

**Town of Hackettstown**  
 Phone 908-852-3702 Fax 908-852-2538  
 Hours Tuesday & Thursday 9-3

**“HOW TO” WITH ZONING - RESIDENTIAL**

When considering changes to your property in the Town of Hackettstown, you will most likely require both zoning and construction permits. Below is a general outline of when a zoning permit is required and how to obtain one.

**COMMON ZONING PERMIT REQUIREMENTS**

New Residence	Pools & Hot Tubs
Change of use-Residential	Garage/Barns/ Sheds of any Size
i.e. Converting a garage to an office/living space	Decks/Gazebos
i.e. an attic to a bedroom/living space	Fences/Wall
i.e. finish off basement to living space	Erection of signs
Any increase in height or sq. footage	Patios, Walkways & Driveway Expansion
Additions/Alterations	Fixed Generators - Residential & Commercial

(This is not an inclusive list. If the work you would like to perform is not listed above, it is your responsibility to ask the zoning official if a permit is required).

**WHEN A ZONING PERMIT IS REQUIRED**

Fill out a Zoning Permit Application which can be obtained at the Municipal Building and submit it to: David Diehl, Zoning Officer/Patricia Chmielewski, Zoning Assistant  
 Along with a plot plan with the proposed addition/change drawn where it will be located (a copy of your survey or an accurately hand drawn site map showing your boundary lines is acceptable for residential applications). The fee for the zoning permit will be indicated on the application.

Hackettstown consists of various zoning districts. “R-12.5” Single-Family Residential, “R-15” Single-Family Residential, “R-30” Single Family Residential & the “R-12.5/Off” Single-Family/Office. The following are the Bulk Requirements.

	“R-30”	“R-15”	“R-12.5”	“12.5 /Off”	
<b>Principal Building Minimum</b>				Dwelling	Office
Lot area	30,000 sf	15,000 sf	12,500 sf	12,500 s.f.	
Lot frontage	125’	80’	60’	60’	
Lot width	125’	80’	60’	60’	
Lot depth	175’	125’	100’	100’	
Side yard (each)	25’	15’	10’	15’	
Front Yard	50’	30’	20’	20’	
Rear Yard	40’	30’	20’	20’	
<b>Accessory Building Minimum</b>					
Distance to side line	15’	10’	10’	10’	10’
Distance to rear line	5’	5’	5’	5’	10’
Distance to other building	10’	10’	10’	10’	20’
<b>Maximum</b>					
Principal building coverage	10%	20%	20%	20%	N.A.
Lot Coverage	15%	30%	30%	30%	55%

**NOTES:**

- In a Planned Development the above bulk requirements may be different.
- Private residential swimming pools (see Section 515 for standards)
- Private residential sheds for the storage of objects owned by the residents of the property, each not exceeding 15’ in height, and altogether not exceeding 100 square feet in gross floor area.
- Any change/conversion of living space to an office in the R12.5/Off Zone may/shall require Board Approval.

This is a general guide and it shall be noted the zoning permit does not release the applicant of any responsibility to obtain other permits or necessary approvals (local, county or state).

TOWN OF HACKETTSTOWN

Zoning Permit Application

Please submit all of the following information to the Zoning Office in person, or by mail to the address below. Incomplete applications may be rejected due to time constraints.

FEE (Schedule on back) Received Check Cash

TO SCALE (Show approximate locations for all existing & Proposed structures, dimensions, height and setbacks from other Buildings and lot lines.)

ENGINEERING APPROVAL (if applicable) SITE PLAN/copy of PROPERTY SURVEY BUILDING PLANS/FLOOR PLAN SKETCH (Required for new homes, offices & additions)

APPLICATION COMPLETE. Ready for max. 10-day review Zoning Officer's Signature Date

A. APPLICANT INFORMATION

Name:

Mailing Address:

Phone Number

(Daytime only, please)

B. PROPERTY INFORMATION

Property Owner:

Location:

Block: Lot(s)

Lot Size Zone

C. PROPOSED STRUCTURE OR USE (Example: "open deck" "addition" "shed" "new business"\*)

Description:

\$ Proposed Cost Check one: Principal Use Accessory Use

- Applications for new business or change of use will require an additional application obtained from this office. The property owner shall be responsible for the accuracy of the setbacks as noted below and on the survey for all additions, accessory structures (inc. pools) and accessory bldgs.

