



The Town of
Hackettstown
New Jersey

THE TOWN OF HACKETTSTOWN
Zoning Department

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Hours: Tuesday & Thursday: 9 a.m.-3:00 p.m.

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

COMMON ZONING PERMIT REQUIREMENTS

New Building / Structure	Parking Areas
Alterations to Buildings or Structures	Fences and Walls
Additions / Any Increase in Height or Square Footage	Signs – including Awnings with signage, both Temporary & Fixed
*New Business / Operation	Garages / Storage Building
*Change of Use, i.e.	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:

1. Nature of said use/business
2. Days and hours of operation
3. Number of employees
4. If delivery of goods is required, state whether car, van, truck and of what size
5. **If any construction, alterations, or addition(s) are proposed.**

It shall be noted that 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 Zoning Permit is Required

A Zoning Application is a prior approval before obtaining a construction permit (when required). As to Commercial Non-Residential Use, Land Use Board approval may be required.