



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, 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, in-ground pools, etc.)

***After approval of the Zoning Permit, please contact the Construction Department for all applicable Permit applications (Building, 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.
- 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
65 Main Street, Sparta, New Jersey 07871
Email: Zoning@spartanj.org
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 of Approval (attach): _____ HOA Date of Approval (attach): _____

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

Planning Board Date Approval: _____ Zoning Board Approval: _____

Highlands Exemption Form Approval: _____ Storm Water Management Approval: _____

Upper Delaware Conservation District Request for Determination of Non-Applicability Approval (attach): _____

*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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UPPER DELAWARE CONSERVATION DISTRICT

(908) 852-2579224

PO Box 198, 51 Main St, Suite B, Blairstown, NJ 07825

upperdelawareacd-nj.com

REQUEST FOR DETERMINATION OF NON-APPLICABILITY

IMPORTANT- READ ALL INSTRUCTIONS CAREFULLY

I, the undersigned, request that the subject land disturbance be reviewed for determination of non-applicability of the NJ Soil Erosion & Sediment Control Act (NJSA 4:24-et seq.). I understand that I am responsible to provide the required information and review fee as requested below. I further understand that should the activity deviate from the information provided, any determination of non-applicability will be rendered VOID and will require a reassessment of the land disturbance by the District. Non-applicability means the subject land disturbance does not meet the definition of a project under the Act and as such does not require formal Soil Erosion and Sediment Control Plan Certification. The District may require additional information to support this request.

(Print or Type)

Current Owner	Project Address
Owner Address	Project Municipality
Municipality State, Zip	Block(s)
Phone	Lot(s)
Fax	Email

Project Description (check all that apply): ___Demolition; ___New Construction*___ Grading; ___Excavation; ___Renovation and/or Addition; ___Stockpiling; ___Utility Trenching; ___Agriculture** (cultivation of the land for the production of food, fiber, animals & related activities customary to agricultural production & operation) *Requests for the single family exception (NJAC 2:90-1.5) must be accompanied by a copy of the property Deed indicating date of subdivision. **Requests must be accompanied by a copy of an approved USDA-NRCS Farm Conservation Plan.

Total estimated disturbance including building footprint, driveways, parking areas, sidewalks, utilities, grading, staging/stockpiling areas, etc.: _____square feet. **Submit a copy of a site plan or grading/plot plan denoting total land disturbance and, if applicable, planning board resolution.**

A non-refundable review fee of \$45.00 is required, made payable to UDSCD.

Signatures- Owner/Applicant must sign before submission to the District

Owner signature _____ Date: _____

Construction Official (as applicable): _____ Date: _____

For District Use Only

Application #	Received by:	Date:	Check #
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Conditions:

Verification: Whereas the owner has certified in writing and has submitted all required documentation that they are engaging in the above activity, a Soil Erosion & Sediment Control Plan submission will not be required by the District.

District Official: _____ Date: _____