



Merchantville Zoning Permit Application STRUCTURES and IMPROVEMENTS

DATE APPLICATION SUBMITTED: _____

ZONING PERMIT FEE Please take application to Finance Office to pay fee prior to submitting application to Zoning Office. (See Ch. 25, Fees)

Residential Wheelchair Ramp \$0
All other Zoning Permits \$50

I. SITE INFORMATION

SITE ADDRESS _____ ZONING DISTRICT _____
BLOCK _____ LOT(S): _____
LOT SIZE: _____ LOT WIDTH _____ LOT DEPTH _____

II. APPLICANT INFORMATION

APPLICANT ☐ SAME AS OWNER

OWNER

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
PHONE: _____
SIGNATURE: _____

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
PHONE: _____
SIGNATURE: _____

(Both signatures required if the Applicant is not the owner)

II. PROPOSED IMPROVEMENTS

A. TYPE:

☐ FENCE ☐ DECK ☐ PATIO ☐ SHED ☐ SWIMMING POOL ☐ WADING POOL ☐ HOT TUB
☐ SIGN ☐ NEW DWELLING ☐ ADDITION ☐ GARAGE ☐ DRIVEWAY ☐ OTHER _____

B. CONSTRUCTION MATERIALS:

☐ WOOD ☐ STONE ☐ MASONRY ☐ CONCRETE ☐ OTHER _____

C. STRUCTURE USAGE:

☐ RESIDENTIAL ☐ COMMERCIAL

PLEASE DESCRIBE: _____
(ex. residential storage, garage for motor vehicles, living space, etc.)

D. STRUCTURE DIMENSIONS:

MAX WIDTH _____' MAX LENGTH _____' MAX HEIGHT _____'

E. SETBACKS: HOW CLOSE WILL PROPOSED STRUCTURE (EXCEPT FENCE) BE TO PROPERTY LINES?

FRONT: _____' REAR: _____' SIDE: _____' OTHER SIDE: _____'

F. LOT DESCRIPTION: ☐ INSIDE LOT ☐ CORNER LOT ☐ THROUGH LOT

G. HAVE YOU ATTACHED A COPY OF YOUR PROPERTY SURVEY SHOWING EXISTING CONDITIONS AND PROPOSED IMPROVEMENTS DRAWN TO SCALE ON IT? You may find a copy of survey with your settlement paperwork or contact a land surveyor to prepare one for you.
☐ YES ☐ NO

H. FOR ALL APPLICATIONS, HAVE YOU ATTACHED PLANS, DRAWINGS, OR PICTURES OF PROPOSED IMPROVEMENTS? Applications for buildings and additions must include floor plans and building elevations.
☐ YES ☐ NO

I. FOR ALL APPLICATIONS, HAVE YOU COMPLETED THE LOT COVERAGE TABLE ON PAGE 3 OF THIS APPLICATION? The Applicant must complete the table, unless the application is for a fence or sign.
☐ YES ☐ NO

J. PLEASE ATTACH ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER.

NOTE: Please allow ten (10) calendar days before inquiring of the status of the zoning permit application. Staff will notify the Applicant when Zoning Permit is ready.

IV. ZONING OFFICER USE ONLY (DO NOT WRITE BELOW ON THIS PAGE)

A. PROOF OF PAYMENT RECEIVED BY FINANCE OFFICE? ☐ YES ☐ NO
AMOUNT PAID: _____ DATE FEE PAID: _____

B. IS/WAS JOINT LAND USE BOARD OR HISTORIC PRESERVATION COMMISSION APPROVAL REQUIRED FOR THIS STRUCTURE? ☐ YES ☐ NO
If Yes, what is the APPLICATION No.: _____ DATE APPROVED: _____ (Attach copy of Resolution)

C. APPLICABLE PORTIONS OF 'ZONING OFFICER CHART' ON P.4 COMPLETED? ☐ YES ☐ NO

D. ZONING PERMIT DISPOSITION:

APPROVED: _____ DENIED: _____ IF APPROVED, ZONING PERMIT NO.: _____

DATE: _____

ZONING OFFICER'S NAME: _____

SIGNATURE: _____

COMMENTS:



LOT COVERAGE TABLE

Applicant must complete top table (Items 1-8)

ITEM DESCRIPTION ZONING DISTRICT _____	EXISTING AREA (SQUARE FEET)	PROPOSED AREA: EXISTING + PROPOSED (SQUARE FEET)
1. LOT AREA (Check survey or tax map. For rectangle lots, it's length x width)		N/A
2. PRIMARY BUILDING (ground floor of house and attached garage + attached roofed porch + attached roofed deck)		
3. DETACHED GARAGE (ground floor)		
4. SHED		
5. POOL/HOT TUB/GAZEBO		
6. PATIOS/DECKS		
7. DRIVEWAYS/WALKWAYS		
8. OTHER (Please identify)		

Zoning Officer will complete the sections below

BUILDING COVERAGE SF= Add Items 2 + 3 + 4 % = (Item 2 + 3 + 4) ÷ Lot Area x 100 Percent Permitted in Zoning District?	_____ SF _____ %	_____ SF _____ % _____ %
ACCESSORY STRUCTURES COVERAGE SF = Add Items 3 + 4 + 5 % = (Item 3 + 4 + 5) ÷ Lot Area x 100 Percent Permitted in Zoning District?	_____ SF _____ %	_____ SF _____ % _____ %
TOTAL IMPROVEMENT COVERAGE SF= Add Items 2 thru 8 % = (Items 2+3+4+5+6+7+8) ÷ Lot Area x 100 Percent Permitted in Zoning District?	_____ SF _____ %	_____ SF _____ % _____ %

ZONING OFFICER CHECKLIST

FOR ZONING OFFICER USE ONLY

	REQUIRED	EXISTING	PROPOSED
Minimum Lot Requirements			
Lot Area			
Frontage			
Lot Depth			
Bulk Requirements			
Building Height			
Front Yard Setback			
Front Yard Setback 2 (corner lots)			
Side Yard Setback 1			
Side Yard Setback 2			
Aggregate Side Yard Setbacks			
Rear Yard Setback			
Lot Coverage Requirements (See Attached Lot Coverage Table)			
Parking Requirements			
Parking Spaces			

	REQUIRED	EXISTING	PROPOSED
Accessory Structures			
Height			
Maximum Size			
Front Yard Setback			
Side Yard Setback 1			
Side Yard Setback 2			
Rear Yard Setback			
Setback from Principal Building			
Pool % of Rear Yard			
Signage Requirements			
Façade Sign Area			
Window Sign Area			
Freestanding Sign Area			
Overhanging Sign Area			
Other			