

BOROUGH OF MOUNT ARLINGTON
ZONING PERMIT APPLICATION PROCEDURE

419 Howard Blvd., Mt. Arlington, NJ 07856 ♦ (973) 398-6832 ext. 14

These rules shall be applicable to every development project that results in the fabrication or placement of a structure on or under a parcel of land and/or the removal of trees in the Borough of Mt. Arlington. No improvement project is exempt from Zoning except for a project that only consists of regrading a yard. Failure to comply with the provisions set forth below will result in a delay in your application being processed.

I. Application Submission Process

- 1. Submission of Application:** Every applicant shall submit one (1) original application that shall include a copy of the property survey (see item 3 below). One (1) copy of any additional information required for the Zoning Officer to confirm compliance with the Ordinances should be included (see item 5 below). The applicant will also be required to submit an application permit fee (see item 2 below). Any application that is missing any of these items shall be considered incomplete; **an incomplete application will result in the denial of a zoning permit.** At the time of submittal, the application will be logged in and dated for future reference.

2. Payment of Fees:

Zoning

The review fee of fifty dollars (\$50) shall be paid upon submission of an application and the permit fee of one hundred dollars (\$100) shall be paid upon issuance of an approved permit. It should be noted that each resubmitted application resulting from a denial will require an additional review fee of fifty dollars (\$50).

Temporary Sign

The fee for temporary advertising signs other than political or housing rental and sale is ten dollars (\$10).

Tree Removal

The fee for tree removal when not associated with a site plan, subdivision or variance application is twenty-five dollars (\$25) per acre of removal. When associated with a site plan, subdivision or variance application the fee is fifty dollars (\$50) per acre of removal.

All fees shall be made payable to the Borough of Mt. Arlington.

- 3. Survey Required:** The location of proposed improvements must be based on a signed and sealed property survey prepared by a Land Surveyor licensed to practice in the State of New Jersey. The survey must be an accurate representation of all existing

conditions. If it is determined that the map is not up-to-date to reflect **all** existing improvements on the subject lot, the permit will be denied.

4. **Consent of Owner:** In the event that an application is submitted by someone other than the owner in fee of the subject property, documentation that the property owner consents to the submission of the zoning permit application is required. All Zoning Permits will be denied if the consent is not included at the time of submitting the application.
5. **Additional Documentation:** Additional information will only be required for verification of compliance with zoning ordinances and not intended for all aspects of the proposed improvements. Additional documentation that may be required shall include but not be limited to: manufacturer's construction details, footing details and building elevations. The requirement for providing additional documentation will depend on the location and extent of improvements.

II. **Completing the Application**

1. **Applicant, Owner & Property Information:** Provide the name and address of the applicant and owner of the property, as well as the address, block and lot of the property where the improvements will be constructed. If the applicant and owner are not the same, documentation that the property owner consents to the proposed improvements must be provided.
2. **Description of the Improvements:** Check the appropriate box for the improvements being constructed; check all that apply. If an improvement does not fall into one of the named categories, check "other" and provide a description. Also, give a specific description of the improvements being installed; length, width and materials of structures; length, height and materials of fences, etc.
3. **Bulk Conditions:** Provide the setbacks of the principal structure from the front, rear and side lot lines and the width of the subject property. Lot width is the average distance between the side lot lines measured at the front lot line and front building line. Follow the directions on the back of the application to complete the tables and calculate the F.A.R. and Impervious Coverage percentage for your property before and after construction of the proposed improvements.
4. **Home Owners / Civic Association:** Check the appropriate box regarding an Association. **If Yes**, documentation that the Association approves of the proposed improvements must be provided.
5. **Applicant Signature:** Sign and date the application that the information provided is true and accurate.

