

Borough of Little Silver

Settled 1667

Incorporated 1923



Certificates of Occupancy: New Businesses

A **Development Permit** (zoning review) **is required** from the Planning and Zoning Department for all new businesses and tenants to a commercial space or building.

A **Certificate of Occupancy** is required once zoning approval for the use and occupancy has been obtained and must be applied for through the Fire Marshal at Borough of Red Bank, 90 Monmouth Street, Red Bank, New Jersey 07701 (732) 530-2760.

For Zoning Approval:

The person/business to occupy the space must complete the Application for Development Permit and Authorization which must be notarized. A description of the proposed use, number of employees, number of parking spaces provided in the lot, location and size of the storefront or office suite and layout for same if existing and "to scale" plans for any renovation work.

FOR ALL NEW USES A SITE PLAN WILL BE REQUIRED

Submit four copies of the Development Permit and plans with the required fee.

A **\$100 fee is required if the business/tenant's use remains the same; a \$300 fee is required for all new uses. Fees are made payable to the "Borough of Little Silver" and are non-refundable.**

PLEASE BE AWARE that zoning approval or use and occupancy does **NOT** include approval for any signs you may wish to install. All signs must be applied for, approved by the Zoning Officer and scheduled for a Planning Board hearing. Separate applications are required for all signs.

After Zoning Approval:

You must obtain a Certificate of Occupancy from the Fire Marshal at 732-530-2760, and if needed, a Building Permit, from the Construction Official of the Borough of Rumson 80 East River Road Rumson, New Jersey 732-842-3022

Final Inspection **is required** by the Building Inspector. To schedule final inspections, please call 732-842-3022. ******Failure to schedule an inspection may result in Code Enforcement Action**

Department of Planning & Zoning
March 1, 2016

APPLICATION FOR DEVELOPMENT PERMIT

DPA#:

1. Name of Applicant(s):		2. Telephone:	
		E-Mail:	
3. Mailing Address:			Zip:
4. Agent for Service and Notice if other than Applicant:		5. Telephone:	
		E-Mail:	
6. Agents Mailing Address:			Zip:

DEVELOPMENT

7. Location – Street Address:			
8A. Lot(s) and Block(s) number(s):		8B. Zone:	8C. Current Use:
9. Owner's Name and Address (If different from Applicant)			
10. Describe Proposed Development (Attach Plans, Maps, Statements and other information to describe development.)			
11. Development Name (If any):			
12. Check (✓) If Proposed	A. New Building <input type="checkbox"/> Construction	B. Interior <input type="checkbox"/> Renovations	C. Exterior <input type="checkbox"/> Renovations
D. Subdivision <input type="checkbox"/>	E. Site Improvements or Revisions <input type="checkbox"/>	F. Sign <input type="checkbox"/>	G. Fence <input type="checkbox"/>
H. Removal or <input type="checkbox"/> Demolition	I. Change in <input type="checkbox"/> Occupancy	J. Change in use <input type="checkbox"/>	K. Other <input type="checkbox"/> Attach Descriptions
L. Pod			
Signature of Applicant or Agent:			Date:
Type or Print Name of Applicant or Agent:			

ZONING OFFICER REVIEW

13. Action Required	A. Planning Board <input type="checkbox"/>	B. Board of Adjustment <input type="checkbox"/>	C. Board Action <input type="checkbox"/> Not Required
14. Applications Required:		F. Appeals	<input type="checkbox"/>
A. Minor Subdivision <input type="checkbox"/>		G. Interpretations	<input type="checkbox"/>
B. Major Subdivision <input type="checkbox"/>		H. Bulk Variance (s)	<input type="checkbox"/>
C. Site Plan <input type="checkbox"/>		I. Use Variance	<input type="checkbox"/>
D. Conditional Use Permit <input type="checkbox"/>		J. Direction for Building	<input type="checkbox"/>
E. Sign <input type="checkbox"/>		Permit Insurance	
Note: Planning Board may not grant more than one area variance.			
15. Notice of Public Hearing required <input type="checkbox"/>		Fee is \$	16. Fee Paid <input type="checkbox"/>
17. Other required approvals (or comments).			

