

## ZONING PERMIT GUIDELINES

1. Fill out the Zoning Application in its entirety.
2. All setbacks and existing and proposed coverages on Page 2 must be filled in for all applications except fences.
3. On a separate sheet of paper, show the breakdown of how you arrived at the existing and proposed lot coverage and improved lot coverage calculations. Attached you will find a sample calculation sheet as a guide.
4. A copy of either the survey/plot plan must accompany the application.
5. On the survey/plot plan give an accurate drawing of the propose work to be done with ALL the setback measurements that are on Page 2 of the application.
6. Application and the appropriate application fee are submitted together, we accept cash or check (made out to the Township of Mahwah).
- 7. The application must have an original signature of applicant, if applicant is not the owner of property then ORIGINAL SIGNATURE OF OWNER IS REQUIRED AS WELL.**

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 CANNOT BE ISSUED UNTIL ZONING APPROVAL IS RECEIVED.

APPLICATION FOR ZONING PERMIT  
TOWNSHIP OF MAHWAH  
475 CORPORATE DRIVE  
MAHWAH, NJ 07430

APPLICANT NAME: \_\_\_\_\_

PHONE NUMBER/E-MAIL: \_\_\_\_\_

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 CONSTRUCTION: \_\_\_\_\_ ADDITION: \_\_\_\_\_ ALTERATION: \_\_\_\_\_ GARAGE: \_\_\_\_\_

ACCESSORY STRUCTURE: \_\_\_\_\_ SHED: \_\_\_\_\_ GENERATOR: \_\_\_\_\_ SIGN: \_\_\_\_\_

FENCE: \_\_\_\_\_ SWIMMING POOL: \_\_\_\_\_ OTHER: \_\_\_\_\_

SETBACKS (EXISTING) (FEET):

FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDE: \_\_\_\_\_ SIDE: \_\_\_\_\_ TOTAL SIDE: \_\_\_\_\_

SETBACKS (PROPOSED) (FEET):

FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDE: \_\_\_\_\_ SIDE: \_\_\_\_\_ TOTAL SIDE: \_\_\_\_\_

EXISTING LOT COVERAGE: \_\_\_\_\_ %\* EXISTING IMPROVED LOT COVERAGE: \_\_\_\_\_ %\*

PROPOSED LOT COVERAGE: \_\_\_\_\_ %\* PROPOSED IMPROVED LOT COVERAGE: \_\_\_\_\_ %\*  
(after project built) (after project built)

**\* Attach sheet showing calculations/computations for Lot Coverage and Improved Lot Coverage. Instructions are attached.**

STREET FRONTAGE: \_\_\_\_\_ (FEET) LOT DEPTH: \_\_\_\_\_ (FEET)

PROPOSED STRUCTURE HEIGHT: \_\_\_\_\_ (FEET) NO. OF STORIES: \_\_\_\_\_

HAS AN APPLICATION EVER BEEN MADE TO THE BOARD OF ADJUSTMENT? IF SO, STATE WHEN AND WHAT FOR: \_\_\_\_\_

**(NOTE: ZONING FEES WAIVED FOR APPLICANTS THAT HAVE RECEIVED BOARD OF ADJUSTMENT APPROVAL.)**

APPLICATION MUST BE ACCOMPANIED BY ONE (1) COPY OF A TRUE AND ACCURATE PLOT PLAN WITH DETAILS. THE PLOT PLAN WILL OUTLINE ALL EXISTING AND PROPOSED IMPROVEMENTS AS WELL AS DELINEATE ALL SETBACKS AND PROPERTY LINES (FRONT, SIDE AND REAR DIMENSIONS IN FEET).

SITE PLAN ONLY: TITLE: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_

I SWEAR THAT THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

DATE SUBMITTED: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT (PRINT NAME)

\_\_\_\_\_  
OWNER (PRINT NAME)  
(IF DIFFERENT THAN APPLICANT)

\_\_\_\_\_  
APPLICANT (SIGNATURE)

\_\_\_\_\_  
OWNER (SIGNATURE)  
(IF DIFFERENT THAN APPLICANT)

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

ZONING OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

## INSTRUCTIONS FOR OBTAINING A ZONING PERMIT

1. THERE IS A **\$50.00** PER APPLICATION FEE FOR FENCES OR SHEDS OF ONE HUNDRED TWENTY (120) SQUARE FEET OR LESS. 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.) AND 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 \_\_\_\_\_ SQUARE FEET, SHEDS = \_\_\_\_\_ SQUARE FEET, POOL = \_\_\_\_\_ SQUARE FEET, ETC. SHOW HOW YOU ARRIVED AT THESE CALCULATIONS. ***INCOMPLETE APPLICATIONS THAT DO NOT SHOW THESE CALCULATIONS WILL BE DENIED AND 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).

**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 (LC\*) AND IMPROVED LOT COVERAGE (ILC\*\*):**

To calculate lot coverage, divide the total square feet of the footprint of the buildings and accessory structures (pools, chimneys, decks, porches, sheds) 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 building corners of the structure.

**STORY:**

A story shall mean that portion of a building included between the upper surface of the floor or roof next above.

