

Township of Livingston

Instructions for Zoning Permits

All applicants for zoning approvals are required to submit the following:

- 1) Completed zoning application form and checklist.
- 2) Checks made payable to the Township of Livingston:
\$75.00 for Sheds, Fences, Decks, Porticos, Front Porches, Gazebos, Walls and Raised Patios.

\$140.00 for all New Homes, Additions, Pools, Sports/Tennis Courts, Pool Houses and Cabanas .
- 3) One up to date **sealed** survey certified to the current property owners.
Make two copies of that survey (do not shrink or enlarge the copies) and show the proposed work drawn to scale along with indicating set backs and / or height on the copies. Please note: If you know a variance will be required please submit four proposed surveys.
- 4) Four sets of construction drawings and / or elevation drawings to **scale** showing the existing and proposed work for **Additions, New Homes and Enclosed Porches you will need to submit a floor plan for all floors to scale showing dimensions & square footage along with including Habitable Floor Area and Habitable Floor Ratio.**
- 5) Depending on the scope of the work proposed you may be required to submit a building permit application to the construction department along with a lot surface drainage permit application for the engineering department.

A final zoning inspection will be required for Fences, Sheds and Retaining Walls. This is not to be mistaken for the final building inspections and / or lot surface drainage inspections, which are also required. *Sheds must comply with Township of Livingston Land Use Ordinance Section 170-87E and fences must comply with Section 170-91. Please call the Zoning Inspector at 973-535-7957 ext. 5209 for a site inspection when the shed or fence is complete.*

Lot surface drainage inspections please call the Engineering Department at 973-535-7957 ext. 5504

*****All Zoning Permits expire within one year of issuance if work is not completed.*****

Township of Livingston

CHECKLIST

Before any permits can be issued, an approved Zoning Permit is required from the Zoning Review Officer / Zoning Officer. The following information is required as part of the Zoning Permit process. If required information is missing from application, it will not be accepted.

FOR:	PROVIDE:	Yes	No
New home construction, additions, covered / uncovered deck, accessory structure detached garage, cabana's / pool house gazebos, above and in-ground swimming pools, raised patios, sports / tennis courts	1) One up to date sealed survey certified to the current property owners. Make two copies of that survey (do not shrink or enlarge the copies) and show the proposed work drawn to scale along with indicating setbacks, size and / or height on the copies.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Four sets of construction drawings and / or elevation drawings to scale showing the existing and proposed work. (additions, new homes and enclosed porches you will need to submit a floor plan for all floors to scale showing dimensions & square footage along with including Habitable Floor Area and Habitable Floor Ratio.)	<input type="checkbox"/>	<input type="checkbox"/>
	3) A completed Zoning Requirement Worksheet (see attached)	<input type="checkbox"/>	<input type="checkbox"/>
	4) Zoning Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>
Portico / Front porch	1) One up to date sealed survey certified to the current property owners. Make two copies of that survey (do not shrink or enlarge the copies) and show the proposed work drawn to scale along with indicating setbacks, size and / or height on the copies.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Four sets of construction drawings and / or elevation drawings to scale showing the existing and proposed work.	<input type="checkbox"/>	<input type="checkbox"/>
	3) Zoning Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>
Sheds	1) One up to date sealed survey certified to the current property owners. Make two copies of that survey (do not shrink or enlarge the copies) and show the proposed work drawn to scale along with indicating setbacks, size and / or height on the copies.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Two sets of construction drawings and / or elevation drawings to scale showing the existing and proposed work. You will need to submit a floor plan for all floors to scale showing dimensions & square footage along with including Habitable Floor Area and Habitable Floor Ratio.)	<input type="checkbox"/>	<input type="checkbox"/>
	3) A completed Zoning Requirement Worksheet (see attached)	<input type="checkbox"/>	<input type="checkbox"/>
	4) Zoning Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>
Hot Tubs	1) One up to date sealed survey certified to the current property owners. Make two copies of that survey (do not shrink or enlarge the copies) and show the proposed work drawn to scale along with indicating setbacks, size.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Zoning Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>
Fence (Please see Section 170-91 for requirements)	1) One up to date sealed survey certified to the current property owners. Make two copies of that survey (do not shrink or enlarge the copies) and show the proposed work drawn to scale along with indicating setbacks, size and / or height on the copies.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Two copies of survey to scale with proposed fence drawn on the survey indicating the height of the fence (4' limit in front yard / 50% open, 5' limit in the side yard, 6' in rear, finished side must face neighbors) See Fence Ordinance section 170-91 for more information.	<input type="checkbox"/>	<input type="checkbox"/>
	3) Zoning Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>
Retaining Walls (Please see Section 170-91 for requirements)	1) Two copies of survey to scale with proposed wall drawn on the survey indicating the height of the wall. 5' setback is required to all property lines.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Elevation plan of wall showing height	<input type="checkbox"/>	<input type="checkbox"/>
	3) Any wall over 4' requires drawing signed and sealed by an engineer	<input type="checkbox"/>	<input type="checkbox"/>
	4) Zoning Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant

