AND LOT COVERAGE CALCULATIONS BY PROVIDING , EITHER ON THE SITE PLAN SUBMISSION OR ON AN ATTACHED SHEET OF PAPER, THE EXISTING FOOTPRINT OF THE HOUSE _____ SQ. FT., SHEDS = _____ SQ. FEET, POOL = _____ SQ. FT ETC.) SHOW HOW YOU ARRIVED AT THESE CALCULATIONS. ***INCOMPLETE APPLICATIONS THAT DO NOT SHOW THESE CALCULATIONS WILL BE DENIED & WILL DELAY THE REVIEW PROCESS.***
5. FOR ADDITIONS OR CONSTRUCTION OF NEW HOMES THAT CONTAIN BASEMENTS, THE APPLICANT MUST DEMONSTRATE ON THE SITE PLAN SUBMISSION THAT AT LEAST HALF OF THE PROPOSED BASEMENT IS ***AT LEAST 6 FEET BELOW FINISHED GRADE***, OTHERWISE IT WILL BE CONSIDERED A STORY. MUST SUBMIT ELEVATION OF PROPOSED BASEMENT FLOOR, PROPOSED FIRST FLOOR ELEVATION AND ELEVATIONS AT PROPOSED FOUR (4) CORNERS OF NEW STRUCTURE.
6. INGROUND SWIMMING POOLS MUST INDICATE PROPOSED POOL COPING ELEVATIONS AND EXISTING TOPOGRAPHY AT NEAREST PROPERTY LINES. IF AN AS-BUILT IS NOT AVAILABLE, YOU MAY CHOOSE A BENCHMARK FIGURE AND DO PROJECTIONS. IF REGRADING THE PROPERTY, APPLICANT MUST SHOW NEW CONTOUR LINES AND EXISTING & PROPOSED GRADES IN THE VICINITY OF THE POOL. PLEASE DEPICT POOL ON SURVEY SHOWING DISTANCES TO LOT LINES AND LOT COVERAGE/IMPROVED LOT COVERAGE CALCULATIONS.
7. A PLOT PLAN (SURVEY) SEALED BY A LICENSED ENGINEERING OR LAND SURVEYOR IS REQUIRED UPON SUBMISSION FOR NEW CONSTRUCTION OF ANY RESIDENTIAL, COMMERCIAL OR INDUSTRIAL BUILDING.
8. ALLOW TWENTY (20) DAYS FOR THE COMPLETION OF ALL PERMITS (BUILDING AND ZONING).

A ZONING PERMIT IS REQUIRED PRIOR TO CONSTRUCTION OR ALTERATION OF ANY BUILDING OR STRUCTURE (INCLUDING SIGNS, SHEDS, FENCES, ETC.) OR PORTION THEREOF AND PRIOR TO THE USE OR CHANGE IN USE OF A BUILDING OR LAND IN THE TOWNSHIP OF MAHWAH. CONSTRUCTION PERMITS CAN NOT BE ISSUED UNTIL ZONING APPROVAL IS RECEIVED.

APPLICATION NO. _____

APPLICATION FOR ZONING PERMIT
TOWNSHIP OF MAHWAH
475 CORPORATE DR.
MAHWAH, N.J. 07430

PERMIT NO. _____

APPLICANT NAME _____ PHONE NO. _____

ADDRESS OF APPLICANT

NAME OF OWNER (IF DIFFERENT)

ADDRESS OF OWNER

BLOCK _____ LOT _____ ZONE _____

ADDRESS OF PREMISES FOR ZONING PERMIT

PRESENT USE: _____ PROPOSED USE:

DESCRIBE IN DETAIL, THE ACTIVITY TO BE CONDUCTED

TYPE OF DEVELOPMENT (Check All that are Applicable)

NEW CONSTR. _____ ADDITION _____
ALTERATION _____ GARAGE _____ SHED _____ FENCE _____
SWIM POOL _____ ACCESS _____
STRUCT. _____ SIGN _____ OTHER _____

AREA: Length x width – do not include right-of-way area.
WIDTH: Measure at front yard setback line. Irregular lots have special regulations
DEPTH: Measure at midpoint of front yard line.

SIDE YARD

ONE: Indicates the minimum side yard permitted. Note each side separately.
BOTH: Indicates the minimum required for both sides.

**TO CALCULATE LOT COVERAGE
AND IMPROVED LOT COVERAGE:**

To calculate lot coverage, divide the total sq. ft. of the footprint of the buildings and accessory structures (pools, chimneys, decks, porches) by the lot area.

To calculate Improved lot coverage, add to the total lot coverage calculation above, all other man-made improvements (walkways, driveways, patios, open parking area) divided by lot area.

Lot length x lot width = Lot area

*LC (Lot coverage divided by lot area =LC%

**ILC (Improved lot coverage) divided by Lot Area = ILC%

HEIGHT OF

BUILDING: The vertical distance from average grade to top of highest roof beams if flat, or the mean level of the highest gable or slope of hip roof.

GRADE: A reference plane representing the average of finished ground level adjoining the Building measured at the four corners of exterior walls.

STORY: That portion of a building included between the upper surface of the floor or roof next above. Story above grade – when the distance from grade to the finished surface of floor above is more than 6 ft. for more than 50% of the total perimeter or more than 12 ft. at any point.

ACCESSORY

STRUCTURE: Cannot be located in front yard setback area. If in front yard, structure must meet the setbacks of the principle structure. Structures (sheds) equal to or lesser than 120 sq. feet. must be minimum of 5 ft. off rear and side lot line.

Sheds can be maximum of 10 ft. high and 120 sq. ft. in a residential zone. Must be at least 10 feet from house and meet coverage requirements of zone property is located in.

Structures greater than 120 sq. feet (only 1 permitted per lot). The maximum size of an accessory structure is 1,000 sq. feet. Must be erected in ½ of permitted rear yard setback of zone located in & meet side yard setback requirements of principal structure. It also must meet coverage requirements. Max. height of accessory structure 20 ft. but not taller than principal structure.(house) Must be a minimum of 10 feet from the principal structure (house).

Pools must be min. of 10 ft. off side and rear lot lines. Patios may be 5 ft. off the side and rear lot lines. Pool heaters must be at least 5 feet off side or rear property lines. Fences – located in side and rear yards, may be 6 ft. tall; when in front yard maximum of 4 ft.tall. Fences may be erected on property line. Finished side of fence must face neighbors.

**CORNER &
THROUGH
LOTS:**

Front yard to be indicated on plan by owner but lot is considered to have two front yards.