- a. *Story, above grade* shall mean any story having its finished floor surface entirely above grade except that a basement shall be considered as a story above grade when the distance from grade to the finished surface of the floor above the basement is more than six (6') feet (1829 mm) for more than fifty (50%) percent of the total perimeter or more than twelve (12') feet (3658 mm) at any point.
- b. *Story, half* shall mean a partial story under a gable, hip or gambrel roof, the wall plates of which on at least two (2) opposite exterior walls are not more than four (4') feet above the floor of such story.
- c. *Story, first* shall mean the lowest story or the ground story of any building, the floor of which is not more than twelve (12") inches below the average contact ground level at the exterior walls of the building.

**ACCESSORY STRUCTURE / SHEDS:**

Cannot be located in front-yard setback area of the Zone the property is located in. The Accessory Structure / Shed MAY be located in the front yard IF it meets the setbacks of the principle structure. Structures (sheds) equal to or lesser than 120 square feet must be minimum of 5 feet off rear and side lot line.

Sheds can be maximum of 10 feet high and 120 square feet in a residential zone. Must be at least 10 feet from house and meet Lot Coverage and Improved Lot Coverage requirements of the Zone the property is located in.

Structures greater than 120 square feet are considered an Accessory Structure and only 1 (one) is permitted per lot. The maximum size of an accessory structure is 1,000 square feet. An Accessory Structure located in the rear yard may be erected in one-half (1/2) of the required side-yard and rear-yard setback of the principle structure based upon the Zone the property is located in. Lot Coverage and Improved Lot Coverage requirements must be met. Maximum height of Accessory Structure is 20 feet but not taller than the principal structure (house). Must be a minimum of 10 feet from the principal structure (house). Please See Section 24-6.8a of the Township Code for more requirements.

**POOLS / PATIOS:**

Pools must be minimum of 10 feet off side and rear lot lines. Patios may be 5 feet off the side and rear lot lines.

**FENCES:**

Fences located in side and rear yards, may be 6 feet tall; when in front yard maximum of 4 feet tall. Fences may be erected up to property line. Finished side of fence must face neighbors.

**CORNER and THROUGH LOTS:**

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

SAMPLE ONLY

SAMPLE ONLY

# Lot Coverage and Improved Lot Coverage Calculations

EXISTING LOT COVERAGE (Includes all existing buildings and accessory structures)	Square foot area covered	PROPOSED LOT COVERAGE (Includes all existing and proposed buildings and accessory structures)	Square foot area covered
Dwelling/building/house (including steps)		Dwelling/building/house (including steps)	
Garage		Garage	
Pool, spa, coping		Pool, spa, coping	
Chimney		Chimney	
Deck		Deck	
Porch		Porch	
Shed		Shed	
Outdoor Kitchen		Outdoor Kitchen	
Other accessory structures?		Other accessory structures?	
<b>Total Existing Lot Coverage (A)</b>		<b>Total Proposed Lot Coverage (B)</b>	

A

B

EXISTING IMPROVED LOT COVERAGE (Includes all existing buildings and accessory structures in addition to other man-made improvements)	Square foot area covered	PROPOSED IMPROVED LOT COVERAGE (Includes all proposed buildings and accessory structures in addition to other man-made improvements)	Square foot area covered
<b>Total Existing Lot Coverage(A)</b>	_____ (A)	<b>Total Proposed Lot Coverage(B)</b>	_____ (B)

C

D

Walkway		Walkway	
Driveway		Driveway	
Patio		Patio	
Pool Patio		Pool Patio	
Pool Utilities		Pool Utilities	
AC/Generator Pad/Concrete		AC/Generator Pad/Concrete	
Stepping Stones		Stepping Stones	
Open Parking Area		Open Parking Area	
Gravel/Rock		Gravel/Rock	
Stepping Stones		Stepping Stones	
Other Improved (not grass/dirt) Lot Coverage?		Other Improved (not grass/dirt) Lot Coverage?	
<b>Total Improved Existing Lot Coverage (C)</b>	_____ (C)	<b>Total Improved Proposed Lot Coverage (D)</b>	_____ (D)

Lot Area(E) = Lot length x Lot width ( \_\_\_\_\_ ft x \_\_\_\_\_ ft) = \_\_\_\_\_ sf (E)

Existing Lot Coverage% =  $\frac{\text{Total Existing Lot Coverage (A)}}{\text{Lot Area (E)}} = \frac{\text{(A)}}{\text{(E)}} = \text{_____ \%}$

Proposed Lot Coverage% =  $\frac{\text{Total Proposed Lot Coverage (B)}}{\text{Lot Area (E)}} = \frac{\text{(B)}}{\text{(E)}} = \text{_____ \%}$

Existing Improved Lot Coverage% =  $\frac{\text{Total Improved Existing Lot Coverage (C)}}{\text{Lot Area (E)}} = \frac{\text{(C)}}{\text{(E)}} = \text{_____ \%}$

Proposed Improved Lot Coverage% =  $\frac{\text{Total Improved Proposed Lot Coverage(D)}}{\text{Lot Area (E)}} = \frac{\text{(D)}}{\text{(E)}} = \text{_____ \%}$

\*\*\* INTENDED FOR SAMPLE USE ONLY \*\*\*