

Residential ZONING Application Instructions

Please follow these directions **exactly**, or your application **will be** returned to you. This will delay the reviewing process.

1. 40 % **Floor Area Ratio** is now in effect. **Sealed Plans are required** for any additions or New House. Second floors maximum floor area is 46% of the total lot area.
All zoning calculations must be on the sealed plans.
2. Completely fill out, sign, and date the attached form. As of January 1, 2023 include a check for \$ 60.00 payable to the Borough of Westwood
3. Attach a recent or re-certified copy of your survey (*not more than 5 years old*) or plot plan marking it up with any additions, deletions, or corrections made since the date of the survey. Make sure that the scale is accurate (*no enlarged or reduced copies*).
 - a. All surveys should be at least a **1:20 scale**, list all dimensions and ***flood plain lines if you are near wetlands or a stream***, sidelines, front and rear yard setback, and size of all structures on property.
 - b. Draw in and highlight the construction that you are applying for.
 - c. Label the dimensions of the structure.
 - d. Label the distances from all structures (new and old, to your front, sides and rear property lines).
 - e. Label the square footage of the structure.
 - f. Be sure YOUR name, address, and correct Block and Lot number are on the survey.
 - g. Your survey must reflect what is on your property.
 - h. Depending on the slope of the land and or fresh water encroachment, a topographical map may be required also DEP approvals **will be required** if you are within 150' of these waterways.
4. Complete the attached worksheet with all calculations.
5. Obtain a statement from the Westwood Tax Collector indicating that the taxes on the property are current. See attached form; the bottom portion is to be filled out by the tax collector's office who will return the completed form to the building department.
6. The Zoning determination will be made within **10 days**. Your building permit application cannot be accepted or processed until **AFTER** Zoning has been approved. The building department has **20 Business days** to process a building permit which is deemed complete and has obtained ALL prior approvals.
7. The Zoning Official is available to discuss application, but can not calculate percentages for you. Call 201-664-5900 to schedule an appointment.
8. **All of the following information is needed in order to review your application.**

Land Use and Development Application for Zoning Permit

Date Submitted	Block	Lot	Work Site Address

Plans Must Be Submitted with this Application - Fee: \$ 60.00 _____

Owner /Applicant Information	
Owner Name	
Owner Address	
Owner Telephone	
Applicant Name	
Applicant Address:	
Applicant Telephone	Contractors Registration #:

Check	Type of Application		
	Project	Length x Width x Height	Circle Appropriate
	New House		New or Expansion
	Dormer-Ceiling Height is Measured at 5' then not more than 40% of the floor below	**	
	Additions		
	Deck		New or Expansion or Replacement
	Patio		New - Replacement - Expansion
	Shed		New - Replacement - Expansion
	Driveway Expansion NOT Allowed		New or Replacement
	Retaining Wall		New or Replacement
	Privacy Fence max 6'		New or Replacement
	Garage		Attached or Detached
	Pool Fence		New or Replacement
	Swimming Pool		Above-Ground or In-Ground
	Hot Tub etc..		
	Other Specify >		

***** For Office Use Only *****

NOTE:

Have your professional help you with the Calculations

When your project is complete you **must** call for the required inspection.

A. SITE INFORMATION (fill in all blanks)

Type of dwelling: 1 Family 2 Family Multiple/Condo Mixed Use

Height of existing structure _____

Height of Proposed structure _____

Is this a corner lot? YES NO

How many trees are being affected by this project: _____

Has there been any expansion of your home or garage (work done without zoning approval and or building permits) i.e. sheds, decks, pools, patios, retaining walls, etc.? YES NO

B. Are there any overhangs on the new structure? YES NO
If yes, please indicate size and draw them on survey.

C. Number of Bedrooms in entire structure: Prior to construction _____
After construction _____

Please note: An increase from 3 to 4 bedrooms requires a 2-car garage.

