

**ZONING APPLICATION**

**Applicant Contact & Property Information**

Business Name (if applicable): _____			
Property Address:		Logan Twp., NJ 08085	
Applicant First Name:		Applicant Last Name:	
Applicant Address: <input type="checkbox"/> same as above			
City:		State:	Zip Code:
Day Phone:	Evening Phone:	Mobile Phone:	Email:

**Property Owner or Landlord Contact Information**  same as above

Property Owner / Landlord First Name:		Property Owner / Landlord Last Name:	
Property Owner / Landlord Address:			
City:		State:	Zip Code:
Day Phone:	Evening Phone:	Mobile Phone:	Email:

**What type of Zoning Permit(s) are you seeking?** Select any of the 3 permit types below that apply:

1. Construction, 2. Business Tenant/Use Change and/or 3. Signage/Awning. *All construction permits require a survey.*

<input type="checkbox"/> <b>1. Construction: Residential &amp; Commercial</b> (Fee \$35) see Coverage Worksheet Below <input type="checkbox"/> Addition <input type="checkbox"/> New dwelling/building <input type="checkbox"/> Detached garage <input type="checkbox"/> Pool/ Hot Tub <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk: Curb Cut? <input type="checkbox"/> Deck <input type="checkbox"/> Patio Shed <input type="checkbox"/> AC/Generator <input type="checkbox"/> Other: _____	
2. Total lot area as per attached survey: _____ sq. ft.	
3. Was prior Land Use Board approval received? Y   N (if yes, application #: _____)	
4. Are there wetlands, restrictions, easements, or limitations on site? Y   N describe _____	
5. Are there any open building permits/unfinished projects on this property? Y N describe _____	
<input type="checkbox"/> Valid survey included	

<input type="checkbox"/> <b>2. Business Tenant / Use Change</b> (Fee \$35)	
a) What is the existing use & business name: _____	
b) What is your proposed use: _____	
c) Your proposed hours: M: - T: - W: - TH: - F: - S: - S: -	
d) Your proposed # of employees: _____ # of Existing parking spaces on-site _____	
e) Gross floor area you will occupy: _____ sq. ft. Garbage facilities available on-site? Y   N	
f) Will there be any storage or handling of chemicals or plastics on site? Y   N describe _____	
g) Are any structural alterations to the exterior of the building proposed? Y   N	
h) Is there an increase in # of parking spaces required with your proposed use? Y   N (if yes, # increase: _____)	

<input type="checkbox"/> <b>3. Signage/Awning</b> (Fee \$50 plus \$0.50 per Square Ft)	
<input type="checkbox"/> Temporary <input type="checkbox"/> Monument <input type="checkbox"/> Canopy/Awning <input type="checkbox"/> Window <input type="checkbox"/> Free Standing <input type="checkbox"/> Building Mounted <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Flag Pole	

**Any incorrect or falsified information will render this application and approval VOID.  
Applicant certifies all information is true and accurate.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESIDENTIAL / COMMERCIAL COVERAGE WORKSHEET**

**COVERAGE OF LOT BY BUILDINGS:**

List all **EXISTING** buildings / structures on the lot that have a roof and the square footage of the ground floor (foot print) for each (including houses, sheds, covered porches & decks, etc.):

Structure	Sq .Ft.	Structure =	sq.ft.
1.		4.	
2.		5.	
3.		6.	

Total existing building coverage: \_\_\_\_\_ sq. ft.  
 Building coverage to be added: + \_\_\_\_\_ sq. ft.  
**TOTAL:** \_\_\_\_\_ sq. ft.

**COVERAGE OF LOT BY IMPERVIOUS SURFACE:**

List all compacted or covered areas and their square footage (includes compacted or covered areas with material, building, structure that is highly resistant to infiltration by water...parking areas, driveways, covered / porches, patios, decks, walkways, etc.)

Structure/Area	Sq .Ft.	Structure/Area	Sq .Ft.
1.		4.	
2.		5.	
3.		6.	

Total existing impervious coverage: \_\_\_\_\_ sq. ft.  
 Impervious coverage to be added: + \_\_\_\_\_ sq. ft.  
**TOTAL:** \_\_\_\_\_ sq. ft.

**FLOOR AREA RATIO: Total Floor Area divided by Lot area = Floor Area Ratio**

The sum of gross horizontal areas of all floors of any building or buildings on a lot, measured from the interior walls. In Particular, the total floor area shall be any basement or cellar which has been improved for residential purpose. (See UDO Definition)

Structure	Sq .Ft.	Structure	Sq .Ft.
1.		3.	
2.		4.	

Total existing floor area: \_\_\_\_\_ sq. ft.  
 Floor area to be added: + \_\_\_\_\_ sq. ft.  
**TOTAL:** \_\_\_\_\_ sq. ft.

