

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”
Principal Building Minimum				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’
Accessory Building Minimum				
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’
Maximum				
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).

Zoning Permit Application

FEE (Schedule on back) _____ Received _____ Check _____ Cash _____
TO SCALE (show approx. locations of 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

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

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Phone Number _____

(Daytime only, please)

PROPOSED STRUCTURE OR USE (Example: "open deck" addition" "shed" "new business")

Description:

\$	Proposed Cost Check one:	Principal Use	Accessory Use
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- Applications for new business or change of use will require additional applications 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 _____ SIDE _____
(left) (right)

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)

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
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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 (P) 908-852-3702 (F) 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)	\$40.00
Residential renovations/additions and accessory structures/buildings (greater than \$10,000)	\$75.00
New single-family dwelling	\$100.00
Commercial – New business or Change of Use	\$75.00
Commercial renovations/additions and accessory Structures buildings (less than \$100,000)	\$100.00
Commercial renovations/additions and accessory Structures/buildings (greater than \$100,000)	\$150.00
Commercial renovations/additions and accessory structures/buildings when covered by Ordinance Section 802(B)(3) and (4)	\$250.00

It shall be noted a \$25.00 residential fee or a \$50.00 commercial fee will be charged for any resubmittal/amended zoning application or work commenced/done without prior zoning approval.

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 _____ 5. Clearance from grade _____
(feet) (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. Check payable to: "Town of Hackettstown".

The fee schedule is as follows:

<u>Sign/Banner Permits</u>	<u>Application Charge</u>
Commercial Signage	
When covered during board review/approval	\$50.00
When covered by "Change of Message"	\$50.00
Addition of sign or change to signage	\$100.00
Temporary Signs	
Grand Opening Banner	No Fee
Promotional Banner	
12 Square Feet or Less	\$20.00
25 Square Feet or Less	\$35.00
Banners permitted under special Events permit	No Fee
Grand Opening Banner(s) – No permit required provided business is an approved use, i.e. has obtained a zoning permit	
Permitted for 90 consecutive days	
Max 3 pennants, max 25 square feet	
Attached to building or associated railings/wall	
Promotional Banner – Permit required with associated fee as to max S.F.	
Permitted 90 calendar days in any calendar year	
Max 1 banner per promotion	
Attached against building or front railings	

It shall be noted a \$50.00 commercial fee will be charged for any resubmittal/amended zoning application or work commenced/done without prior zoning approval.