Dimensions: Height Square Footage

Setbacks (in feet) FRONT REAR

(Distance of proposed structure from lot lines) SIDE (left) SIDE (right)

D. HAVE YOU RECEIVED A VARIANCE/SITE PLAN APPROVAL FOR THIS PROPERTY IN THE PAST? (if YES, please attach a copy of resolution, approval site plan and/or other approvals)

E. I Hereby Certify that Everything Presented in this Application Package is True to the Best of My Knowledge & Grant Permission to Inspect Subject Premises, if Necessary, for Review:

Applicant's Signature Date Property Owner Signature Date

THIS PERMIT IS HEREBY ISSUED/DENIED PERMIT #:

Zoning Official's Signature Date

COMMENTS/CONDITIONS:

Please Note: In addition to applicable building permits, applicant is responsible for obtaining all associated local, county and/or state approvals as required by law.

Attn: Zoning Officer, Town of Hackettstown, 215 Stiger Street, Hackettstown, NJ 07840 Phone: 908-852-3702/Fax 908-852-2538

Please be advised, a Zoning Application/Permit can not be processed or deemed complete until the appropriate fee has been paid. Make check payable to "Town of Hackettstown". The fee schedule is as follows (proposed cost for renovations/additions):

<u>Zoning Permits</u>	<u>Application Charge</u>
Residential renovations/additions and accessory structures/buildings (less than \$10,000)	\$25.00
Residential renovations/additions and accessory structures/buildings (greater than \$10,000)	\$50.00
New single family dwelling	\$100.00
Commercial – New business or Change of Use	\$50.00
Commercial renovations/additions and accessory structures/buildings (less than \$100,000)	\$75.00
Commercial renovations/additions and accessory structures/buildings (greater than \$100,000)	\$100.00

**Town of Hackettstown**  
Phone 908-852-3702 Fax 908-852-2538  
Hours T/Th 9-3

**“HOW TO” WITH ZONING – COMMERCIAL/NON-RESIDENTIAL USES**

**COMMON ZONING PERMIT REQUIREMENTS**

New Building/Structure	Parking Areas
Alterations to Building or Structures	Fences & Walls
Additions/Any Increase in Height or sq. Footage	Signs – including Awnings with signage Temporary & Fixed
* New Business/Operation	Garages/Storage Building
* Change of Use	Exterior Stairways/Fire Escapes
i.e. Office to Retail Space	Solar Panels – Arrays
i.e. Storage Area to Office Space	Generators

This is not an inclusive list. If the work you would like to perform is not listed above, it is your responsibility to ask the zoning official if a permit is required

\*As part of the Commercial New Business or Change of Use Application, the applicant needs to supply a cover letter describing the new use/business. The cover letter shall contain the following information:

- Nature of said use/business
- Days and hours of operation
- Number of employees
- If delivery of goods is required, state whether car, van, truck and of what size

It shall be noted, within the business zone of Hackettstown no merchandise, products, equipment or similar material or objects shall be displayed or stored outside without Board approval.

**When a Permit is Required**

A Zoning Application is a prior approval before obtaining a construction permit (when required). As to commercial non residential use/ Planning Board or Zoning Board of Adjustment Approval may be required.

TOWN OF HACKETTSTOWN  
215 STIGER STREET  
HACKETTSTOWN, NJ 07840

Office of Zoning Official

908-852-3702

**COMMERCIAL - NEW BUSINESS OR CHANGE OF USE FORM**

Block: \_\_\_\_\_ Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Zone District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone (Office): \_\_\_\_\_

On Behalf of: \_\_\_\_\_

Name of Previous Owner/Tenant: \_\_\_\_\_

Description of **previous** use: \_\_\_\_\_

Description of **proposed** new use: \_\_\_\_\_

Approx. square footage of bldg. or space for new use: \_\_\_\_\_

Has a variance been granted on the lot  Yes  No If so, when \_\_\_\_\_

Is a sign permit required for the new use?  Yes (obtain permit)  No

Applications for new business or change of use must be accompanied by floor plan sketch, business name and cover letter describing operations.

