

# BOROUGH OF MOUNTAIN LAKES

## Zoning Permit Instructions

A Zoning Permit, as defined in section 40-49 of the Borough Ordinances, *is a document signed by the Zoning Officer which is required by this code as a condition precedent to the commencement of a use or the demolition, construction, reconstruction, alteration, conversion or installation of a structure and which acknowledges that such use, structure or building complies with the provisions of the Zoning Ordinance or an approved variance or is a legal nonconforming use.*

A structure, as defined in section 40-30 of the Borough Ordinances, *is a combination of materials to form a construction for occupancy, use or ornamentation, whether installed on, above or below the surface of a parcel of land.* Note: all buildings are structures, however, not all structures are buildings.

### Zoning Permit Types

Minor Residential Alterations – Alterations to a single family dwelling that do not result in any bulk requirement violations and which do not alter the footprint of the existing principle building or a permitted residential accessory use, such as but not limited to a pool, generator, air conditioning units, decks, shed, fence, gazebo, patio, driveway, outdoor fireplace, hot tub, walkways or a free standing garage etc.

Residential Alterations – Alteration of a single family dwelling which changes, enlarges, or alters the existing footprint including but not limited to additions, a porch, attached garage, portico or steps etc.

New Single Family Dwelling – Construction of a new single family residence.

Alteration to a Non-Residential Structure – Alterations of a non-residential structure which changes, enlarges or alters the existing footprint.

Minor Non-Residential Alterations – Alterations to a non-residential building that do not result in any bulk requirement violations and which do not alter the footprint of the existing principle building, such as but not limited to fences, patios, driveways, walkways or signs

New Non-Residential Structure - Construction of a new non-residential structure.

### Items to be submitted (2 copies of each of the following)

1. The Zoning Application
2. Improved Lot Coverage Calculation
3. Floor to Area Calculation (if needed)
4. Property Survey showing setback information & basic construction plans (detailed plans must be submitted when filing a construction permit)

The cost of any Zoning Permits is \$50 and will be processed within 10 business days. If you have any questions concerning the Zoning Permit please feel free to contact the Zoning Officer at 973-334-3131 ext. 2013. Office Hours Monday 12-4:30 PM and Thursday 8:30 AM – 12:30 PM.