Zoning Department
880 Bloomfield Ave
Verona, New Jersey 07044
Phone (973) 857-4772
(973) 857-4773

Township of Verona
Zoning Permit Application
For Commercial Properties

APPLICATION #2026-_____

Is your business moving into a newly constructed or existing nonresidential retail office space?

Are you installing a new sign, or changing location, sign face or message of existing sign?

Are you requesting a temporary sign to advertise a business or event?

Complete Section 1: Change Use/Tenant Existing Building & New Use/Tenant – New Structure

Complete Section 2: Permanent Signs

Complete Section 3: Temporary Signs

Property Information (Location of Project)

Block No:_____Lot No:_____Lot Area:_____Sq.Ft. Zone District: _____

Street Address: _____

Applicant Information

Name:_____

Street Address:_____Town:_____State:_____Zip: _____

Contact Information: Phone No._____Email: _____

Property Owner Information (If other than Applicant) **Property Owner Signature Required**

Name_____

Street Address:_____Town:_____State:_____Zip: _____

Contact Information: Phone No._____Email: _____

Section 1: Change Use/Tenant – Existing Building & New Use/Tenant - New Structure

1. Existing Business Name: _____
2. Existing Business Use: _____
3. New Business Name: _____
4. Doing Business As (If different from business name): _____
5. New Principal Use for which permit is requested: _____

   This is the primary use the business will conduct. *Accessory uses (uses that are subordinate, incidental to or customarily found in connection with the principal use) should not be listed. For example, the* ***principal use*** *may be warehousing, shipping, and receiving while the accessory use is an office.*

6. Specific nature of business to be conducted (description): _____

   _____

   If more space is needed, please provide an attachment

7. Existing tenant moving locations in the same building?

   ☐ No ☐ Yes

8. State and/or Local License associated with use?

   ❑ No ❑ Yes, indicate type and license#: _____

9. Is this the same business with a different owner and/or business name?

   ❑ No ❑ Yes, new owner ❑ Yes, indicate old name: _____

10. Does the Business require parking? ❑ No ❑ Yes, how many? _____

11. Outdoor storage proposed?

    ❑ No ❑ Yes, explain: _____

    Storing toxic or highly flammable chemicals or gases?

    ❑ No ❑ Yes, explain: _____

    Storing gasoline, fuel oils, gases, chemicals or other flammable, corrosive or toxic substances?

    ❑ No ❑ Yes, indicate quantities in total liquid gallons or equivalent: _____

12. Provide a project description: _____

_____

_____

_____

Section 2: Permanent Signs

1. Does your location have a sign manual/plan? ❑ No ❑ Yes, answer the following:
   Name of Development/Project: _____

2. Sign Type:
   - ❑ Wall Mounted
     Choose one: ❑ New or ❑ Alteration of sign face
   - ❑ Freestanding
     Choose one: ❑ New or ❑ Alteration of sign face

3. Total Length and Width and Height of Sign: (Feet)
   Length: _____ Width: _____ Height: _____
   Total linear feet of store or building frontage where sign will be: _____

4. Will your sign be illuminated? ❑ No ❑ Yes, check all that apply:
   ❑ Internal (Dark background & light lettering required) or ❑ External

5. Please provide two (2) color images along with the specs of the proposed sign(s) with your application.

Section 3: Temporary Signs

1. Sign type:
   - ❑ Business Advertising: Total size of sign: _____ square feet
   - ❑ Event: Total size of sign: _____ square feet
   - ❑ Political Campaign: Total size of sign: _____ square feet
   - ❑ Grand Opening Banner: Total size of sign: _____ square feet

   Choose one: ❑ Attached to ground or ❑ Attached to establishment

2. Total Length and Width and Height of Sign: (Feet)
   Length: _____ Width: _____ Height: _____
   Total linear feet of store or building frontage where sign will be: _____

3. Dates on which sign(s) will be displayed (if temporary) from _____ to _____

4. Complete for Business Advertising or Event Sign Only
   Number of street frontages _____(example: Corner lots have two street frontages)

5. Please provide one picture or mock-up of the proposed sign(s) with your application. This can be hand drawn and must include dimensions and message that will be displayed.