Authorization is hereby given to the Borough of Little Silver, its agents, employees and representatives to inspect all or any part of the above property, whether interior or exterior, at any reasonable hour of the day, with respect to any matters relating to the Application for Development, within the judgment of the Borough or such representatives related thereto. This Authorization shall permit representatives to take photographs and to make sketches and notes with respect to the subject property.

CHECK WHICHEVER IS APPLICABLE

____ I/We am/are the Owner(s) of record of the above referenced property and concur with the Application for Development submitted to the Borough of Little Silver.

____ I/We certify that I/we have the permission of the owner(s) of the above referenced property to make this application for development and present these plans to the Borough of Little Silver.

_____, of full age, being duly sworn, according to law, upon my oath, depose and say that I am authorized to make this application and that all of the statements and information contained in the application, plans, attachments and other documents submitted herewith are true.

Applicant's Signature

Sworn and Subscribed to before
me this day of , 20

Notary Public

IF APPLICANT IS NOT THE OWNER, PLEASE HAVE PROPERTY OWNER COMPLETE.

_____ being duly sworn, depose and say that I am the owner of the land which is the subject of this Development Permit Application and the building(s) and or structure(s) located on same and do approve and agree to this application.

Authorization is hereby given to the Borough of Little Silver, its agents, employees and representatives to inspect all or any part of the above property, whether interior or exterior, at any reasonable hour of the day, with respect to any matters relating to the Application for Development, within the judgment of the Borough or such representatives related thereto. This Authorization shall permit representatives to take photographs and to make sketches and notes with respect to the subject property.

Therefore, permission is granted to _____ to present the proposed development plans.

Applicant's Signature

Sworn and Subscribed to before
me this day of , 20 .

Notary Public

O. Minimum Off-street Parking Spaces Required.

1. Automotive Repair Garage or Body Shop: one (1) parking space for each four hundred (400) square feet of gross floor area.
2. Automotive Sales and Service: one (1) parking space for each four hundred (400) square feet of gross floor area shall be provided for customer and employee parking. These areas shall be in addition to areas utilized for display and storage of vehicles. Site plans shall specify which parking spaces are designated for customers, employees, display and storage.
3. Automotive Service Station: five (5) parking spaces for each service bay, exclusive of vehicle service area. In no instance shall there be less than five (5) off-street parking spaces.
4. Banks, Savings and Loan Associations and Similar Financial Institutions: one (1) parking space for each two hundred (200) square feet of gross floor area.
5. Barber and Beauty Shop: three (3) parking spaces for each chair (if known) , but not less than one (1) parking space per two hundred (200) square feet of gross floor area.
6. Business Offices: one (1) parking space for each one hundred fifty (150) square feet of gross floor area.
7. Church, Temple or Chapel: one (1) parking space for each four (4) seats in the main congregation seating area. Where no individual seats are provided, twenty (20) inches of bench shall be considered as one (1) seat. Where seats or benches are not provided, or are provided only in a portion of the main congregation seating area, one (1) parking space for each fifty (50) square feet of floor area within the main congregation seating area.
8. Community Center, Library, Museum, Art Gallery: one (1) parking space for each two hundred (200) square feet of gross floor-area.
9. Community Club, Private Club, Lodge: one (1) parking space for each one hundred (100) square feet of gross floor area, plus one and one-half (1.5) spaces for each boat slip where applicable.
10. Meeting Rooms, Assembly or Exhibition Hall: one (1) parking space for each fifty (50) square feet of gross floor area.
11. Dwellings: two (2) parking spaces for each single family dwelling.

