

# BOROUGH OF LEONIA

Form ZP01  
January 2017

Date: \_\_\_\_\_

312 BROAD AVENUE  
LEONIA, NEW JERSEY 07605  
BUILDING DEPARTMENT  
PHONE (201) 592-5780

Permit #: \_\_\_\_\_

Check #: \_\_\_\_\_

## APPLICATION FOR ZONING PERMIT

NO OCCUPANCY IS PERMITTED PRIOR TO THE ISSUANCE OF THE REQUIRED ZONING PERMIT  
COMPLETE ALL REQUESTED INFORMATION - PLEASE PRINT OR TYPE - ILLEGIBLE FORMS WILL NOT BE ACCEPTED

### LOCATION INFORMATION

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE DISTRICT \_\_\_\_\_

WORKSITE LOCATION \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### OFFICE USE ONLY

APPLICATION DEEMED COMPLETE

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

ZONING  
CONTROL NUMBER: \_\_\_\_\_

### ZONING PROPOSAL

EXISTING USE OR LAST USE OF PROPERTY  SINGLE FAMILY  TWO FAMILY  MULTI-FAMILY

NON-RESIDENTIAL (EXPLAIN) \_\_\_\_\_

(PROPOSED USE, CONSTRUCTION, WORK OR INSTALLATION USE ADDITIONAL SHEET IF NECESSARY TO FULLY EXPLAIN THE PROJECT)

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

PROPOSED ACCESSORY USES \_\_\_\_\_

### PROPERTY OWNER INFORMATION

NAME OF PROPERTY OWNER \_\_\_\_\_

NAME OF PRINCIPAL OFFICER \_\_\_\_\_

OWNER HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

### APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

APPLICANT HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_

### BUSINESS INFORMATION

LEGAL NAME OF BUSINESS \_\_\_\_\_

NAME BUSINESS TRADING AS \_\_\_\_\_

NAME OF PRINCIPAL OFFICER \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

**BOROUGH OF LEONIA  
BUILDING DEPARTMENT  
APPLICATION FOR ZONING PERMIT**

**BUSINESS INFORMATION (CONT.)**

NUMBER OF EMPLOYEES \_\_\_\_\_

AREA OF THIS BUSINESS USE (SQUARE FEET) \_\_\_\_\_

AREAS OF ALL OTHER USES  
( List all other uses, businesses, tenants, etc. and the areas of each use when there are multiple uses on the property. Attach separate sheet if necessary. )

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL NUMBER OF PARKING SPACES ON SITE \_\_\_\_\_

**APPLICATION TYPES**

TYPE OF ZONING PERMIT(S) REQUESTED  
( Check all items that apply to this project )

<input type="checkbox"/> CERTIFICATE OF USE (NEW BUSINESS)	<input type="checkbox"/> NEW BUILDING
<input type="checkbox"/> HOME PROFESSIONAL OFFICE	<input type="checkbox"/> ADDITION
<input type="checkbox"/> HOME OCCUPATION	<input type="checkbox"/> ALTERATIONS ( Without modification to existing building footprint )
<input type="checkbox"/> TEMPORARY USE	<input type="checkbox"/> SWIMMING POOL
<input type="checkbox"/> FENCE	<input type="checkbox"/> RETAINING WALL
<input type="checkbox"/> DRIVEWAY	
<input type="checkbox"/> SHED	
<input type="checkbox"/> TEMPORARY TOILET FACILITY	

HAS THIS PROPERTY EVER BEEN THE SUBJECT OF ANY PRIOR APPLICATION BEFORE THE ZONING BOARD OF ADJUSTMENT OR THE PLANNING BOARD?  YES  NO ( If Yes, attach information on the date, nature and disposition of such applications )

**OWNER'S AUTHORIZATION**

I hereby authorize the submission of this application and agree to bind myself to any terms and conditions stipulated to and agreed by and between said applicant and the Borough of Leonia in the course of approval of this application for zoning permit. I also grant permission to the Building Department staff to enter upon the property for purposes of evaluating this application.