III. Application Review and Decision

1. **Review:** Upon submission of a complete permit application, the Borough Zoning Officer shall review the proposed improvements to confirm compliance with the Borough Zoning Ordinances. **A Zoning Permit cannot be issued for any improvements which do not conform to the requirements of the Borough Zoning Ordinance.** An application to the Borough Land Use Board will be necessary to obtain a variance for deviations from the requirements of the Zoning Ordinances and can be obtained from the Land Use Board Secretary.
2. **Decision / Appeal:** An application that has been determined to be in compliance with all Zoning requirements will receive a Zoning Permit; an application for improvements which are not in compliance will receive a Denial. The denial will include an explanation of the ordinance(s) for which variances are required. The applicant may appeal the decision of the Zoning Officer or request approval of the required variances. Either one of these actions will require the submission of a formal application to the Borough Land Use Board. A copy of all applications can be obtained from the Land Use Board Secretary. **Issuance of a Zoning Permit does not eliminate the requirements for obtaining any other applicable permits including but not limited to Construction, Grading and Excavation.**

SCHEDULE 1

BOROUGH OF MOUNT ARLINGTON SCHEDULE OF AREA, YARD, AND BULK REQUIREMENTS

17210

Zone	Minimum Size of Lot				Minimum Required Yard Areas						Floor Area Ratio	Maximum Percent of Impervious Lot Coverage	Maximum Height		Notes
	Interior Lots		Corner Lots		For Principal Buildings				For Accessory Buildings				In Stories	In Feet	
	Area in Square Feet	Width in Feet	Area in Square Feet	Width in Feet	Front Yard	One Side Yard	Total of Two Side Yards	Rear Yard	Side Yard	Rear Yard					
RA-40	40,000	175	46,000	200	50	20	50	50	Same as Principal	20	18	20	2½	32	No. 1
RA-30	30,000	125	36,000	150	40	12	25	25	"	15	18	25	2½	32	No. 2
RA-15	15,000	100	18,750	125	35	12	25	25	"	15	28	35	2½	32	
RA-7.5	7,500	50	10,000	75	25	10	20	20	"	15	30	50	2½	32	
OSGU	80,000	225	89,000	250	60	30	75	50	"	20	-	10	2½	32	
RG-5	200,000	200	200,000	300	40	50	100	50	"	50	-	50	2½	32	
B-1	20,000	100	25,000	125	40	10	25	25	"	25	-	60	2½	32	
R-C	20,000	100	25,000	125	25	10	25	25	"	25	-	60	2½	32	
R-PRD	40,000	175	46,000	2,000	-----SEE--NOTES-----						-	15	2½	32	See §17-33.10
HMC	10 ac.	200	10 ac.	200	100	100	200	100	25 or 2x height		-	50	5	60	See §17-31.6
PUD	217,800	200	217,800	300	100	50	100	100	"	100	-	50	2½	32	See §17-31.5a
	(5 ac.)		(5 ac.)								-				No. 3
OB	40,000	200	45,000	225	50	20	50	50	"	50	-	60	3	50	

1. In R-40 zones, minimum lot area may be reduced to 30,000 square feet and 135 minimum frontage with public water or public sewer
2. In R-30 zones, minimum lot area may be reduced to 20,000 square feet and 100 minimum frontage with public water or public sewer
3. RA-40 zone controls single-family development in PUD.

