Dear Applicant:

Please note that sheds under 200 sq. ft. and less than 10 feet mean height, require the following:

Zoning permit application completed and signed with a copy of the survey (less than 10 years old) depicting the size and location of the proposed shed including setbacks.

Tree removal permit completed depicting tree removal on survey OR statement that no trees are to be removed.

NOTE: If installing electricity in shed, a Construction Permit Application with Electric Subcode sealed by licensed electrician is required.
Borough of Florham Park  111 Ridgedale Ave. Florham Park, NJ 07932  Ph: 973-410-5346 Fax 973-410-5490

ZONING APPLICATION  Control # ______________ Date Submitted ______________

Work Site Address: _________________________  Blk. _____ Lot ________

Property Owner: ___________________________  Phone #: __________________

Owner’s Email: ___________________________  Owner’s Address ______________________

Agent/Contractor _________________________  Agent/Ctr. Address ______________________

Agent/Contractor Email ____________________  Agent/Ctr. Phone #: ______________

Existing Use _______ Proposed Use _________

Brief Description of Work:

________________________________________

________________________________________

I hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner, to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction. I certify that the answers on this Zoning Application are true and complete to the best of my knowledge.

Signature __________________________ Name(Print) __________________________ Address ______________________

My Lot is on a: Corner Parcel _____ Interior Parcel _____ Sq. Footage of Lot is ___________ Zone ___________

SETBACKS  EXISTING  PROPOSED:  REQUIRED:

Front Yard ____________________ ____________________ ____________________

Second Front Yard _______ (if corner parcel) ____________________ ____________________

Rear Yard ____________________ ____________________ ____________________

Smallest Side Yard ______________ ____________________ ____________________

Side Yard Aggregate ____________________ ____________________ ____________________

Principal Structure: Building Height ____________________ ____________________ ____________________


*% of Lot Covered by Building Structures (Including roof overhangs, sheds & detached Bldgs) ______________%

(SEE PAGE 2 for calculation worksheet)

***% of Improved Lot Coverage _______%  (Includes Building Structures and everything else i.e. driveways, walkways, decks, patios etc.)  (SEE PAGE 2 for calculation worksheet)

A sealed survey, less than 10 years old, MUST be submitted with all applications

NOTE: FOUNDATION LOCATION SURVEY AND ELEVATION HEIGHT MUST BE SUBMITTED PRIOR TO FRAMING
**Fencing:** Type: __________________________ Height __________________________

Proposed Setbacks: Side Yard ___________ Rear Yard ___________ Front Yard ___________

(Minimum six inches inside property line for side & rear yard)

**Patio:** ___________ Sq. Ft.  **Swimming Pool:** In Ground ___________ Above Ground ___________

Proposed Setbacks: Left Side Yard ___________ Right Side Yard ___________ Rear Yard ___________

---

**WORKSHEET**

<table>
<thead>
<tr>
<th>Description</th>
<th>Existing(SF)</th>
<th>Proposed(SF)</th>
<th>Required</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Dwelling including ALL roofed area WITH overhangs</td>
<td></td>
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<td></td>
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<tr>
<td>Accessory Buildings including ALL roofed area with overhangs</td>
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<tr>
<td>(sheds less than 100 SF excluded)</td>
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<tr>
<td><strong>TOTAL BUILDING AREA</strong></td>
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<tr>
<td>Accessory Structure POOL including coping</td>
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<tr>
<td>Accessory Structure DECK</td>
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<tr>
<td>Accessory Structure PATIO</td>
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<tr>
<td>Driveway</td>
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<tr>
<td>Walkways</td>
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<tr>
<td>Equipment i.e AC/Generator/pool equipment etc.</td>
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<tr>
<td>Sheds (all)</td>
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<tr>
<td>Other</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>TOTAL IMPROVED AREA</strong></td>
<td></td>
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</tbody>
</table>

This application is Approved ___________ DENIED ___________ Control # ___________