**SIGNAGE/AWNING PERMIT WORKSHEET: Existing  Proposed**

Location on façade with distance from: Ground: _____ Left side: _____ Right side: _____ Roof: _____	Building Width: _____	Sign Dimensions: Length: _____ Width: _____ Depth: _____
Illumination? Y <input type="checkbox"/> N <input type="checkbox"/> Type: _____	Background Color: _____	Lettering: Style: _____ Size: _____ Color: _____
For window signs, total window area: _____	<input type="checkbox"/> Color rendering of proposed sign <input type="checkbox"/> Photo of existing façade <input type="checkbox"/> Rendering of sign as it would appear on the façade	
For temporary signs, duration requested: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> other:		

*For office use only:*

Fee paid: \$ _____ Date: ____/____/____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
1. Conforms to setback/bulk requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
2. Permitted use in zone? <input type="checkbox"/> YES <input type="checkbox"/> NO	
3. Max building coverage allowed: _____ Conforms? <input type="checkbox"/> YES <input type="checkbox"/> NO	
4. Max lot coverage allowed: _____ Conforms? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. Max floor area allowed: _____ Conforms? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Prior Approval Needed</b> <input type="checkbox"/> Health Dept. <input type="checkbox"/> DPW <input type="checkbox"/> Engineering <input type="checkbox"/> <b>Waiver of site plan approval granted</b> <input type="checkbox"/> Land Use Board <input type="checkbox"/> Governing Body	
Zoning/Officer _____ Date _____	Engineer _____ Date _____
Historic Preservation Commission _____ Date _____	Health Department _____ Date _____
Governing Body _____ Date _____	Public Works Department _____ Date _____

## TOWNSHIP OF LOGAN

# IMPORTANT INFORMATION

### Application must be submitted with:

1. Two copies of sealed NJ licensed land survey; not tax map. This must show the layout of the property with improvements drawn to scale and how it is set on the property. *The proposed work and setbacks must be shown on this survey. (Copy Attached Y or N) if not attached the application will be deemed incomplete.*
2. Sign applications must include a *color rendition and dimensions* with application. Note: A separate permit is needed from the County or State for signs on County or State Roads.
3. If you are a tenant: an executed lease may be required upon Zoning Permit approval.
4. Attach a copy of Homeowners Assoc. Approval, if applicable: Yes \_\_\_ No \_\_\_ N/A \_\_\_ ) HOA's in Logan: Cambridge Knoll, Country Crossing, Fox Hound Village, Greenfields, Hampton Ridge, High Hill Farms, Logan Woods, Old Orchard Village, Quail Ridge and The Vineyards.
5. Are property taxes current for application. Yes \_\_\_ No \_\_\_
6. **Have there been any prior approvals either before the Zoning or Planning Board?**  
No: \_\_\_ Yes: \_\_\_ Supply Resolution # \_\_\_\_\_ and approval date: \_\_\_\_\_

### **APPLICATION PROCESS:**

- Complete a Zoning Application and sign the bottom of all applicable forms. A copy of the Zoning Applications can be found at [www.logan-twp.org](http://www.logan-twp.org) under resources, forms and information, Construction/Zoning tab or by visiting the Construction Office, calling (856-467-3424 ext. 3017) or emailing [soatman@logan-twp.org](mailto:soatman@logan-twp.org).
- Complete the Zoning Application(s)
  - Fill out all related fields of the Zoning Application including required surveys and signatures
  - If Landlord (*landlord signature required on the application*)
  - If under HOA: Written Approval is required.
  - Taxes are current
  - Have there been any prior approvals
  - For Signage; gather required materials for submission with Zoning Application:
    - Photos of existing façade
    - Color rendering of proposed signage
    - Rendering of the sign as it would appear on the facade
  - Hand in signed, completed application at the Logan Township Construction Office
- The Zoning Official approves OR disapproves the ordinance related components of the zoning application.
- Once the Zoning Official approves the application, an approval is sent to Construction Official and the applicant. At this point you can apply for construction permits.

### **STILL HAVE QUESTIONS?**

- All codes referenced in this checklist can be found in detail in Logan Township Unified Development Ordinance. A copy is available by contacting the Logan Township Municipal Clerk (856) 467-3424 x 1
- You may call or email the Construction Dept. at [monikag@logan-twp.org](mailto:monikag@logan-twp.org) or (856) 467-3424 x 3017.
- You may also contact the Zoning Official at [soatman@logan-twp.org](mailto:soatman@logan-twp.org) or (856) 467-3424 x 3019.

I have read the above information and will adhere to Township of Logan Unified Development Ordinance as it relates to my application and the approval process.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date