

# SITE PLAN WAIVER PROCEDURE

1. Fully executed application with the property owner's signature.
2. 4 copies of sketches, plans and/or photographs of proposed change(s).

Once the Planning Board Sub-Committee has given approval of a Site Plan Waiver for any change of use to a non-residential unit or any change or alteration in the exterior of an existing non-residential structure, it is the applicant's responsibility to obtain the following permits:

1. **Zoning Permit.** A copy of the approved sign design and/or plans must be provided according to the approval granted by the Planning Board Subcommittee.
2. **Certificate of Continued Occupancy** (if you are a new tenant).  
A Certificate of Occupancy shall be obtained prior to the occupancy of any existing non-residential land or building or part thereof by a new owner or tenant, even if there is no change in use. The Construction Official shall issue the Certificate.
3. **Building Permits** for a sign installation and all interior and/or exterior renovations.  
All signs whether permanent or temporary require a permit from the Construction Official. The Construction Official issues construction permits after approval has been granted by the Planning Board Subcommittee and the Zoning Department.

**If you have any questions please contact the Planning Department at (973) 729-8093 or the Construction Department at (973) 729-9888.**

**SPARTA TOWNSHIP  
SITE PLAN WAIVER APPLICATION**

For Changes Or Alterations of Existing Commercial Structures, New tenants and signs

**DATE:** \_\_\_\_\_ **DATE OF HEARING:** \_\_\_\_\_

*Please submit 4 copies of sketches, plans and/or photographs of proposed change(s) along with this application. Any additional information such as pamphlets or samples of materials to be used would be helpful in decision making.*

**1. NAME OF BUSINESS:** \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

BLOCK # \_\_\_\_\_ LOT # \_\_\_\_\_ ZONE: \_\_\_\_\_

**2. APPLICANT'S NAME:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

**3. OWNER (If different than applicant):** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_

**By signing this application, I certify that the applicant named above has permission to apply for this waiver and if a new tenant, has a valid lease for this property.**

\_\_\_\_\_  
(Owner Must Sign Here)

**PROPOSED IMPROVEMENTS**

Describe particulars of change or alteration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_