



# Borough of Tenafly

100 Riveredge Road

Tenafly, NJ 07670

Phone: 201-568-6100

## ZONING PERMIT APPLICATION

\$25.00 Application Fee

Received by: \_\_\_\_\_ Application # \_\_\_\_\_

**(See reverse side for application instructions)**

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Historic Property: [ ] YES [ ] NO

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name (if any): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby request that the Zoning Officer officially communicate only with [ ] Owner [ ] Applicant [ ] Other

Named Person: \_\_\_\_\_ Owner's initials: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Has there been a Planning Board [ ] or Zoning Board [ ] action related to this application: YES [ ] NO [ ]

Type of action: \_\_\_\_\_ Date of resolution: \_\_\_\_\_

**(Copy of resolution must be attached)**

*Describe in detail the proposed use, activity, and/or construction work to be conducted on the premises for all relevant structures, including the intended purpose. (Explanation may be continued on an attached page.)*

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*Describe in detail the previous or existing use/activities conducted on the premises for all relevant structures. If the premises are currently vacant, provide the date vacancy began or use was discontinued:*

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I affirm that I have read and understand the instructions on both sides of this application:

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# ZONING PERMIT APPLICATION INSTRUCTIONS

## ZONING PERMITS REQUIRED BY TENAFLY MUNICIPAL CODE

Tenaflly's Zoning Regulations §35-800 require Zoning Permits to be obtained **BEFORE** constructing or erecting any building or structure or part thereof, or performing any site development work, including but not limited to, new buildings and structures, additions, interior alterations, sheds, decks, porticos, carports, fences (including plant fences), walls, driveways, patios, walks, pools, sports courts, site grading, etc. Except for residential uses in any zone, Zoning Permits must also be obtained any time the tenancy of a property or building changes. For temporary uses or structures and changes to commercial or historic district properties, prior approvals from other Tenaflly agencies are typically required before a zoning permit may be issued. An application fee of \$25.00 must be paid at the time application is made.

### REQUIRED INFORMATION (all submitted drawings must be drawn to scale)

Sufficiently detailed information must accompany applications to demonstrate that all aspects of the proposed work or development conform with zoning regulations. Accordingly, submittal requirements will vary based on the scope work. In addition to documents and information listed in the guidelines provided below, other information specific to your project and/or property may be required in order to confirm compliance with the Borough's Land Development Regulations. Please contact the Zoning Officer or Construction Office if you are uncertain as to what is required for any particular application.

1. **ALL ZONING PERMIT APPLICATIONS:** A current, legible and scalable (1" = 30' scale minimum) property survey, showing all existing buildings, structures, hard surfaces and site improvements, with critical dimensions to property lines and sufficient topographic data on site grades, buildings and/or structures to verify code compliance for the proposed work. Front yard setbacks of adjacent dwellings by surveyor may also be required. All applications must be signed by the property owner.
2. **NEW BUILDINGS & ADDITIONS:** A site plan showing the size and location of all proposed structures and/or site improvements, including exterior mechanical/electrical equipment, with critical dimensions to property lines, and containing a listing of S.F. areas listed for all existing and proposed site development. Sufficiently detailed, dimensioned and labeled preliminary plan & elevation drawings of all proposed structures, including plans and elevations for all floor levels; area tabulations for all floor levels and a zoning compliance table
3. **FOR INTERIOR ALTERATIONS, NEW TENANTS & HOME OFFICES:** A key plan showing the location of the proposed work or tenancy within the building, a plan locating all other tenants and/or tenant spaces within the building; existing and proposed plans and elevations depicting the subject area(s) of proposed construction, alteration and/or new tenancy.
4. Drawings for **OWNER-OCCUPIED 1 & 2 FAMILY DWELLINGS** may be prepared by an owner capable preparing thorough and accurate design drawings, drawn to scale.

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Zoning permit applications are reviewed within ten (10) business days of the date of receipt. The applicant or his/her authorized representative will be notified when the review has been completed or if additional information is required. Incomplete applications and applications with insufficient supporting documentation to confirm compliance with the LDO must be denied in accordance with state land use law. Applicants who are uncertain about submittal requirements should contact the Zoning Officer to confirm the exact information that will be required for their proposed scope of work. Work may not begin and tenant occupancy may not occur until a Zoning Permit has been issued. Please confirm with the Building Department whether or not a construction permit is also required for the proposed work.