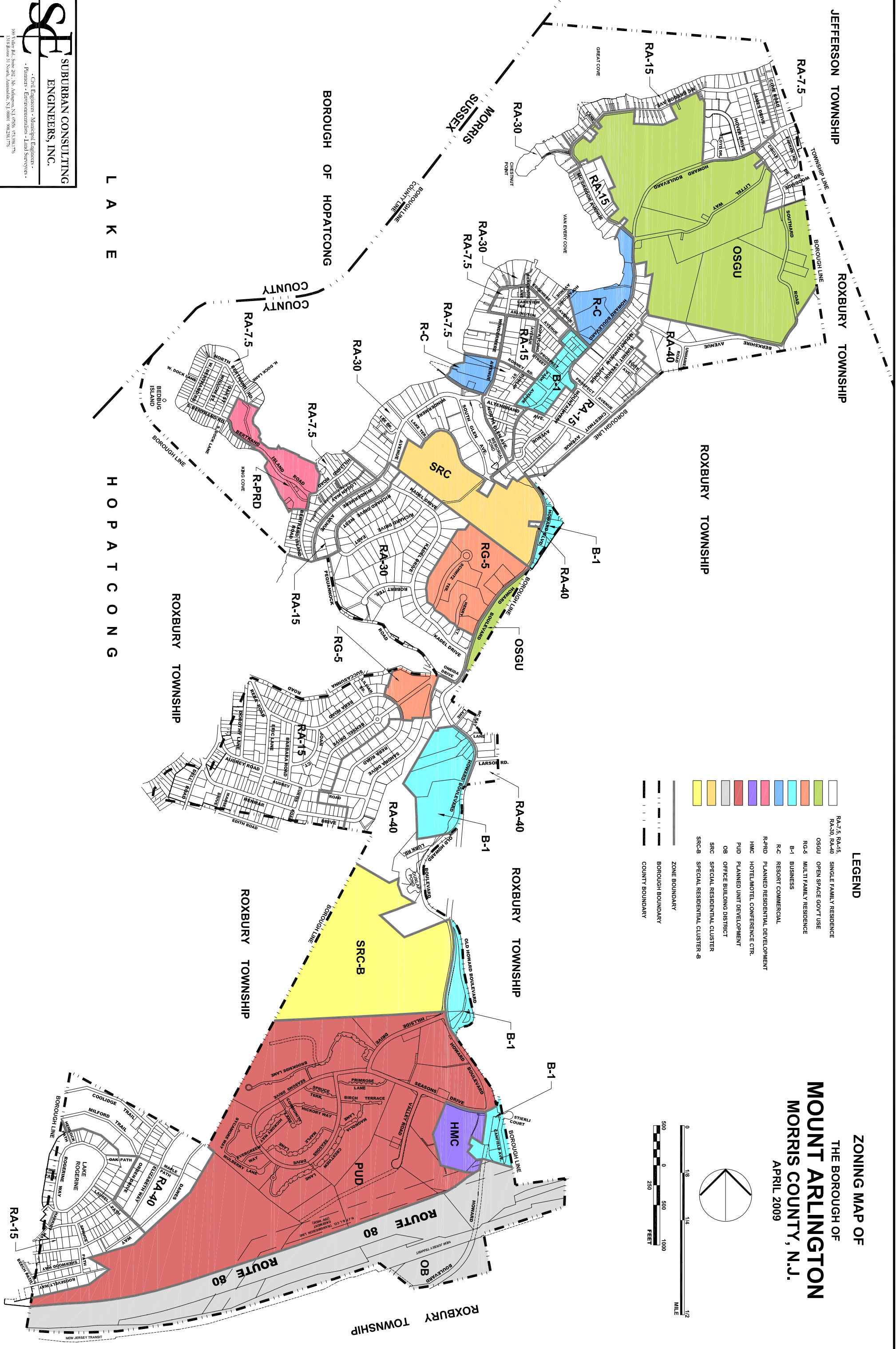


SUBURBAN CONSULTING ENGINEERS, INC.
 • Civil Engineers • Municipal Engineers • Planners • Environmentalists • Land Surveyors

100 Tinton Rd., Suite 202, Mt. Arlington, NJ 07054-4730/1776
 1518 Route 51, Suite 100, Middletown, NJ 08842-3811/776

L A K E

H O P A T C O N G



JEFFERSON TOWNSHIP

ROXBURY TOWNSHIP

ROXBURY TOWNSHIP

ROXBURY TOWNSHIP

ROXBURY TOWNSHIP

BOROUGH OF HOPATCONG

COUNTY

ROXBURY TOWNSHIP

ROXBURY TOWNSHIP

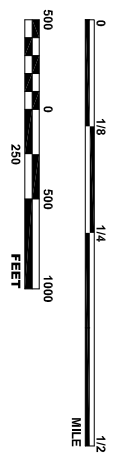
ROXBURY TOWNSHIP

ROXBURY TOWNSHIP

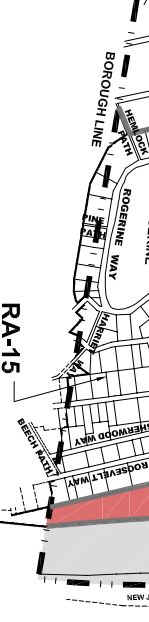
LEGEND

- RA-7.5, RA-15, RA-30, RA-40 SINGLE FAMILY RESIDENCE
- OSGU OPEN SPACE GOVT USE
- RG-5 MULTI FAMILY RESIDENCE
- B-1 BUSINESS
- R-C RESORT COMMERCIAL
- R-PRD PLANNED RESIDENTIAL DEVELOPMENT
- HMC HOTEL/MOTEL CONFERENCE CTR.
- PUD PLANNED UNIT DEVELOPMENT
- OB OFFICE BUILDING DISTRICT
- SRC SPECIAL RESIDENTIAL CLUSTER
- SRC-B SPECIAL RESIDENTIAL CLUSTER-B