Application Fee $_________ Received Date ___________ Check# ___________ Cash ___________

Zoning Officer: ___________ Date ___________

  Janet L. Doherty,  Zoning Officer
## ZONING Attachment 1 - Borough of Florham Park - 250-9. Schedule of Area, Yard and Building Requirements

Amended 5-15-2001 by Ord. No. 7-01; 4-23-2002 by Ord. 7-02; 4-26-2005 by Ord. 17-05; 6-17-08 by Ord. 08-21; 2-15-18 by Ord. 18-2

<table>
<thead>
<tr>
<th>Principal Building Setbacks</th>
<th>Detached Accessory Building Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zone</strong></td>
<td><strong>Maximum Height, 25 Feet, 1 Story</strong></td>
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<tr>
<td></td>
<td><strong>(feet)</strong></td>
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<td></td>
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<td>R-7</td>
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<td>R-15</td>
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<td>R-25</td>
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<td>R-44</td>
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<td>R-88</td>
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<td>B-1</td>
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<td>PB-1</td>
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<td>PB-2</td>
<td></td>
</tr>
<tr>
<td>C-1 MF</td>
<td></td>
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<tr>
<td>Multifamily Option</td>
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<tr>
<td>100</td>
<td></td>
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<tr>
<td>C-1 and C-2</td>
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<tr>
<td>150</td>
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<tr>
<td>C-3</td>
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<td>100</td>
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<tr>
<td>C-4</td>
<td></td>
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<tr>
<td>100</td>
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<tr>
<td>MF-1</td>
<td></td>
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<td>135</td>
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<td>MF-2</td>
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<td>OSM</td>
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<td>50</td>
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</tbody>
</table>

### NOTES:

1. In residence zones, R-7, R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25' in the case of corner lots.
2. As office building may be erected to no more than 50 feet in height upon the condition that for each five-foot increase above 35', there shall be an additional three feet of front yard setback.
3. In the PB Zone, no building shall have more than two stories.
4. In the PB-2 Zone, the maximum building coverage shall be 10% for two-story buildings.
5. All lots having frontage on both sides of Vreeland Road and Fernwood Road shall have a front yard setback of 100 feet.
7. The maximum front yard setback shall be within 10 feet of the average front yard setback of all lots or portions of lots within 300 feet of the subject property on the same side of the block. To the extent that this provision conflicts with the minimum front yard setback, the minimum front yard setback requirements shall prevail. For the purposes of this regulation, the front yard setback shall be measured to the facade of the structure that contains the principal entrance or front door to the dwelling.
8. Maximum building coverage for the R-7, R-15 & R-25 Zones
   - Lot Area SF: % Bldg. Coverage
   - Less than 7,000: 20.0
   - 7,000 to 9,999: 19.5
   - 10,000 to 14,999: 18.0
   - 15,000 to 22,499: 17.5
   - 22,500 to 29,999: 17.0
   - 30,000 to 39,999: 16.5
   - 40,000 to 49,999: 16.0
   - 50,000 to 64,999: 15.5
   - 65,000 to 79,999: 15.0
   - 80,000 to 99,999: 14.5
   - 100,000 or greater: 14.0

9. Per Ord. No. 17-05 all other references to accessory Bldg. height is repealed.
Permit applications accepted daily from 9:00 am until 1:30 pm and from 3:00 until 4:00 pm

Inspection requests require the following information:
1) Permit number
2) Type of inspection requested (Building, Electrical, Fire, Plumbing)
3) Day of the requested inspection.
4) Telephone number for contact purposes if your request cannot be accommodated.

Minimum of 24 hour notice for all inspection requests, ALL TIMES ARE APPROXIMATE:
Building inspections are Monday thru Thursday 9 am to 4 pm
Fire inspections are Tuesday 8-12 Thursday 12-5 pm
Electrical inspections are Monday thru Friday, 11:00 am to 3 pm.
Plumbing inspections are Monday thru Thursday, 11:30 am to 4:30 pm.
Please be aware that due to the volume of Construction jobs, we cannot give exact times for these inspections.
Contractors MUST INSTALL 6 ft chain link fence, per Ordinance NO. 13-15 around perimeter of excavation site prior to any work. Do NOT remove fence until Construction Official grants approval of removal.