12. Dental or Medical Offices: one (1) parking space for each one hundred (100) square feet of gross floor area, except that if located within a building housing three (3) or more separate, unassociated practitioners the requirement shall be one (1) parking space for each one hundred fifty (150) square feet of gross floor area.
13. Farmers Market: One (1) parking space for each one thousand (1,000) square feet of land area in the site.
14. Furniture, Appliance Stores or Similar Types of Uses Requiring Large Amounts of Storage: one (1) parking space for each four hundred (400) square feet up to four thousand (4,000) square feet, plus one (1) parking space for each eight hundred (800) square feet of gross floor area above four thousand (4,000) square feet.
15. Government Office: to be determined by the Planning Board, except that governmental offices within privately owned buildings shall provide, a minimum of one (1) parking space for each one hundred fifty (150) square feet of gross floor area.
16. Hardware, Auto Supply Stores: one (1) parking space for each four hundred (400) square feet of gross floor area.
17. Laundromats or Similar Coin-operated Cleaning: one (1) parking space for each two hundred (200) square feet of gross floor area.
18. Manufacturing or Industrial Establishment, Research or Testing Laboratory, Bottling Plant or Similar Uses: one (1) parking space for each five hundred (500) square feet of gross floor area.
19. Professional Office: One (1) parking space for each two hundred (200) square feet of gross floor area.
20. Public and Private Utilities, Electrical Substation, Gas Regulator, Water Works, Pumping Station and Similar Facilities: to be determined by the Planning Board based on the specific need of the use.
21. Restaurant, Cafe, Diner: one (1) parking space for each fifty (50) square feet of gross floor area.
22. Recreation Facilities: those not specifically mentioned herein shall be determined by the Planning Board.
23. Residential: for all residential developments, parking shall be provided as

set forth in the Residential Site Improvement Standards (RSIS), as set forth in Table 4.4.-Parking Requirements for Residential Land Uses.

24. Retail Stores, Except Otherwise Specified: one (1) parking space for each one hundred fifty (150) feet of gross floor area.
25. Studio: art, music, dance, gymnastics and similar for the purpose of giving instruction rather than shows or exhibitions: one (1) parking space for each one hundred (100) feet of gross floor area.
26. Schools:
 - a. Elementary: one (1) parking space for each eight (8) students based on design capacity.
 - b. High School: one (1) space for each three (3) students based on design capacity.
27. Nursery School, Day Camp or Similar Uses: one (1) parking space for each five hundred (500) square feet of gross floor area.
28. Shopping Centers: six (6) parking spaces for each one thousand (1,000) square feet of gross floor area.
29. Veterinary Clinics or Hospitals or Animal Care Facilities: one (1) parking space for each four hundred (400) square feet of gross floor area.
30. Warehouse, Wholesale, Machinery or Large Equipment Sales; one (1) parking space for each one thousand. five hundred (1,500) square feet of gross floor area, plus one (1) parking space for each vehicle used in connection with the business.

P. Criteria for Determining Required Parking Spaces. In computing the number or the above required parking spaces, the following rules shall govern:

1. Where fractional spaces result, the required, number shall be construed to be the nearest whole number.
2. The parking space requirements for a use not specifically mentioned herein shall be the same as required for a use of similar nature as determined by the Planning Board based upon that use enumerated herein which is most similar to the proposed use. If there is no use enumerated herein having sufficient similarity to the use proposed to

enable the Planning Board to establish rational parking requirements, the Planning Board may, in its discretion, direct the applicant to furnish the Planning Board with such data as may be necessary to enable the Planning Board to establish rational parking requirements.

3. Nothing in the above requirements shall be construed to prevent the joint use of off-street parking facilities by two (2) or more uses on the same site, provided the total of such spaces shall not be less than the sum of the requirements for various individual uses computed separately by the above requirements.
4. No part of off-street parking required by a structure or use shall be included as part of an off-street parking requirement of another use unless substantial proof and assurances are presented and it is determined by the Planning Board that the use of this parking will not be simultaneous.