



City of Northfield

1600 Shore Road – Northfield - New Jersey - 08225
(609)641-2832 Ext. 129

COMMERCIAL DEVELOPMENT ZONING PERMIT APPLICATION, page 1

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 AND BUILDING COVERAGE.

BLOCK _____ LOT _____ ZONE _____

Owner's Name _____ Phone Number _____

Property Address _____ Email Address for Permit: _____

Contractor _____ Phone Number _____

Address _____

Description of Work _____

Cost of Job _____

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

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

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 31st 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.

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

Zoning Officer's Comments _____

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