

ZONING APPLICATION

Applicant Contact & Property Information

Business Name (if applicable): _____			
Property Address:		Boonton, NJ 07005	
Applicant First Name:		Applicant Last Name:	
Applicant Address: <input type="checkbox"/> same as above			
City:	State:	Zip Code:	
Day Phone:	Evening Phone:	Mobile Phone:	Email:

Property Owner or Landlord Contact Information same as above

Property Owner / Landlord First Name:		Property Owner / Landlord Last Name:	
Property Owner / Landlord Address:			
City:	State:	Zip Code:	
Day Phone:	Evening Phone:	Mobile Phone:	Email:

What type of Zoning Permit(s) are you seeking? Select any of the 3 permit types below that apply:

1. Construction, 2. Business Tenant/Use Change and/or 3. Signage/Awning. **All construction permits require a survey.**

1. Construction: Residential & Commercial (see Coverage Worksheet on reverse)

Addition New dwelling / building Detached garage Pool/ Hot Tub Driveway / Sidewalk: Curb Cut?

Deck Patio Shed AC/Generator Other: _____

a) Total lot area as per attached survey: _____ sq. ft.

b) Was prior Land Use Board approval received? Y | N (if yes, application #: _____)

c) Are there wetlands, restrictions, easements, or limitations on site? Y | N describe _____

d) Are there any open building permits/unfinished projects on this property? Y | N describe _____

e) Are you in a historic district? Y | N **Valid survey included**

2. Business Tenant / Use Change

a) What is the existing use & business name: _____

b) What is your proposed use: _____

c) Your proposed hours: M: ___ - ___ T: ___ - ___ W: ___ - ___ TH: ___ - ___ F: ___ - ___ S: ___ - ___

d) Your proposed # of employees: _____ # of Existing parking spaces on-site _____

e) Gross floor area you will occupy: _____ sq. ft. Garbage facilities available on-site? Y | N

f) Will there be any storage or handling of chemicals or hazardous substances: Y | N describe _____

g) Are any structural alterations to the exterior of the building proposed? Y | N

h) Is there an increase in # of parking spaces required with your proposed use? Y | N (if yes, # increase: _____)

3. Signage/Awning (see Signage Worksheet on reverse) Are you in a historic district? Y | N

Temporary Banner Canopy / Awning Window Sandwich Board / Freestanding

Building mounted: ___ Blade ___ Flush mount

Any incorrect or falsified information will render this application and approval VOID. Applicant certifies all information is true and accurate.

Applicant's signature: _____ Date: _____

Property Owner signature: _____ Date: _____

RESIDENTIAL / COMMERCIAL COVERAGE WORKSHEET

BUILDING COVERAGE:

List all **EXISTING** buildings / structures on the lot that have a roof and the square footage of the ground floor (foot print) for each (including houses, sheds, covered porches / decks, etc.):

Structure	Sq .Ft.	Structure	Sq .Ft.
1.		4.	
2.		5.	
3.		6.	

Total existing building coverage: _____ sq. ft.
Building coverage to be added: + _____ sq. ft.
TOTAL: _____ sq. ft.

LOT COVERAGE (IMPERVIOUS):

List all compacted or covered areas and their square footage (*includes compacted or covered areas with material, building, structure that is highly resistant to infiltration by water...parking areas, driveways, uncovered / porches, patios, decks, pools, walkways, retention and detention basins, etc.*)

Structure/Area	Sq .Ft.	Structure/Area	Sq .Ft.
1.		4.	
2.		5.	
3.		6.	

Total existing lot coverage: _____ sq. ft.
Impervious coverage to be added: + _____ sq. ft.
TOTAL: _____ sq. ft.

FLOOR AREA RATIO:

List the area of PRINCIPAL structures by measuring dimensions of outside walls excluding attic, basement floor, garages, porches, patios, breezeways, terraces, car ports, etc.

Structure	Sq .Ft.	Structure	Sq .Ft.
1.		3.	
2.		4.	

Total existing floor area: _____ sq. ft.
Floor area to be added: + _____ sq. ft.
TOTAL: _____ sq. ft.

SIGNAGE/AWNING PERMIT WORKSHEET

*(Your signature on the Sign Information Guide & Checklist is **REQUIRED** with application)*

Location on façade with distance from: Ground: _____ Left side: _____ Right side: _____ Roof: _____	Building Width: _____	Sign Dimensions: Length: _____ Width: _____ Depth: _____
Illumination? Y N Type: _____	Background Color: _____	Lettering: Style: _____ Size: _____ Color: _____
For window signs, total window area: _____	<input type="checkbox"/> Color rendering of proposed sign <input type="checkbox"/> Photo of existing façade <input type="checkbox"/> Rendering of sign as it would appear on the facade	
For temporary signs, duration requested: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> other: _____		

For office use only:

Fee paid (as per §300-119) \$ _____ Date ___/___/___	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
1. Conforms to setback/bulk requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Permitted use in zone? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Max building coverage allowed: _____ Conforms? <input type="checkbox"/> YES <input type="checkbox"/> NO 4. Max lot coverage allowed: _____ Conforms? <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Max floor area allowed: _____ Conforms? <input type="checkbox"/> YES <input type="checkbox"/> NO	Comments: _____ _____ _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Prior Approval Needed <input type="checkbox"/> Health Dept. <input type="checkbox"/> DPW <input type="checkbox"/> HPC <input type="checkbox"/> Engineering <input type="checkbox"/> Waiver of site plan approval granted <input type="checkbox"/> Land Use Board <input type="checkbox"/> Governing Body		
_____ Zoning/Officer	_____ Date	_____ Engineer
_____ Historic Preservation Commission	_____ Date	_____ Health Department
_____ Governing Body	_____ Date	_____ Public Works Department

HISTORIC DISTRICT ~ SIGNAGE INFO GUIDE & CHECKLIST

This sign guide is designed to provide the applicant with ideas and information to produce a legally permissible sign and to accurately complete a zoning application for consideration by the Town Zoning Office and Boonton Historic Preservation Commission (BHPC). The checklist also simplifies the Town's Sign Code (§233) as it relates to signage which can be found at www.boonton.org/government/town-ordinance or picked up in the Construction Department.