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT'S CERTIFICATION**

I hereby certify that I have been authorized by the property owner to make this application, that all information contained herewith is true and complete and accurately describes the existing and proposed uses of the subject property. I understand that if any of the above statements or information is false, misleading or omitted, I will be subject to penalty and revocation of the issued permit in accordance with of the Borough of Leonia Development Regulations.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY**

REQUIRED DOCUMENTS	SUBMITTED	INITIALS	DATE
APPLICATION FORM	<input type="checkbox"/>	_____	_____
PROPERTY SURVEY	<input type="checkbox"/>	_____	_____
PROPOSED SITE PLAN	<input type="checkbox"/>	_____	_____
PROPOSED FLOOR PLANS/ELEVATIONS	<input type="checkbox"/>	_____	_____
HISTORIC PROPERTY	<input type="checkbox"/>	_____	_____
PREVIOUS APPROVALS / VARIANCES	<input type="checkbox"/>	_____	_____
APPLICATION FEE	<input type="checkbox"/>	_____	_____

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**BOROUGH OF LEONIA**  
**BUILDING DEPARTMENT**  
**APPLICATION FOR ZONING PERMIT**

***OFFICE PROCEDURES FOR PERMIT PROCESSING***

**Zoning approval** is the first step required in the establishment of a new business, construction of a new building or addition or installation of sheds, driveways and fences. Most activities which involve use of a property or changes to the physical nature of a property will require zoning approval. Check with the Building Department before you begin a project or activity to confirm if zoning approval may be required. The Building Department is charged with the responsibility of enforcing the municipal **Development Regulations**. These regulations have been developed to guide the appropriate use of lands and to ensure the health, safety and general welfare of people living, working and visiting the Borough of Leonia.

To begin the process, obtain a copy of an **Application for Zoning Permit** from the Building Department office or online at the borough website at [www.leonianj.gov](http://www.leonianj.gov). Complete this application and submit it along with all required documents and the application fee to the Building Department during normal business hours. Be advised that incomplete applications will not be accepted. You may check on the status of your application by calling the Building Department at (201) 592-5780. Have your **Zoning Control Number** available. This number will be given to you at the time the application is received.

The **Zoning Officer** and **Assistant Zoning Officer** are available to provide information concerning the Township's Development Regulations. It is recommended that you make an appointment early in your project to discuss required approvals, details of your particular proposal and to avoid unnecessary delays. The information provided is not to be taken as legal advice nor shall it be binding on the Township. All applicants are urged to seek their own legal counsel on matters pertaining to their particular projects.

After the **Application for Zoning Permit** has been reviewed, you will be notified by telephone if it has been approved or by mail if it has been denied. Once an application has been deemed complete and the zoning review performed – with the application either denied or approved – any subsequent revision to that application will require a resubmission fee.

The **Property Survey** submitted with the application must accurately reflect the existing conditions of the property at the time the application is made. The survey must be completed by a surveyor, licensed in the State of New Jersey, drawn to scale and may not be distorted by copy machine or facsimile transmission. This survey must show all physical improvements on the property including, but not limited to, buildings, driveways, walkways, swimming pools, decks, fences, patios, parking lots, sheds, etc. A site inspection will be made by the Zoning Staff to confirm the accuracy of the survey. Inaccurate surveys will be reason to deem an application incomplete. Zoning review will not proceed until submission of an accurate survey.

A **Site Plan** is required whenever any change to the physical improvements of the property is proposed. When a Site Plan is required, this plan must show all aspects of the proposed project including, but not limited to, new and altered buildings, driveways, walkways, swimming pools, decks, fences, patios, parking lots, sheds, etc. This plan must be drawn to scale and indicate dimensions of all proposed buildings along with setback dimensions from all buildings to all property lines.

Proposed **Floor Plans** and **Building Elevations** must be submitted for all projects involving construction beyond the footprint of an existing structure. These documents must also be submitted for establishing or modifying any non-residential use. Additional information necessary to understand the proposal, such as a narrative describing a business activity, manufacturer's product literature showing an item to be installed or built, or photographs of existing site conditions should be submitted.

At the end of a construction project and/or before the start of new business activities, a **Final Inspection** will be made by the Zoning Staff to verify compliance with the provisions of the Development Regulations and any conditions of the **Zoning Permit**.

