



# Merchantville Zoning Permit Application STRUCTURES and IMPROVEMENTS

**DATE APPLICATION SUBMITTED:** \_\_\_\_\_

**ZONING PERMIT FEE** Please take application to Finance Office to pay fee prior to submitting application to Zoning Office. (See Ch. 25, Fees)

Residential Wheelchair Ramp     \$0  
All other Zoning Permits         \$50

## I. SITE INFORMATION

SITE ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
BLOCK \_\_\_\_\_ LOT(S): \_\_\_\_\_  
LOT SIZE: \_\_\_\_\_ LOT WIDTH \_\_\_\_\_ LOT DEPTH \_\_\_\_\_

## II. APPLICANT INFORMATION

**APPLICANT**  SAME AS OWNER

**OWNER**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

(Both signatures required if the Applicant is not the owner)

## II. PROPOSED IMPROVEMENTS

### A. TYPE:

FENCE    DECK    PATIO    SHED    SWIMMING POOL    WADING POOL    HOT TUB  
 SIGN    NEW DWELLING    ADDITION    GARAGE    DRIVEWAY    OTHER \_\_\_\_\_

### B. CONSTRUCTION MATERIALS:

WOOD    STONE    MASONRY    CONCRETE    OTHER \_\_\_\_\_

### C. STRUCTURE USAGE:

RESIDENTIAL    COMMERCIAL

PLEASE DESCRIBE: \_\_\_\_\_  
(ex. residential storage, garage for motor vehicles, living space, etc.)

### D. STRUCTURE DIMENSIONS:

MAX WIDTH \_\_\_\_\_'     MAX LENGTH \_\_\_\_\_'     MAX HEIGHT \_\_\_\_\_'

**E. SETBACKS: HOW CLOSE WILL PROPOSED STRUCTURE (EXCEPT FENCE) BE TO PROPERTY LINES?**

FRONT: \_\_\_\_\_' REAR: \_\_\_\_\_' SIDE: \_\_\_\_\_' OTHER SIDE: \_\_\_\_\_'

**F. LOT DESCRIPTION:**  INSIDE LOT  CORNER LOT  THROUGH LOT

**G. HAVE YOU ATTACHED A PROPERTY SURVEY OR SCALED DRAWING OF EXISTING AND PROPOSED SITE CONDITIONS?** You may find a copy of the property survey with your deed.

YES  NO

**H. FOR ALL APPLICATIONS, HAVE YOU ATTACHED PLANS, DRAWINGS, OR PICTURES OF PROPOSED IMPROVEMENTS?** Applications for buildings and additions must include floor plans and building elevations.

YES  NO

**I. FOR ALL APPLICATIONS, HAVE YOU COMPLETED THE LOT COVERAGE TABLE ON PAGE 3 OF THIS APPLICATION?** The Applicant must complete the table, unless the application is for a fence or sign.

YES  NO

**J. PLEASE ATTACH ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER.**

NOTE: Please allow ten (10) calendar days before inquiring of the status of the zoning permit application. Staff will notify the Applicant when Zoning Permit is ready.

**IV. ZONING OFFICER USE ONLY (DO NOT WRITE BELOW ON THIS PAGE)**

**A. PROOF OF PAYMENT RECEIVED BY FINANCE OFFICE?**  YES  NO  
AMOUNT PAID: \_\_\_\_\_ DATE FEE PAID: \_\_\_\_\_

**B. IS/WAS JOINT LAND USE BOARD OR HISTORIC PRESERVATION COMMISSION APPROVAL REQUIRED FOR THIS STRUCTURE?**  YES  NO  
If Yes, what is the APPLICATION No.: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ (Attach copy of Resolution)

**C. APPLICABLE PORTIONS OF 'ZONING OFFICER CHART' ON P.4 COMPLETED?**  YES  NO

**D. ZONING PERMIT DISPOSITION:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ IF APPROVED, ZONING PERMIT NO.: \_\_\_\_\_

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

ZONING OFFICER'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## LOT COVERAGE TABLE

Applicant must complete top table (Items 1-8)

ITEM DESCRIPTION ZONING DISTRICT _____	EXISTING AREA (SQUARE FEET)	PROPOSED AREA: EXISTING + PROPOSED (SQUARE FEET)
<b>1. LOT AREA</b> (Check survey or tax map. For rectangle lots, it's length x width)		N/A
<b>2. PRIMARY BUILDING</b> (ground floor of house and attached garage + attached roofed porch + attached roofed deck)		
<b>3. DETACHED GARAGE</b> (ground floor)		
<b>4. SHED</b>		
<b>5. POOL/HOT TUB/GAZEBO</b>		
<b>6. PATIOS/DECKS</b>		
<b>7. DRIVEWAYS/WALKWAYS</b>		
<b>8. OTHER</b> (Please identify)		

Zoning Officer will complete the sections below

<p><b>BUILDING COVERAGE</b></p> <p>SF= Add Items 2 + 3 + 4</p> <p>% = (Item 2 + 3 + 4) ÷ Lot Area x 100</p> <p>Percent Permitted in Zoning District?</p>	<p>_____ SF</p> <p>_____ %</p>	<p>_____ SF</p> <p>_____ %</p> <p>_____ %</p>
<p><b>ACCESSORY STRUCTURES COVERAGE</b></p> <p>SF = Add Items 3 + 4 + 5</p> <p>% = (Item 3 + 4 + 5) ÷ Lot Area x 100</p> <p>Percent Permitted in Zoning District?</p>	<p>_____ SF</p> <p>_____ %</p>	<p>_____ SF</p> <p>_____ %</p> <p>_____ %</p>
<p><b>TOTAL IMPROVEMENT COVERAGE</b></p> <p>SF= Add Items 2 thru 8</p> <p>% = (Items 2+3+4+5+6+7+8) ÷ Lot Area x 100</p> <p>Percent Permitted in Zoning District?</p>	<p>_____ SF</p> <p>_____ %</p>	<p>_____ SF</p> <p>_____ %</p> <p>_____ %</p>

## ZONING OFFICER CHECKLIST

FOR ZONING OFFICER USE ONLY

	REQUIRED	EXISTING	PROPOSED
<b>Minimum Lot Requirements</b>			
Lot Area			
Frontage			
Lot Depth			
<b>Bulk Requirements</b>			
Building Height			
Front Yard Setback			
Front Yard Setback 2 (corner lots)			
Side Yard Setback 1			
Side Yard Setback 2			
Aggregate Side Yard Setbacks			
Rear Yard Setback			
<b>Lot Coverage Requirements</b> (See Attached Lot Coverage Table)			
<b>Parking Requirements</b>			
Parking Spaces			
<b>Accessory Structures</b>			
Height			
Maximum Size			
Front Yard Setback			
Side Yard Setback 1			
Side Yard Setback 2			
Rear Yard Setback			
Setback from Principal Building			
Pool % of Rear Yard			
<b>Signage Requirements</b>			
Façade Sign Area			
Window Sign Area			
Freestanding Sign Area			
Overhanging Sign Area			
<b>Other</b>			