



BOROUGH OF PALMYRA
Department of Zoning
 20 W. Broad Street
 Palmyra, NJ 08065
 Phone: 856-829-1096
 Email: tkilmer@boroughofpalmyra.com

FEE: \$46.00

Date Received: _____

Check #/Cash: _____

Receipt #: _____

COMMERCIAL ZONING PERMIT APPLICATION
 (Fee is \$46.00)

SECTION I – APPLICANT INFORMATION

Applicant Name: _____ Date: _____

Applicant Phone: _____ Applicant Email: _____

Property Owner: _____ Block: _____ Lot: _____

Property Address: _____ Lot Size: _____

Zoning District (Circle One): R-1 / R-2 / I / TC / NC / HC / RD / OC / P / OS

SECTION II – PROPOSED PROJECT INFORMATION

Type of Work to be Performed (Please check all that apply and include on survey submission):

- | | | | |
|--|-----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Sign | <input type="checkbox"/> Addition | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Apron | <input type="checkbox"/> Fence | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Other (Describe): _____ | | | |

Description of Proposed Project: _____

Existing Impervious Coverage: _____ Proposed Impervious Coverage: _____

SECTION III – PROPERTY & PROJECT INFORMATION

Current / Proposed Business Name: _____

Business Hours: _____ Days of the Week of Operation: _____

How many employees do you have: _____ Is your business open to the public: _____

How many sewer lines do you currently have? _____

What will be stored in the building? Vehicles / Chemicals / Other (list): _____

Are there any easements associated with the property?* Yes / No (circle one)

Will your project cause storm water run off problems?* Yes / No (circle one)

If a manufacturing process, will there be any kind of discharges emitted?* Yes / No (circle one)

*If yes to any above, please explain: _____

SECTION IV – REQUESTED DOCUMENTS

____ **Legal Survey**** – Must show the premises in its entirety, including, but not limited to: easements, additional buildings, fences, sheds, slabs, or other facilities that have been constructed, installed or otherwise located on the property. New surveys must show a 10-foot overlap of property.

*** For Construction or Accessories to an existing structure, indicate on the survey what you propose to construct and the distances from the front, side, and rear lot lines, along with the distance from the building where applicable.*

____ **Pictures** – Include pictures of front, rear & sides of property, one from street looking towards rear and one from rear or property looking towards street. Pictures must include the total sides of property.

____ **Mercantile License** – For new businesses, include a copy of your completed Mercantile Licensing Application or for established businesses, include a copy of your Current Mercantile License.

SECTION V – CERTIFICATION OF CONDITIONS OF PERMIT

- *Application is hereby made for a Zoning Permit in accordance with the description, use and purposes hereinafter set forth. This will be issued on the basis that all information provided on this application is correct and agree that all construction and uses will comply with the Borough of Palmyra Master Plan and Zoning Ordinance.*
- *Violation of any of these ordinances or laws shall result in revocation of the permit. The Board may revoke the permit in the future if the Board finds that such permit was obtained by fraud; that one or more of the terms or conditions upon which such permit was granted has been violated; or that the use for which the permit was granted is so conducted to be detrimental to the public health, safety, or general welfare or as to be a nuisance.*
- *The applicant shall allow the Borough of Palmyra representative(s) or designee(s) to make periodic inspections at any reasonable time deemed necessary to assure that the activity being performed under authority of this permit is in accordance with the terms and conditions prescribed within.*
- *No additional buildings, fences, sheds, slabs, or other facilities have been constructed, installed or otherwise located on the property after the date of the legal survey submitted with this application.*
- **ANY AND ALL STRUCTURAL WORK ON THE PROPERTY WILL REQUIRE A CONSTRUCTION PERMIT.**

By my signature, I certify that I have read and understand the conditions of this permit.

Signature of Applicant

Date

You will be notified in writing within ten (10) days as to the decision of the Zoning Officer.

.....
OFFICE USE ONLY
.....

The Zoning Officer has reviewed the requested zoning permit application and based on the requirements of the Borough of Palmyra Land Development Code hereby:

____ **Approves** with the following conditions: _____

____ **Denies** for the following reason(s): _____

Zoning Official: _____

Date: _____

Approval of this permit is for ZONING ONLY. It does not eliminate your responsibility to check with other Borough offices such as the Clerk, Fire Marshal, and Police Dept. for additional permit(s) and/or inspection(s) that may be required before you open your business.