



# SPARTA TOWNSHIP PLANNING BOARD

## Minor Site Plan

## Application & Cover Sheet

This form is for the submission of a Minor Site Plan application for (a) new tenant, (b) new sign(s) and/or (c) a change or alteration of existing commercial structures. The fee for submitting this application is \$50, checks payable to: Sparta Township

### APPLICATION CHECKLIST COVER SHEET

The checklist below is provided to support Sparta Township's consideration of your application.

**Please check ✓ the boxes below** and bring this checklist, the attached application and all supplemental information required with you at time of submission to Sparta Township.

- ☐ All applicable sections of this application must be typed or **printed legibly**, completed and signed with payment remitted to be processed. Should you need assistance, please contact the Sparta Township Land Use Office (contact information below).
- ☐ All required information is provided. **The property owner is responsible for providing site plans and all prior resolutions.**
- ☐ All required supplemental information is attached (sign history, design prototypes/ parking calculations, floor plans, etc.).
- ☐ Sign dimensions have been confirmed and determined to be within the dimensions permitted under ordinance 18-5.3 and any other sign ordinance(s) within the zone.
- ☐ Application is signed and dated by the owner of property.
- ☐ Payment (cash or check) is remitted.

Prior to submitting this application, **please** ensure that the application is complete. If you have any questions, assistance is available by contacting the Sparta Township Zoning Department (contact information provided below). **NOTE: The Minor Site Plan Subcommittee is not authorized to approve any applications requiring variances, waivers, or conditional uses which may only be considered by the submission of an application to either the full Planning Board or Zoning Board.**

#### FOR SPARTA TOWNSHIP USE ONLY

_____ Received by @ Sparta Township	_____ Date	_____ SPW #	_____ ZONE
--	---------------	----------------	---------------

Date Submitted	<input type="text"/>	Cash	<input type="text"/>	Check #	<input type="text"/>	Receipt #	<input type="text"/>
----------------	----------------------	------	----------------------	---------	----------------------	-----------	----------------------

# MINOR SITE PLAN APPLICATION

## SECTION I –CONTACT INFORMATION/OWNER CERTIFICATION

APPROVAL(S) REQUESTED (*Select all that apply*) **PLEASE TYPE/PRINT SO ALL INFORMATION IS LEGIBLE**

☐ New Tenant ☐ New Sign ☐ Changes / Alterations of Existing Commercial Structure

### **Business Information:**

Name of Business: \_\_\_\_\_

Type of Permitted Use: \_\_\_\_\_

Property Location/Address: \_\_\_\_\_

Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone: \_\_\_\_\_ Website: \_\_\_\_\_

### **Applicant Information:**

Applicant's Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### **Owner's Certification:**

Name (if different than applicant): \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_  
Property Owner's Signature Required

\_\_\_\_\_  
Property Owner's Printed Name

\_\_\_\_\_  
Date

## SECTION II - GENERAL BUSINESS INFORMATION):

1. Description of business, products and/or services: \_\_\_\_\_  
\_\_\_\_\_
2. Days and hours of operation: \_\_\_\_\_
3. Maximum number of employees and owners expected on site at any time: \_\_\_\_\_
4. Estimated number of customers expected on site at any time: \_\_\_\_\_

## SECTION III - NEW BUSINESS TENANTS

1. What is your business use? \_\_\_\_\_ (Refer to Parking Standards, ordinance 18-5.3(h) for specific use)
2. Will the new business use be the same use as the prior use? YES \_\_\_\_\_ NO \_\_\_\_\_
3. If NO, what was the prior use? \_\_\_\_\_
4. Total square footage of area to be leased or used by the business: \_\_\_\_\_ SF
4. Number of parking spaces allotted for use by your business only: \_\_\_\_\_
5. Total number of parking spaces available at the business / site: \_\_\_\_\_
6. New business use in multi-tenant buildings must complete the parking chart using parking ratios per ordinance 18-5.3(h). Use an extra sheet, if necessary. Restaurants also complete Section VII.

Column 1	Column 2	Column 3	Column 4	Column 5
BUSINESS NAME	TYPE OF USE (per 18-5.3(h))	PARKING STANDARD (i.e. 1/200sf of gross leasable space)*	GROSS LEASABLE SPACE* Square Feet	REQUIRED SPACES (Column 4/ Column 3)
1.				
2.				
3.				
4.				
TOTAL GROSS LEASABLE AREA*	N/A	N/A		N/A
TOTAL REQUIRED SPACES ON SITE	N/A	N/A	N/A	

**\*Gross leasable area includes basement and mezzanines.**

7. I have reviewed the parking requirements, ordinance 18-5.3(h), for the zone that the business is in and I certify that it conforms to the requirements.

☐ Yes

## SECTION IV – BUILDING OR SITE ALTERATIONS

Describe in detail any change(s) modifications to the exterior of the building, other than signs (e.g., dimensions being modified, structural change, existing versus new colors, etc.). Supporting samples drawings and materials **MUST** be attached to this application for consideration. If none, state “None”.

---



---

5. Please explain any additional information for consideration that you have provided (e.g., prior resolution of existing variances or waivers)? If none, state “None”.