____/____/____
Date

Received by

____/____/____
Date

Township of Livingston
ZONING APPLICATION

Permit Fee: \$75- Sheds, Fences, Decks, Retaining Walls, Raised Patios, Portico's, Front Porches and Gazebos - \$140- New Homes, Additions, Pools, Sports/Tennis Court.,
(Cash or check payable to Township of Livingston)

Address of Work: _____

Block: _____ Lot: _____ Zone: _____ Proposed Use of Property: _____

Property Owner Information:

Applicant Information:

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State, Zip code: _____

State, Zip Code: _____

E-mail: _____

E-mail: _____

Phone #: _____

Phone #: _____

Proposed Work must be described in detail below: Include length, width, and height for all proposed improvement: _____

Are there any trees being removed from the property? No ____, Yes ____ If so, have you submitted a Tree Removal Permit Application? No ____, Yes ____.

To the best of your knowledge, has an application been submitted for this property in the past to either the Zoning or Planning Boards? Yes ____, No ____ If so, which Board? _____ Date: _____ Resolution Granted? Yes ____, No ____ please attach a copy of resolution.

I certify that the answers to the above-referenced questions and any statements made on the survey map, plot plan and seating and parking plans are true and complete to the best of my knowledge. I understand that this permit does not exempt bearer of responsibility to secure a Certificate of Occupancy, Building Permit, Engineering Permits, Board of Health approvals, or other permits as required by municipal, county, state or federal agencies.

Any incorrect or falsified information will render this application void and any approvals based on it. Any changes to this approval or plans must be resubmitted for review prior to the installation. I am authorizing any and all Municipal Inspectors to come onto my property to inspect any and all work.

Applicant Signature _____ **Date** _____

Township of Livingston

Zoning Requirements & Identification of Variances

Instructions: Complete all open spaces below by inserting data for the Zone District in which the property is situated. If additional space is required, attached additional copies of this table.

Zone District :	Block:	Lot:	Date: / /	
Owner:	Address:			
Zoning Requirement	Required or Permitted	Existing	Proposed	Check if VARIANCE is requested
Lot:				
Minimum Lot Size(Square Footage)				
Minimum Lot width (Feet)				
Minimum Lot Depth (Feet)				
Principal Building:				
Front Yard Setback (Feet)				
Right Side Yard Setback (Feet)				
Left Side Yard Setback (Feet)				
Aggregate Side Yards (Feet) (Both Sides)	30%			
Rear Yard Setback (Feet)				
Height of Structure (Feet) Average from existing grade at all four corners.				
Habitable Floor Area & Ratio Calculations				
First Floor (Sq. Ft.)				
Second Floor (Sq. Ft.)				
Garage (Sq. Ft.)				
Other (Sq. Ft.)				
Habitable Floor Area (HFA) (Sq. Ft.)				
Habitable Floor Ratio (HFR) (Percentage)				
Accessory Structure:				
Side Yard Setback (Feet)				
Rear Yard Setback (Feet)				
Height of Accessory Structure (Feet)	13 Feet			
Habitable Floor Area (HFA) (Sq. Ft.)				
Habitable Floor Ratio (HFR) (Percentage)				
Pool:				
Rear Lot Area (Percentage)	10%			
Side Yard Setback (Feet)	20 Feet			
Rear Yard Setback (Feet)	20 Feet			
Setback from Principal Structure (Feet)	10 Feet			

Please refer to our Township Web Site: www.livingstonnj.org (Department Tab / Zoning) for the Zoning Table and a writable format of this form.