SIGN APPLICATION PROCESS:

Complete a Zoning Application and sign the reverse side of this Info Guidelines & Checklist. The Zoning Applications can be found at www.boonton.org/forms-permits or by visiting the Construction Department secretary, Marianne Marcello at Town Hall (973-402-9410 x 630)

Complete the Zoning Application(s)

- Fill out the related fields of the Zoning Application including required signatures including the signage worksheet on the reverse side of the Zoning Application (*landlord signature required on the application*)
- Gather required materials for submission with Zoning Application:
 - Photos of existing façade
 - Color rendering of proposed signage
 - Rendering of the sign as it would appear on the facade

Scan and email or hand deliver the completed Zoning application, this signed checklist and your supporting photos/renderings to the Construction Department no later than 5 business days prior to the next BHPC meeting (mmarcello@boonton.org).

The Zoning & Construction Official approves OR disapproves the ordinance related components of the sign concept and then passes along to the BHPC for hearing and final sign-off

Once the Zoning Official and BHPC approve the application, an approval is sent to the applicant **within 5 days** of the BHPC hearing and the sign can be manufactured / installed.

IMPORTANT NOTES:

Sandwich board signs require a separate application. Please contact Cindy Oravits: coravits@boonton.org x624.

Fully completed applications will be scheduled for a BHPC hearing which is held the first Wednesday of every month at 7:30pm –scheduled dates: www.boonton.org/government/public-meetings-minutes

Attendance by a representative of the applicant is required at the BHPC hearing.

Applications will be approved, denied or tabled at the BHPC hearing. Confirmation of all approvals will be forwarded to the applicant via email by the Construction Department within 5 days of the hearing.

Signs cannot be installed until notice of approval is received.

Handwritten signs are prohibited

DESIGN HELP IS AVAILABLE:

Before designing your sign, awning or sign lighting (§233-19), it may be helpful to review the Boonton Main Street Inc.'s Design Guidelines Book and the recommendations pursuant to the Secretary of the Interior Guidelines for Historic Restoration and Rehabilitation which can be picked up at the Construction Department or found on-line at: www.boonton.org/government/boonton-historic-preservation-commission.

IMPORTANT QUESTIONS & INFORMATION TO CONSIDER:

Prohibited signage includes (§233-20): flashing, chaser, or running lights, wind signs, pennants, spinners, internally lit/backlit signs (i.e. light boxes), LED signs and any sign which would be hazardous to pedestrian / vehicle traffic

Does the sign meet the legally required measurement specifications (see reverse side)?

Do I want to illuminate my sign? (Sign lighting requires BHPC approval – prohibited sign lighting: §233-20)

DESIGN CONSIDERATIONS:

Do I want the business name, phone number, website or other contact information on the sign?

Is the wording on the sign visible, clear to both pedestrians and passing cars and correctly proportioned?

Is the sign historically relevant and related to the building? Color Font Contrast Images

(Please see the reverse side for measurement & other requirements by sign type)

HISTORIC DISTRICT ~ SIGNAGE INFO GUIDE & CHECKLIST

MEASUREMENT / RELATED REQUIREMENTS:

Awnings – Building permit required (Email Marianne Marcello in the Construction Department for further details (mmarcello@boonton.org))

Window signs (§233-17)

- o One neon sign not to exceed 4 sq. ft.
- o Each window sign cannot exceed 33 1/3% of any one full window area

Ground signs (§233-3)

- o Must be anchored within the ground - not attached to a building or structure.
- o Email Marianne Marcello in the Construction Department for further details (mmarcello@boonton.org)

Temporary signs (§233-18)

- o Temporary window signs cannot exceed 25% of the window area
- o Allowed for 30 consecutive days (an additional 30 days is permissible)
- o Real estate & campaign signs permitted

Sandwich Board / Free-standing Sidewalk Signs (§233-3.1)

- o No more than 45 inches high by 24 inches wide
- o Approved by the Town Clerk – Cindy Oravits (coravits@boonton.org or x624)

Blade Signs/Projecting Signs (§233-5)

- o No more than 1 ft. thick
- o Cannot extend more than 12 inches from building
- o Lowest point of sign must be no less than 10 ft. above the sidewalk
- o Cannot project more than 6 ft. from the building and/or within 1 ft. of the curb
- o Cannot be higher than highest point of the building

Sign Lighting (§233-20)

- o Requires BHPC approval
- o Flashing, animated, fluttering or rating signs (with the exception of barber poles) or signs with the optical illusion of movement, including running or chaser lights are prohibited.
- o Internally illuminated signs using gas, chemical or fluorescent colors, including white, where tubing is visible. This includes all signs are prohibited.
- o LED (light-emitting diode) signs are prohibited; however, the use of LED technology as an indirect light source for signs is permitted provided the LED source is not visible or used to comprise any part of the sign lettering, logo or external display face.

STILL HAVE QUESTIONS?

All codes referenced in this checklist (i.e. §233-5) can be found in detail at www.boonton.org/government/townordinance or picked up in the Construction Department. You may call or email the Construction Department at mmarcello@boonton.org or (973) 402-9410 x630. You may also contact the Historic Preservation Commissioner through the Construction Department at mmarcello@boonton.org or (973) 402-9410 x630.

I have read the above information and will adhere to town code as it relates to my sign and the approval process.

Applicant

Date