D. Has there ever been a variance granted on this property before? YES NO
If yes, please explain and attach copy of the Resolution to this application.

E. Are there any deed restrictions or covenants affecting this application? YES NO
If yes, attach a copy of the Deed.

F. Is this property part of a subdivision? YES NO
If yes, attach a copy of the resolution.

G. Does your property require or have flood insurance? YES NO

H. Is there a stream, river or wetlands located on or near your property YES NO

I, being of full age, hereby swear or affirm, that all of the information I have provided in the above application, and the attached survey and/or plans are true and correct to the best of my knowledge.

Be advised any ***incorrect or falsified information will render this approval void*** and **any approvals based on it.**

By signing this, you are also giving us permission to visit your property, to view your survey and verify existing conditions.

Signature of Applicant

Date

Worksheet

<i>Areas of Concern</i>	<i>Required</i>	<i>Existing</i>	<i>Proposed</i>
Lot Size	7,500 SQ. FT.		X
Frontage	75'		X
Depth	100'		X
Bldg. Front Yard Set Back	Min..	22 Feet	
	Max.	35 Feet	
1 Side Yard, Set Back MUST =	10 Feet		
Total of both side yards MUST =	35 % of Property Width		
Rear Yard Set Back MUST =	30 Feet		
Maximum Stories	2 ½		
Maximum Building Height	35 Feet to the Ridge		
Floor Area Ratio (under 10,000 sq ft lot is 40 %)	2 nd Floor may not be greater than 46% of the total lot FAR		
Maximum Building Coverage (Bldg Size x 22% will = sq ft)	22 % of the Lot Size		
Maximum Lot Coverage (Lot Size x 40% will = sq ft)	40 % of the Lot Size		
# of Garages over 3 bedrooms	2		
Maximum Garage Height	15 Feet		
Check Flood Zone Maps			
Flood Hazard area Requires flood resistant construction		Yes	No

Have your professional help you with the above Calculations

Lot/Impervious Coverage is the portion of the lot which is improved with principal & accessory buildings, structures, uses and including but not limited to driveways, swimming pools, tennis courts, parking areas, walkways, patios, loading areas, hard surfaces and other impervious materials including paving stones and graveled areas. Detention or retention basins shall be excluded from such calculations, provided they are constructed of pervious materials.

Building Coverage is the percentage of a lot covered by buildings, i.e. Houses, Garages, porches, decks, and building appurtenances not including at grade.

Side Yard For a single family developed lot, with a lot width of 60 feet or less, the minimum shall be 9 feet and **BUT** the total of both side yards shall remain at 35 %.

Half Story Space under sloping roof with stairway access, which has the line of intersection of the roof & wall face not more than 3' above the floor level & in which space the possible floor area with head room of 5' or less occupies less than 40% of the total floor area of the story directly below

State of New Jersey, Category C-1 for those who are near wetlands or waterways. No construction may be done within 300 feet of these area's without State DEP approvals

When project is complete you **must** call for the required inspection.

BOROUGH OF WESTWOOD

Office of Collector-Treasurer

TELEPHONE (201) 664-7100 • FAX (201) 664-5340 • 101 WASHINGTON AVENUE • WESTWOOD, NJ 07675



TO: **ZONING OFFICER**

DATE: _____, 20__

OWNER(S): _____

ADDRESS: _____, Westwood, NJ 07675

BLOCK: _____

LOT: _____

- This is to certify that the taxes on the above referenced property ARE current to date.
- This is to certify that the taxes on the above referenced property ARE NOT current to date.

Very truly yours,

OFFICE OF THE TAX COLLECTOR

Survey Affidavit

I _____ the owner of _____
Residing in the Borough of Westwood does verify that this survey being
submitted on _____ is true of the existing conditions of my
property. I do understand that I will be subject to penalties and violations if
the survey submitted is not a true accurate current survey.

Owner Signature

Date

Sworn to and subscribed before me this

_____ Day of _____, 20____

Notary Public

Notary Seal