



# *City of Northfield*

1600 Shore Road – Northfield - New Jersey – 08225  
(609) 641-2832 ext 141 or [zoning@cityofnorthfield.org](mailto:zoning@cityofnorthfield.org)

## **COMMERCIAL DEVELOPMENT ZONING PERMIT APPLICATION, page 1**

**No development permit shall be issued unless all municipal taxes, sewerage and other municipal assessments are paid on a current basis. (Ordinance 21-2025, Ch 215-9 (A) 3 and 4)**

FOR ANY PROPOSED IMPROVEMENTS THAT REQUIRE PLANNING BOARD APPROVAL, YOU MUST SUBMIT A SITE PLAN STAMPED AND APPROVED BY THE CITY OF NORTHFIELD PLANNING BOARD.

FOR EXEMPT DEVELOPMENT, YOU MUST SUBMIT A SURVEY OR PLOT PLAN, SHOWING CURRENT AND PROPOSED IMPROVEMENTS / STRUCTURES, INCLUDING DIMENSIONS OF CURRENT AND PROPOSED IMPROVEMENTS / STRUCTURES, BUILDING HEIGHT FOR PROPOSED IMPROVEMENTS / STRUCTURES, ELEVATIONS, FRONT, SIDE AND REAR SETBACKS, LOT COVERAGE, BUILDING COVERAGE, AND OCCUPANCY LOAD.

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Address \_\_\_\_\_ Email Address for Permit: \_\_\_\_\_

Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Description of Work \_\_\_\_\_

Cost of Job \_\_\_\_\_

<b>Permit Fees:</b>	<b>New Building / Addition:</b>	<b>\$ 200.00</b>
	<b>Accessory Structures, including Solar or Wind Energy Systems:</b>	<b>\$ 50.00*</b>
	<i>* Sheds 100 square feet or less, no fee</i>	
	<b>Signs (other than Sandwich Board/A-Frame)</b>	<b>\$ 75.00</b>
	<b>Sandwich Board/A-Frame Sign / Annual Permit</b>	<b>\$ 25.00</b>
	<b>Sail/Feather/Windless Flag Sign (C-B, R-C, and O-PB Zones ONLY)</b>	<b>see page 2</b>

Survey Received Yes \_\_\_\_\_ No \_\_\_\_\_ Plot Plan Received Yes \_\_\_\_\_ No \_\_\_\_\_  
Cash \_\_\_\_\_ Or Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Date Received / Initials: \_\_\_\_\_

Taxes, sewer, all other municipal assessments current? Yes \_\_\_\_\_ No \_\_\_\_\_  
Tax Office Staff \_\_\_\_\_ Date \_\_\_\_\_

Zoning Officer's Comments \_\_\_\_\_

Zoning Review: \_\_\_\_\_ Date: \_\_\_\_\_ Approved Denied  
ZONING OFFICE (circle one)

# COMMERCIAL DEVELOPMENT ZONING PERMIT APPLICATION, page 2

**Sail/Feather/Windless Flag Signs** are allowed, with a permit, in the C-B Community Business, R-C Regional Commercial, and O-PB Office Professional Business Zones, for those commercial businesses that have frontage along Tilton Road or US Route 9 (aka New Road).

Application Type:  Initial Application\*\* (\$40.00)  Annual Renewal (\$20.00)

Applicant Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Email Address for Permit: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

Street Address of Business: \_\_\_\_\_

Does Applicant Own the Premises?  Yes  No

If No, Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

If Yes, Applicant Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Height of Sign \_\_\_\_\_ Width of Sign at Widest Point \_\_\_\_\_

Applicant must submit a drawing/sketch/property survey, showing the following: Tilton Road and or US Route 9 relative to the location of the business, the proposed location of the sign, distance in feet from any other such signs at the same location, OR within 25' of the proposed location. Please also provide a sample photo / rendering of the proposed sign.

Sail/Feather/Windless Flag Sign must be on private property – cannot be located in the right-of-way.

Sail/Feather/Windless Flag Sign permits shall be valid through December 31<sup>st</sup> of the year they are issued and are subject to annual renewal, in January of each succeeding year. \*\*Any new application for a permit filed on or after June 2 of each licensing year shall be issued, upon approval, at 50% of the annual fee.

Applications for renewal of a Sail/Feather/Windless Flag Sign permit shall follow the same procedure as outlined for a new application. Sign permit holders are responsible for annually renewing their sign permit without further notice by the City of Northfield; renewal notices or reminders will not be sent.

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Drawing / Sketch Received Yes  No  Image of Sign Received Yes  No   
Cash  Or Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Date Received / Initials: \_\_\_\_\_

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Zoning Officer's Comments \_\_\_\_\_

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Zoning Review: \_\_\_\_\_ Date: \_\_\_\_\_ Approved Denied  
ZONING OFFICE (circle one)