I hereby certify that the above information is true to the best of my knowledge

\_\_\_\_\_  
Applicant Signature

Date Paid: \_\_\_\_\_  
Check #: \_\_\_\_\_

**Based on the information, this application is:**

Denied  \*Conditionally Approved  Approved Permit No. \_\_\_\_\_

\*Conditional Approval based on concurrent findings of the Construction Official

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date Deemed Complete

**TOWN OF HACKETTSTOWN, WARREN COUNTY**  
**SIGN PERMIT APPLICATION**

Please submit all of the following information to the Zoning Officer in person, or by mail to the address below  
Incomplete applications may be rejected due to time constraints

- \_\_\_ FEE (Schedule on Back)  
\_\_\_ SITE PLAN or copy of PROPERTY SURVEY (showing approx location of new & existing signs)  
\_\_\_ SPECIFICATIONS (Please attach drawing, if available)

**A. APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_  
(Daytime only, please)

**B. PROPERTY INFORMATION**

Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s) \_\_\_\_\_

Lot Size: \_\_\_\_\_ Zone: \_\_\_\_\_

Historic District (Circle One) Yes No

**C. PROPOSED SIGN**

1. Type of Sign: ( ) Freestanding ( ) Wall ( ) Projecting ( ) Awning ( ) Other

2. Rendition of Sign showing Message, plus Length x Width

3. Temporary Sign Date From: \_\_\_\_\_ Date to: \_\_\_\_\_

4. Overall height \_\_\_\_\_  
(feet)

5. Clearance from grade \_\_\_\_\_  
(feet)

6. Distance in FEET from applicable property boundaries fro freestanding signs:

FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_ SIDE \_\_\_\_\_  
(left) (right)

**D. HAVE YOU RECEIVED A VARIANCE OR SITE PLAN APPROVAL FOR THIS SIGN?**

(If YES, Please attach a copy of resolution or other approval

E. I Hereby Certify that Everything Presented in this Application Package is True to the Best of My Knowledge & Grant Permission to Inspect Subject Property, if Necessary for Review:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS PERMIT IS HEREBY ISSUED / DENIED**

**PERMIT #** \_\_\_\_\_

\_\_\_\_\_  
Zoning Official's Signature

\_\_\_\_\_  
Date

COMMENTS/CONDITIONS

Please note: In addition to applicable permits & Historic Preservation Commission approval, applicant must obtain all other associated local, county and/or state approvals as required by law.

**Attn: Zoning Officer, Hackettstown Municipal Building, 215 Stiger Street, Hackettstown, NJ 07840**  
**Phone: 908-852-3702 / Fax 908-852--2538**

Please be advised, a Sign Application/Permit can not be processed or deemed complete until the appropriate fee has been paid. Make check payable to "Town of Hackettstown". The fee schedule is as follows:

Sign/Banner Permits	Application Charge
Commercial Signage	
When covered during board review/approval	No Fee
When covered by "Change of Message"	No Fee
Addition of sign or change to signage	\$50.00
• Temporary Signs	
Grand Opening Banner	No Fee
* Promotional Banner	
12 square feet or less	\$10.00
25 square feet or less	\$25.00
Banners permitted under special events permit	No Fee
• <u>Grand Opening Banner(s)</u> – No permit required provided business is an approved use, i.e. has obtained a zoning permit.	
- Permitted for <u>90 consecutive days</u>	
- Max 3 pennants, max 25 square feet	
- Attached to building or associated railings/wall	
* Promotional Banner – Permit required with associated fee as to max square footage.	
- Permitted <u>90 calendar days</u> in any calendar year	
- Max 1 banner per promotion	
- Attached against building or front railings	