

ZONING PERMIT INSTRUCTIONS AND CHECKLIST

65 Main Street, Sparta, New Jersey 07871

Email: Zoning@spartanj.org

Tel: 973-729-8093 Fax: 973-726-3653

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

*** One (1) copy 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, carports, above/in-ground pools, etc.)

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

- ☐ House, additions and “covered” porches or decks, walkways, patios all gravel surfaces, etc.
- ☐ Accessory structures (sheds, garages, carports, above/in-ground pools, etc.)

***** SUSSEX COUNTY DEPARTMENT OF HEALTH REVIEW FORM**

You must submit a SCHD application to the Planning & Zoning Department. Forms can be downloaded from Sparta Township website. This is a prior approval requirement.

***** UPPER DELAWARE SOIL CONSERVATION APPROVAL LETTER – An approved UDSC application must accompany any zoning applications for review. This is a prior approval requirement.**

***** HIGHLANDS EXEMPTION DETERMINATION APPLICATION – If a property is in the highlands area, an exemption is a requirement for zoning review.**

***** LAKE MOHAWK COUNTRY CLUB APPROVAL LETTER - All homes located in the Lake Mohawk Reservation MUST have a prior approval letter from LMCC.**

***** WITHOUT THE PRIOR APPROVALS LISTED ABOVE, ZONING WILL NOT REVIEW ANY APPLICATIONS.**

*** Construction documents are to include:**

- ☐ Two (2) copies of detailed design plans, signed, sealed and manufacturer specifications
- ☐ Elevations of new home or addition (view of all four sides)
- ☐ Height certifications for all additions and new home construction
- ☐ All applicable Building Permit applications (Electric, Plumbing, Fire, etc.)

*** Thirty-dollar (\$30.00) Fee for Residential Properties MUST accompany this application:**

*** Sixty-dollar (\$60.00) fee for commercial properties MUST accompany this application:**

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

- Zoning permits will be reviewed within ten (10) business days. Approved plans and the construction packet will be forwarded to the Building Department for review and Building Permit approval.
- Zoning permits are valid for six (6) months from date of issuance.
- Denied Zoning permits may be revised and re-submitted within thirty (30) days at no additional charge.
- A utility plan must be provided for any new water or sewer connections, for approval by the Utility Director.
- It is the responsibility of the applicant to obtain any permits required by NJDEP.
- 15 business days prior to requesting a C.O./C.A., the Zoning Department must be notified to review compliance with Zoning Permit conditions.
- ***Failure to provide ALL requested documents will halt the processing of this application and will be deemed incomplete.**

ZONING PERMIT APPLICATION
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Tel: 973-729-8093 Fax: 973-726-3653

Date: _____ Block: _____ Lot: _____ Zone: _____

Work Site Location: _____

Name of Applicant: _____

Address of Applicant: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Name of Owner *(If different from Applicant)*: _____

Address of Owner: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

DESCRIPTION OF PROPOSED USE OR STRUCTURE: *(what is it you want to do and/or build?)*

PRIOR APPROVALS ON SUBJECT PREMISES:

LMCC Date Approval: _____ HOA Date Approval: _____

A letter of approval from your Homeowners' Association, if applicable, MUST accompany this application

Planning Board Date Approval: _____ Zoning Board Approval: _____

Highlands Approval: _____ Storm Water Management Approval: _____

Sussex County Health Dept. Approval: _____

*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: _____

Paid Date: _____ Check No/Credit: _____ Receipt No: _____

Permit No. _____

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

For the R-3 Zone Only: Building coverage percentage is calculated when you measure the square footage the principal structure including garages, covered porches or covered decks, sunrooms and any part of the 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 divided by total square footage of lot x 100 = percentage of building coverage*

	EXISTING	PROPOSED
Home		
Garage		
Covered Deck		
Covered Porch		
Sunroom		
Other		
TOTAL		

Existing and proposed square footage divided by total square footage of lot x 10 = 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 measurements 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 divided by 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 divided by total square footage of lot x 10 = Building Coverage Percentage

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