



**TOWN OF NEWTON**  
Zoning Office  
39 Trinity Street  
Newton, NJ 07860  
Tele: 973-383-3521 x227  
Fax: 973-383-8961  
Email: kbrown@newtontownhall.com

## **ZONING PERMIT INSTRUCTIONS AND CHECKLIST**

Zoning permit application must be **completely** filled out, signed and submitted along with all following documentation to the: **Zoning Department Office.**

### **1. Copy of the survey showing:**

- Existing and proposed changes
- Distance to the property lines
- Grades and slope of property
- Accessory structures on property (shed, garages, pools, etc.)

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

- House, additions and “covered” porches or decks
- Accessory structures (sheds, garages, carports, etc.)
- Walkways and paving stone or concrete patios
- Driveway and gravel surfaces

### **3. Construction documents are to include:**

- Elevation of new home, addition (view of all four sides), and accessory structures.

### **4. Copy of bulk area requirements for compliance in your zone.**

- Access our website at [www.newtontownhall.com](http://www.newtontownhall.com) > Municipal Code > Section 320 to locate your zone.

### **5. Fees**

- Residential fee - \$25
- Retail fee - \$50
- All others - \$100

### ***INCOMPLETE APPLICATIONS WILL BE DENIED***

*Zoning permits will be revised within ten (10) business days.*

*Denied Zoning permits may be revised and re-submitted within thirty (30) days at no additional charge.*

*It is the responsibility of the applicant to obtain any permits required by NJDEP.*

# 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. Total square footage can be obtained from the survey of your property.

*Example: Length × Width = Total Square Footage  
Acreage × 43,560 = Total Square Footage*

**Building coverage percentage** is calculated when you measure the square footage of all the buildings, homes, sheds, garages, covered porches or covered decks, sunrooms and any 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-references ÷ total square footage of lot × 100 percentage of building coverage.*

	EXISTING	PROPOSED
Home		
Shed		
Garage		
Covered Deck		
Covered Porch		
Sunroom		
Other		
<b>TOTAL:</b>		

Existing Sq. Ft.	+	Proposed Sq. Ft.	÷	Total Sq. Ft.	×	100	=	Building Coverage %
	+		÷		×		=	

**Impervious coverage percentage (lot coverage)** is calculated when you measure the square footage of all buildings, homes, sheds, 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. This will give the lot coverage percentage.

*Example: Sum of square footage of all the above-referenced ÷ total square footage × 100 = percentage of lot coverage.*

	EXISTING	PROPOSED
Home		
Shed		
Garage		
Covered Deck		
Covered Porch		
Sunroom		
Walkway & Sidewalk		
Patio		
Pool Decking		
Driveway		
Other		
<b>TOTAL:</b>		

Existing Sq. Ft.	+	Proposed Sq. Ft.	÷	Total Sq. Ft.	×	100	=	Lot Coverage %
	+		÷		×		=	



**TOWN OF NEWTON**  
 Zoning Office  
 39 Trinity Street  
 Newton, NJ 07860  
 Tele: 973-383-3521 x227  
 Fax: 973-383-8961  
 Email: kbrown@newtontownhall.com

## APPLICATION FOR A ZONING PERMIT

*Please Print or Type*

Date:	Block:	Lot:	Zone:
Name of Owner:		Email:	
Address of Owner: Street:	Town:	Zip Code:	Phone:
Name of Applicant/Contractor:			
Address of Applicant/Contractor: Street:	Town:	Zip Code:	Phone:
Description of Proposed Use/Structure/Sign (What is it you want to build?):			

*\*Please attach a survey or plot plan showing: Size of the plot, streets, size, type, and location of existing and proposed structures, fences, or signs where applicable, and distances to all property lines. A letter of approval from your Homeowners' Association, if applicable.*

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Applicant/Contractor Signature**

*I hereby give permission for the Town of Newton Zoning Official to come upon and inspect these premises with respect to this application.*

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Prior Approvals on Subject Premises	Planning Board:	Date of Approval:
	Zoning Board:	Date of Approval:

*\*Failure to provide all requested documents will halt the processing of this application and it will be deemed incomplete.  
 \*It is the responsibility of the applicant to obtain any permits required by NJDEP.*

.....

DENIED \_\_\_\_\_ DATE: \_\_\_\_\_ REASON: \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE: \_\_\_\_\_ SPECIAL CONDITIONS: \_\_\_\_\_

And is a: Use Permitted by Ordinance  
 Use Permitted by Variance approved on \_\_\_\_\_ subject to any condition attached to the grant thereof.  
 Valid non-conforming use (according to NJSA 40:55D-68)

\_\_\_\_\_  
 \_\_\_\_\_

*\*NOTE: This is NOT a building permit. You will be required to apply for building permits as deemed necessary by the Construction Official.*



**TOWN OF NEWTON**  
**CHECKLIST FOR SIGNATURE**  
**FOR OFFICAL USE ONLY**

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Work Site:** \_\_\_\_\_

**Historic Review:**

**Requirement as indicated by check mark:**

Historic is required: \_\_\_\_\_

Historic is not required: \_\_\_\_\_

Date of recommendation: \_\_\_\_\_

**Zoning Review:**

**Requirement as indicated by check mark:**

Zoning is required: \_\_\_\_\_

Zoning is not required: \_\_\_\_\_

Date of the Planning Board Approval: \_\_\_\_\_

**Reviewed by Zoning Officer:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**