



TOWN OF NEWTON
REQUEST FOR A SITE PLAN WAIVER

When you are requesting a waiver of site plan for establishing a new business please provide the following:

1. A letter addressed to Kathy Citterbart, Planning Board Administrator

Town of Newton
39 Trinity Street
Newton, NJ 07860

2. In the body of the letter kindly include:
 - a. Applicant's name
 - b. Property Location – Street Address & Block and Lot
 - c. Explain what type of business you will be operating – Describe the use
 - d. The days of operation
 - e. The hours of operation
 - f. How many employees – Full-Time and/or Part-time
 - g. Occupancy
 - h. Parking information - Survey or drawing of parking spaces allowed for business
 - i. Information on signage – Dimension of sign
 - j. Contact information

Add any other information that you feel will be helpful in the determination of obtaining a site plan waiver.

Please note that you will also be required to apply for all necessary building permits as deemed necessary by the Zoning Officer and Building Inspector.