6. Please provide a site plan or aerial map that indicates where the sign will be placed on the property

For all zoning requests other than additions please provide the following information:

- Copy of Property Survey
- Sketch that shows the location and dimensions (length, width and height) of your project on the survey.
- Indicate the distance to all property lines of your project on the survey.

Projects for amended site plan, building modifications, require a foundation and/or projects that disturb 400 square feet or more of land area shall be required to submit the following to the Township Engineer for review and approval as well as the above.

- 2 copies of property survey
- 2 copies of topographical survey
- 2 copies of grading plot plan, drainage mitigation plan, details and stormwater calculations.
- 2 copies of foundation location
- 2 copies of a "As-Built survey (Signed and sealed by NJ Lic. Land Surveyor)

PROPERTY OWNER SIGNATURE **DATE**

APPLICANT SIGNATURE **DATE**

ZONING FEE(s):

CASH _____ **CHECK #**_____

AMOUNT $ _____

For Office Use Only

Approved by:_____Date_____

Denied by:_____Date_____

Reason for Denial: _____

Effective July 1, 2024 Zoning Fees are due AT THE TIME of APPLICATION SUBMISSION

TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY

ORDINANCE No. 2024-17

AN ORDINANCE TO AMEND CHAPTER A565 SCHEDULE OF FEES OF THE TOWNSHIP CODE BY CREATING SECTION 9 "ZONING FEES"

BE IT ORDAINED by the Township Council of the Township of Verona, County of Essex, New Jersey, as follows:

SECTION 1. Chapter A565 entitled "Schedule of Fees" of the Code of the Township is hereby amended to include the following in a new Section 9 "Zoning Fees" effective July 1, 2024:

§ A565-9 Zoning Fees.

Type	Fee
RESIDENTIAL	
Fences	$ 50.00
Signs	$ 50.00
Non-Structure	$ 50.00
Attached Structure	$ 50.00
New Structures	$ 75.00
Conditional Use	$ 50.00
Sub-Division > 5 Acres *(Usually heard by Bd of Adjustment or Planning Bd)*	$ 50.00
Sub-Division < 5 Acres *(Usually heard by Bd of Adjustment or Planning Bd)*	$ 50.00
Pool	$ 50.00
Patio	$ 50.00
Anything Not Covered Above	$ 50.00
NON RESIDENTIAL	
Fences	$ 75.00
Signs (each)	$ 75.00
Additions on Existing Structures	$ 75.00
New Structure	$100.00
Change In Use	$ 75.00
Sub-Division > 5 Acres *(Usually heard by Bd of Adjustment or Planning Bd)*	$ 75.00
Sub-Division < 5 Acres *(Usually heard by Bd of Adjustment or Planning Bd)*	$ 75.00
Land Development Ordinance	$ 75.00
Patio	$ 75.00
Anything Not Covered Above	$ 75.00

SECTION 2. If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

SECTION 3. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

TOWNSHIP OF VERONA, NJ
INCORPORATED 1907

ATTEST:
JENNIFER KIERNAN
MUNICIPAL CLERK

NOTICE
I HEREBY CERTIFY THAT THE AFOREMENTIONED ORDINANCE WAS PUBLISHED IN THE STAR LEDGER, A NEWSPAPER PUBLISHED IN THE COUNTY OF ESSEX AND CIRCULATED IN THE TOWNSHIP OF VERONA, IN THE ISSUE OF APRIL 18, 2024 AND MAY 10, 2024.

JENNIFER KIERNAN
MUNICIPAL CLERK

INTRODUCTION: April 8, 2024
PUBLIC HEARING: May 6, 2024
EFFECTIVE DATE: May 30, 2024