

SPARTA TOWNSHIP
ZONING DEPARTMENT
65 MAIN STREET
SPARTA, NJ 07871

Maureen Donnelly, Zoning Officer (973) 729-8093
Janice Stevens, Zoning Coordinator (973) 729-8093

ZONING PERMIT INSTRUCTIONS AND CHECKLIST

Zoning Permit application must be **completely** filled out, signed and submitted to the
ZONING DEPARTMENT OFFICE

* **Three (3) copies of the survey showing:**

- Existing and proposed changes
- Distances to property lines
- Grades and slope of property
- Locations of septic tank and field or pits (verified by the Sparta Health Department)
- Accessory structures on property (sheds, garages, pools, etc.)

* **Impervious coverage calculation existing and proposed including (see attached worksheet):**

- House, additions and “covered” porches or decks
- Accessory structures (sheds, garages, carports, etc.)
- Walkways and paving stone or concrete patios
- Driveway and gravel surfaces

* **Construction documents are to include:**

- Three (3) copies of detailed design plans and specifications
- Elevations of new home or addition (view of all four sides)
- Height certifications for all additions and new home construction

* **Thirty-dollar (\$30.00) fee for residential properties and**

* **Sixty-dollar (\$60.00) fee for commercial properties must be paid with the Zoning application.**

* **New construction must include a COAH fee, if required.**

- Zoning permits will be reviewed within ten (10) business days. Approved plans will be forwarded to the Building Department for review and Building Permit approval.
- Denied Zoning permits may be revised and re-submitted within thirty (30) days at no additional charge.
- It is the responsibility of the applicant to obtain any permits required by NJDEP.

APPLICATION FOR A ZONING PERMIT

TOWNSHIP OF SPARTA
 65 MAIN STREET
 SPARTA, NEW JERSEY 07871
 MAUREEN DONNELLY, ZONING OFFICER
 JANICE STEVENS, ZONING COORDINATOR
 Tel: (973) 729-8093 Fax: (973) 726-3653

Please Print or Type

Date:	Block:	Lot:	Zone:
Property Location:			
Name of Applicant:			
Address of Applicant:			
	Street	Town	Zip Code
Name of Owner (if different from Applicant):			
Address of Owner:			
	Street	Town	Zip Code
Description of Proposed Use or Structure (what is it you want to do and/or build?)			

***Please attach a Site Plan showing: Distances to all property lines, septic tank & field locations, impervious coverage calculation, type and location of existing and proposed structures, fences, or signs where applicable. A letter of approval from your Homeowners' Association, if applicable.**

Prior Approvals on Subject Premises:			
Planning Board: _____	Date of Approval: _____		
Zoning Board: _____	Date of Approval: _____		
Contractor or Person Doing Work (if different than Owner):			
Address:			
	Street	Town	Zip Code

**** I hereby certify that I am the (agent of) owner of record and am authorized to make this application and give permission for the Sparta Township Zoning Official to come upon and inspect these premises with respect to this application.***

Date: _____ Print Name: _____ Signature: _____

\$30.00 Fee for Residential Properties and \$60.00 Fee for Commercial Properties **MUST** Accompany this Application: Paid _____ Check No. _____ Receipt No. _____

***Failure to provide all requested documents will halt the processing of this application and will be deemed incomplete.
 * It is the responsibility of the applicant to obtain any permits required by NJDEP.**

____ **DENIED** DATE: _____ REASON: _____

____ **APPROVED** DATE: _____ SPECIAL CONDITIONS: _____

ZONING PERMIT # _____

**JANICE STEVENS
 ZONING COORDINATOR**

BUILDING AND IMPERVIOUS COVERAGE WORKSHEET

To calculate building and lot coverage you must find the total square footage of your property by multiplying the length times the width of the property, which will give you the total square footage or if you know the acreage of your property, you can multiply it by 43, 560, which will also give you the total square footage. Total square footage of a lot can be obtained from the survey of your property.

Example: Length x Width = Total Square Footage
 Acreage x 43, 560 = Total Square Footage

Building coverage percentage is calculated when you measure the square footage of all buildings, home, shed, garages, covered porches or covered decks, sunrooms and any structure that has a roof. To calculate building coverage you add all the measurements from all buildings then divide the sum by the total square footage of your property then multiply it by 100, which will give you the building coverage percentage.

Example:
 Sum of square footage of all above-referenced ÷ total square footage of lot x 100 = percentage of building coverage.

	Existing	Proposed
Home		
Shed		
Garage		
Covered Deck		
Covered Porch		
Sunroom		
Other		
TOTAL		

Existing and proposed square footage ÷ total square footage x 100 = Building Coverage Percentage

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Impervious coverage percentage (lot coverage) is calculated when you measure the square footage of all buildings, home, shed, garages, covered porches or covered decks, sunrooms, any structure that has a roof, driveway, patio, walkway or sidewalk and pool decking. To calculate lot coverage you add all the measurement from the above items then divide the sum by the total square footage of your property then multiply it by 100, which will give the lot coverage percentage.

Example:
 Sum of square footage of all above-referenced ÷ total square footage of lot x 100 = percentage of lot coverage.

	Existing	Proposed
Home		
Shed		
Garage		
Covered Deck		
Covered Porch		
Sunroom		
Walkway & Sidewalk		
Patio		
Pool Decking		
Driveway		
Other		
TOTAL		

Existing and proposed square footage ÷ total lot square footage x 100 = Lot Coverage Percentage

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