---



---

## SECTION V- AFFIXED BUILDING SIGNS

(Signs affixed to or located within the building or on windows)

1. Number of building signs applied for \_\_\_\_\_  
(Provide a separate page and picture for each sign)
2. The sign is a: ☐ New Sign      ☐ Replacement Sign
3. Length and height of sign: (L)\_\_\_\_\_ (H)\_\_\_\_\_
4. Total square footage of the sign: \_\_\_\_\_ Square Feet
5. Dimensions of the façade wall that the sign will be affixed to: Length\_\_\_\_\_ Height \_\_\_\_\_  
Note: For multi-use buildings, use only the dimensions attached to your business space.
6. Total Square Footage of the façade wall the sign will be affixed to. \_\_\_\_\_ Square Feet
7. Percentage of sign’s square footage to wall square footage: (Item 4 /Item 6) \_\_\_\_\_%
8. Maximum sign square footage allowed in your zone: \_\_\_\_\_Square Feet (refer to design standards, **ordinance 18-5.3(m)**, and **additional standards required for your zone**)

9. Describe the sign materials (including mounts if applicable)

---

---

10. Describe the hours and method(s) of sign illumination, including the proposed type of lighting. If the sign will not be non-illuminated, please state "N/A". **Note: Internally lit signs are prohibited.**

Hours of illumination: \_\_\_\_\_

Method of illumination: \_\_\_\_\_ OR None \_\_\_\_\_

11. Any new sign prototype/design (including colors) **MUST** be attached to this application for consideration. This information should be from the sign provider. **For multi-tenant buildings, please provide either (a) a separate copy of this sheet for each building sign being requested, or (b) a summary table showing the information above and listing each sign on a separate line.**

Design Attached: ☐ Yes

12. Provide photographs of existing signs being replaced, showing location, dimensions and colors.

Photo's Attached: ☐ Yes

13. If part of a multi-tenant building, provide photographs of the entire multi-tenant building, showing location, dimensions and colors.

Photo's Attached: ☐ Yes

14. I have reviewed the sign design standards, **ordinance 18-5.3(m), and additional standards required in this zone**, and I certify that it conforms to the requirements.

☐ Yes

## SECTION VI - FREESTANDING & OTHER NON-BUILDING SIGNS

**(Signs not affixed to or located within the building)**

1. The sign is a: ☐ New Sign ☐ Replacement Sign
2. Length and height of sign: (L) \_\_\_\_\_ (H) \_\_\_\_\_
3. Total square footage of the sign: \_\_\_\_\_ Square Feet
4. Maximum sign square footage allowed in the zone: \_\_\_\_\_ Square Feet  
(refer to design standards, **ordinance 18-5.3(m)**, and **additional standards required for your zone**)
5. Height from the ground to the top of the sign (new sign only): \_\_\_\_\_ Square Feet
6. Allowable height per **ordinance 18-5.3(m)**, and **additional standards for your zone**) \_\_\_\_\_ SF
7. Describe the hours and method(s) of sign illumination, including the proposed type of lighting. If the sign will not be non-illuminated, please state "N/A". **Note: Internally lit signs are prohibited.**
8. Hours of illumination: \_\_\_\_\_
9. Method of illumination: \_\_\_\_\_ OR None \_\_\_\_\_
10. Set-back from the road \_\_\_\_\_ Feet
11. Describe sign materials (including mounts if applicable)  
\_\_\_\_\_
12. Sign prototype / design (including colors) MUST be attached to this application for consideration. This information should be available from the sign provider
13. Provide photographs of existing signs being replaced, showing location, dimensions and colors.  
Photos Attached: ☐ Yes
14. I have reviewed the sign design standards, **ordinance 18-5.3(m)**, and **additional standards required in this zone**, and I certify that it conforms to the requirements.  
☐ Yes

## SECTION VII - RESTAURANT APPLICANTS

Complete this section and attach any supplemental information as outlined below:

*Please complete the boxes that are shaded below. State "N/A" if not applicable*

ITEM	DESCRIPTION	SQUARE FOOTAGE	STANDARD	# of Spaces Required
1.	Retail Use Area (if any)		1 space per each 200 SF	
2.	Restaurant Area			
2.a	Restaurant Storage Area			
2.b	Restaurant Service Area			
2.c	Restaurant Area to be considered (Item 2 less (Item 2.a & 2.b))		1 space per each 50 SF	
3.	Number of Restaurant Seats		1 space per each 3 seats	
4.	The greater number of spaces required when comparing 2.c and 3. above			
5.	# of Parking Spaces Required per Ordinance (Sum of Lines 1 and 4)			
6.	# of Parking Spaces Available			

7. Describe in detail the restaurant type (e.g., indoor eating, outdoor eating, take out, drive-in, drive through, or a combination thereof).

---



---

8. Supporting floor plans showing the necessary dimensions for each of the areas above (1 through 6), **MUST** be attached to this application for consideration.

Floor Plans Attached: ☐ Yes

9. I have reviewed the parking requirements, **ordinance 18-5.3(h)**, for the zone that the business is in and I certify that it conforms to the requirements.

☐ Yes