- ZONE BOUNDARY
- - - BOROUGH BOUNDARY
- - - COUNTY BOUNDARY



ZONING MAP OF THE BOROUGH OF MOUNT ARLINGTON MORRIS COUNTY, N.J.
 APRIL 2009



BOROUGH OF MOUNT ARLINGTON
ZONING PERMIT APPLICATION
PLEASE PRINT CLEARLY

A Zoning Permit shall be required prior to the erection or structural alteration of any building or structures (including signs, storage sheds, fences, pools etc.) or portion thereof and prior to the use or changes in use of a building or land in the Borough of Mount Arlington. Construction permits may not be issued until Zoning Approval is received. A current survey of the parcel(s) in question with the proposed project drawn to scale must accompany this application.

1. **Applicant Name:** _____ **Phone No.** _____

Address: _____ **Zip Code:** _____

Owner's Name: _____ **Phone No.** _____

Address: _____ **Zip Code:** _____

Description of land to be developed:

Street Address: _____ Block: _____ Lot: _____

2. Type of Development:

New Construction Addition Garage Fence Shed

Pool Sign Use Permit Deck Porch

Other: _____

Project description (give dimensions, describe materials, and descriptive information.)

3. Existing Bulk Conditions: Setbacks: Front _____ Rear _____ Side _____ Side _____

Lot Width _____

Floor Area Ratio (F.A.R.)(%) _____ (see reverse for worksheet)

Impervious coverage (%) _____ (see reverse for worksheet)

4. Is this property covered by a Home Owners Association? YES NO

If Yes please provide a copy of the Home Owners Association Approval.

I swear that the above application is true and correct to the best of my knowledge.

5. APPLICANTS SIGNATURE _____ DATE _____

*****OFFICE USE ONLY*****

DATE RECEIVED _____ BY _____

APPROVED REJECTED DATE _____

COMMENTS:

FLOOR AREA RATIO AND IMPERVIOUS COVERAGE WORKSHEET

To calculate floor area ratio (F.A.R.) and impervious lot coverage you must know the total square footage of your property which can be obtained from the survey of your property. If your survey only notes the acreage of your property, multiply it by 43,560 to convert to square feet.

Example: Acreage x 43,560 = Total Square Footage of Property

Floor Area Ratio (F.A.R.) is the ratio of the floor area of all buildings and accessory structures associated with the lot to the lot area. Floor area shall include the summation of all horizontal floor areas associated with all principal and accessory buildings and accessory structures. Open porches, decks or patios that do not include privacy walls or solid fencing on any one side shall not be included in the calculation.

* The floor area of any buried floor level that is more than sixty-five percent (65%) buried shall be exempt and not included in the FAR calculation.

	Existing	Proposed
1 st Floor		
2 nd Floor		
Basement *		
Shed		
Garage		
Enclosed Deck / Porch		
Other		
TOTAL (Square Feet)		
F.A.R. (%)		

To calculate F.A.R. add all the measurements from all the above items then divide the sum by the total square footage of your property then multiply it by 100; this is the F.A.R. for your property.

Impervious Cover 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,(including gravel areas),patio, walkway or sidewalk and pool.

	Existing	Proposed
Home		
Shed		
Garage		
Covered Deck / Porch		
Walkway & Sidewalk		
Patio		
Pool		
Driveway		
Other		
TOTAL (Square Feet)		
Impervious Lot Coverage (%)		

To calculate lot coverage add all the measurements from all the above items then divide the sum by the total square footage of your property then multiply it by 100; this is the impervious lot coverage for your property.