

SPARTA PLANNING BOARD
SITE PLAN WAIVER APPLICATION
 FOR CHANGES OR ALTERATIONS OF EXISTING
 COMMERCIAL STRUCTURES, NEW TENANTS AND SIGNS
 65 Main Street Telephone (973) 729-8093 Fax (973) 726-3653
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Please provide detailed information on a separate sheet of paper regarding: type of business, days/hours of operation, number of employees, number of parking spaces and estimated number of customers per hour. Please describe particulars of proposed change(s) or alteration(s) and submit a copy of the floor plan(s), photographs of current/proposed sign(s), including location, dimensions and colors; along with this application. Any additional information such as pamphlets or samples of materials to be used would be helpful in decision making.

Please be as detailed as possible and include a copy of your Business Plan, if available.

DATE SUBMITTED:	\$50.00 Fee _____	Receipt # _____
	Check # _____	Cash _____ Credit _____

1. NAME OF BUSINESS: _____

Type of Use: _____

Property Location: _____

Block # _____ Lot # _____ Zone: _____

2. APPLICANT'S NAME: _____

Mailing Address: _____

Phone # _____ Email: _____

3. OWNER (If different than applicant): _____

Mailing Address: _____

Phone # _____ Email: _____

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.

_____ Date

(Owner Must Sign Here)

APPROVALS REQUESTED:		
<input type="checkbox"/> New Tenant	<input type="checkbox"/> New sign(s)	<input type="checkbox"/> Changes or Alterations of Existing Commercial Structures



PLANNING BOARD

SITE PLAN WAIVER PROCEDURE

SUBMISSION REQUIREMENTS:

1. Completed application with the property owner's signature granting permission.
2. A copy of the floor plan(s), sign sketches (including location, dimensions and proposed colors), plans and/or photographs of proposed changes. For façade signs please include the percentage of the sign in relation to the square footage of the front of the building.
3. Fee in the amount of \$ 50.00 (payable to Sparta Township)

APPROVAL PROCEDURE:

Once the Planning Board Sub-committee has granted 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** – Permits are required following the Site Plan Waiver approval. A copy of the approved sign design and/or plans for the approved change must be provided according to the approval granted by the Subcommittee. The Zoning Officer will review and approve the zoning permit.
2. **Construction Permits** are required for all sign installations, interior and/or exterior renovations or construction. The Construction Official issues permits after the approval has been granted for the waiver and the Zoning Permit is issued.
3. **Certificate of Continued Occupancy** (for new tenants only) A Certificate of Occupancy shall be obtained prior to the occupancy of an existing non-residential building by a new owner or tenant, even if there is no change in use. The Construction Official shall issue the Certificate after the Zoning Officer has reviewed and approved the application.

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