**Daniel Melfi**  
Zoning Officer

# SAMPLE

## LIST OF REQUIRED INFORMATION

BEARINGS AND DIMENSIONS OF ALL PROPERTY LINES.

NAME OF PROPERTY OWNER.

ADDRESS OF PROJECT INCLUDING THE TAX MAP BLOCK AND LOT DESIGNATIONS.

NAME, ADDRESS, TELEPHONE NUMBER AND SIGNATURE OF PERSON PREPARING THE PLAN.

SCALE OF THE DRAWING.

DATE OF THE DRAWING, INCLUDING THE DATES OF ALL REVISIONS.

LOCATION OF ALL EXISTING BUILDINGS, INCLUDING HOUSE, DETACHED GARAGE, SHED, ACCESSORY BUILDINGS, CARPORTS, ETC.

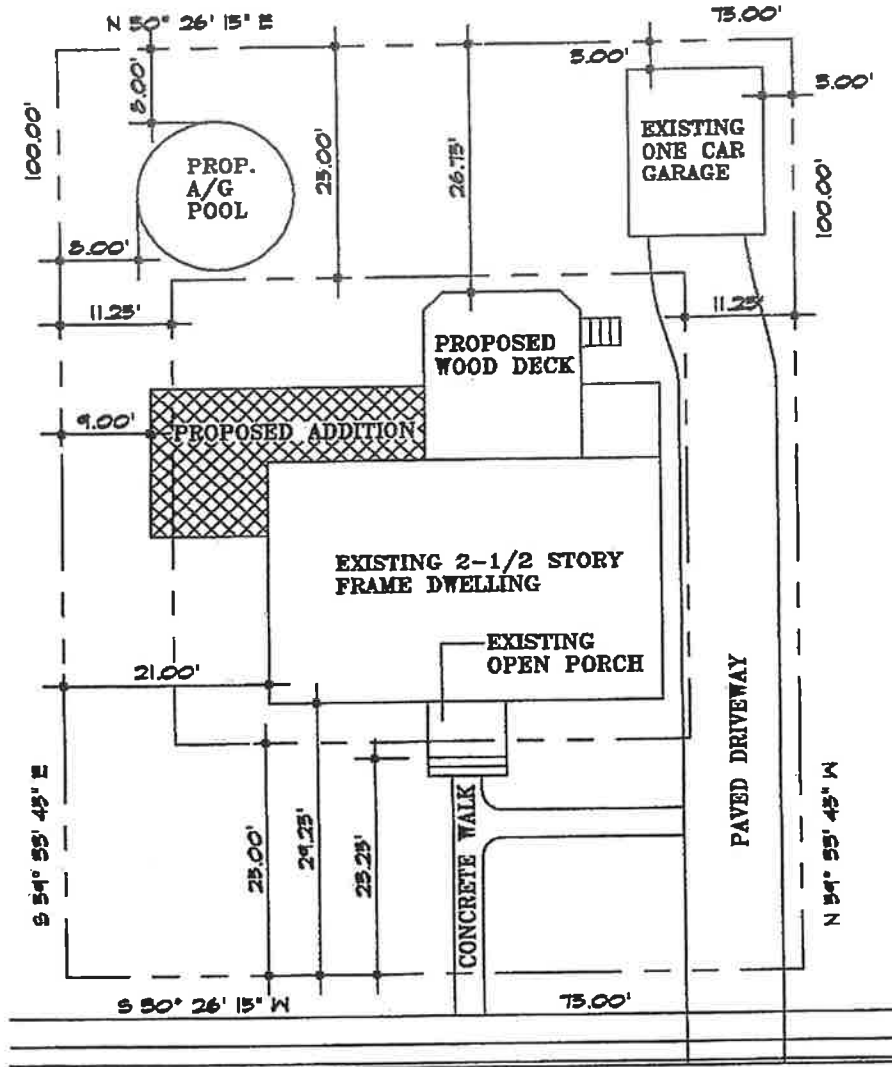
LOCATION OF ALL PROPOSED BUILDINGS, INCLUDING HOUSE, DETACHED GARAGE, SHED, ACCESSORY BUILDINGS, CARPORTS, ETC.

LOCATION OF ALL EXISTING IMPROVEMENTS INCLUDING DRIVEWAY, WALKWAYS, DECKS, STEPS, SWIMMING POOLS, PATIOS, ETC.

LOCATION OF ALL PROPOSED IMPROVEMENTS INCLUDING DRIVEWAY, WALKWAYS, DECKS, STEPS, SWIMMING POOLS, PATIOS, ETC.

LINES INDICATING REQUIRED FRONT, SIDE AND REAR YARD SETBACKS WITH DIMENSIONS FROM PROPERTY LINES.

DIMENSIONS FROM PROPERTY LINES TO ALL EXISTING AND PROPOSED STRUCTURES AND IMPROVEMENTS ON THE PROPERTY.



## TEANECK ROAD

<p><b>SITE PLAN</b></p>	<p><b>JOHN Q. PUBLIC</b> architect</p>	<p>DATE JAN 18, 2005</p>
<p>Addition and Alterations to an Existing Dwelling FOR: MR. AND MRS. DOE AT: 555 BROAD ST. LEONIA NJ, 07605</p>	<p>100 MAIN STREET ANYTOWN, NEW JERSEY 07999 201.555.5555</p> <p>N.J. ARCHITECT CERT. NO. A100000</p>	<p>SCALE 1" = 20'-0"</p> <p>SHEET</p> <p><b>SP-1</b></p> <p>NO. 1 OF 1</p>

**BOROUGH OF LEONIA  
BUILDING DEPARTMENT  
APPLICATION FOR ZONING PERMIT**

**ZONING WORKSHEET**

WORK SITE LOCATION \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE DISTRICT \_\_\_\_\_

LOT AREA \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

MAXIMUM BUILDING COVERAGE - \_\_\_\_\_ % OF LOT AREA = \_\_\_\_\_ SQUARE FEET

MAXIMUM LOT COVERAGE - \_\_\_\_\_ % OF LOT AREA = \_\_\_\_\_ SQUARE FEET

ITEM DESCRIPTION	EXISTING AREA (SQUARE FEET)	PROPOSED AREA (SQUARE FEET)	REMARKS
1. BUILDING FOOTPRINT			
2. DETACHED GARAGE			
3. ROOFED PORCHES, PATIOS, DECKS AND BREEZEWAYS			
4. STORAGE SHEDS			
5. OTHER ACCESSORY BUILDINGS			
6. DRIVEWAYS AND PARKING AREAS			
7. OPEN ENTRIES AND STEPS			
8. OPEN PATIOS, TERRACES AND DECKS			
9. WALKWAYS			
10. SWIMMING POOLS			
11. OTHER			
12. OTHER			
<b>BUILDING COVERAGE</b> (ADD ITEMS 1 THROUGH 5)	S.F. %	S.F. %	DIVIDE THE TOTAL SQUARE FOOT AREA BY THE LOT AREA TO DETERMINE THE % OF COVERAGE
<b>LOT COVERAGE</b> (ADD ITEMS 1 THROUGH 12)	S.F. %	S.F. %	

PERSON COMPLETING WORKSHEET \_\_\_\_\_

DATE \_\_\_\_\_

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APPLICATION FOR ZONING PERMIT

***INSTRUCTIONS FOR COMPLETING THE ZONING WORKSHEET***

All information requested on the **Zoning Worksheet** must be submitted in order for the **Zoning Permit Application** to be deemed complete. If an Applicant is unable to perform these calculations, the Applicant may need to obtain the assistance of an architect, engineer or surveyor.

The **Maximum Building Coverage** and **Maximum Lot Coverage** for each **Zone District** can be obtained from the Zoning Staff at the Building Department offices or in the **Development Regulations** section of the Town Code available on the Borough's website at [www.leonianj.gov](http://www.leonianj.gov). Multiply these percentages times the lot area to determine the maximum coverage in square feet. The definitions of both **Building Coverage** and **Lot Coverage** are contained in the Leonia Borough Code.

*Maximum permissible building coverage is 25%*

*Maximum permissible lot coverage is 40%*

*Maximum permissible total combined coverage is 65%*