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all new buildings, additions, renovations, alterations:
1) Footing inspection-bottom of the trench PRIOR to pouring of concrete (MUST provide soil compaction report at inspection)
2) Foundation inspection PRIOR to the placement of backfill.
   2a) Foundation Location Survey REQUIRED for new construction
3) Slab inspection PRIOR to placement of concrete
4) Electrical rough wiring
5) Plumbing rough installations
6) Fire Rough inspection
7) Framing inspections AFTER rough electric/plumbing/Fire passed-PRIOR to insulation
8) Insulation inspection PRIOR to sheetrock
9) Final electric, final plumbing, final fire inspections
10) Final building inspections
11) No Certificates of Occupancy shall be issued PRIOR to submittal & Approval of Final As Built Survey and final surface grading inspection approvals by Borough Engineer M. Sgaramella (973-410-5473) & Morris County Soil District, Sheila Hall (973-285-2953).

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in administrative penalties of not more than $2000.00 as permitted in N.J.A.C. 5:23-2.31b
The following is a list of certifications that you may be required to submit to the Building Department during the course of your project.

All information must be forwarded to the Building Inspector shortly after being requested in order to avoid any project delays.

1. List of Special Inspectors with copy of DCA License
2. All soil compaction reports, footing, slab, etc. BEFORE footing inspection
3. Report from engineer re footing & foundation re-bar installation (Commercial only)
4. Report from engineer re slab design to include reinforcing (Commercial only)
5. Foundation location survey (ALL new buildings and any BOA Approved Additions (Residential AND Commercial) MUST be received at framing inspection
6. Concrete compressive strength 7 to 28 day report (Commercial and multi-unit residential)
7. Wooden truss report to include installation as per design and any and all repairs made (Commercial and multi-unit residential)
8. Steel report to include all welds, bolting and decking (Commercial)
9. Fire Stopping, Fire proofing and draft stopping depending on magnitude of project, certified by architect (Commercial and Condo)
10. Any modular units or pre-fabricated panels (i.e. superior walls, modular) Certifications by Engineer & Manufacturer (Residential, Commercial & Condos)
11. Copies of any warranties for certain types of roof covering systems (New Commercial)
12. HVAC balancing report (New Commercial)
13. Energy Efficiency Certificate (Residential)
14. Home Warranty (Residential)
15. Height certification included on final as-built survey

Additional information may be necessary prior to the issuance of a Certificate of Occupancy

Kevin Guilfoyle
Construction Official
**Tree Removal Permit Application**  
**Engineering Department**

111 Ridgedale Avenue  
Florham Park, N.J. 07932  
Telephone: 973-410-5335  
Fax: 973-410-5490  
Email: jdepalma@fpboro.net

---

**Date** __________  
**Block #** __________  
**Lot #** __________  
**Address:** ____________________________________________

**Lot Owner Name** ______________________________________  
**Zone:** _____________________________________________

**Lot Owner Address** ____________________________________

**Lot Owner Telephone** ______________  
**Lot Owner Email:** ___________________________________

**Tree Removal Service Company:**

**Name** ______________________________________________

**Address** ___________________________________________

**Telephone** __________________________________________

---

**TREE REMOVAL SCHEDULE**

<table>
<thead>
<tr>
<th>Diameter &amp; Species</th>
<th>Reason for Removal</th>
<th>Replacement Requirement</th>
<th>Quantity and Species of Tree Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
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<tr>
<td>Yes- On-site, Off-site, Bank</td>
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<tr>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
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</tbody>
</table>

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1
The replacement of trees shall occur as prescribed in the following table:

<table>
<thead>
<tr>
<th>Tree Replacement &amp; Reforestation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBH Caliper of Existing Tree Removed</td>
</tr>
<tr>
<td>(DBH measured 4’-6” above ground)</td>
</tr>
<tr>
<td>Between 10 &amp; 12 inches</td>
</tr>
<tr>
<td>Between 12 &amp; 18 inches</td>
</tr>
<tr>
<td>Between 18 &amp; 24 inches</td>
</tr>
<tr>
<td>Between 24 &amp; 30 inches</td>
</tr>
<tr>
<td>Between 30 &amp; 36 inches</td>
</tr>
<tr>
<td>36 inches or greater</td>
</tr>
</tbody>
</table>

Approximate Tree Removal Start Date: ________________________________
Total Number of Trees to be removed: ___________ Tree Removal Permit Required? YES NO
Total Number of Replacement Trees Required: ___________ On-Site: _____ Off-Site: _____ Tree Fund: ________

SKETCH DATA

Sketch data shall be provided on a clear property survey showing the location of the tree(s) to be removed with a DBH of ten (10) inches or greater. Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall not constitute more than one half acre or shall be no more than 50 percent of the lot size, whichever is less. Please mark trees to be removed with X and show replacement trees with O or boldface. Attach survey. Note manner of off-site tree disposal.

Application checklist:
- $25.00 application fee. (Fee waived if no permit required).
- Mark trees on site to be removed with ribbon or tape for inspection by Borough personnel.
- Sketch Data on Property Survey

Engineering Department

Permit Date: _______ Permit Expiration Date: _______ Permit Fee: Cash Check#___________
Application Reviewed by: ____________________________ Date ____________
Field Inspection By: ________________________________ Date ____________
Field Notes: ______________________________________
Application Approval/Denial Date_________ Reasons: __________________________
Replacement Tree Inspection Date_________ Final Inspection By: __________________

Applicants Signature (I have read and understand the attached Permit Requirements) Date ____________

Final Close Out of Permit: Borough Authorization Signature Date ____________
CC: Environmental Commission (if Tree Fund), Tree Removal File, Project/Surface Grading Plan File
Permit Requirements

Applicability

On any residential lot that is located in the R-15 zone with a tree removal rate of more than three (3) trees with a ten (10) inch DBH or greater in a two (2) year period; or, any residential lot that is located in all other residential zones with a tree removal rate of more than six (6) trees with a ten (10) inch DBH or greater in a two (2) year period, the property owner shall submit an application for a tree removal permit to the Department of Community Services. The application and development proposal shall conform to the provisions contained herein.

The provisions of this section shall apply to all commercial, industrial and business zoned lots excluding major and minor subdivisions and site plans. Permits are valid for one year from date of issue if no building permit is required, otherwise see ordinance for duration of permits. Permits granted for the removal of trees under the terms and conditions of this ordinance shall run with the land. Once the permit has expired, a new application must be submitted for review and a new permit issued.

For complete text refer to Ordinance #14-14, Chapter 299 Trees

General Guidelines

Prior to taking final action upon any application for tree removal, an inspection of the site shall be made by the Borough Engineer or his or her designee.

Prior to any tree removal, all trees planned for removal must be marked and areas to be cleared identified for inspection by a municipal representative.

The Borough Engineer or his or her designee shall periodically inspect the site throughout the duration of construction in order to ensure compliance with this ordinance. Such inspection shall be made of the site referred to in the application, and of contiguous and adjoining lands, as well as of lands in the vicinity of the application, for the purpose of determining drainage conditions and physical conditions existing thereon.

The Borough official reserves the right to make onsite inspections without prior notification. Permits may be denied if inspections cannot be made.

A plan for tree replacements should be developed before any trees are removed. Please consider the impact of tree removal on privacy screening and erosion in your yard.

A list of all trees to be removed with a DBH equal to or greater than ten (10) inches identified by size and species, including total number of each species to be removed should be shown on the application. No more than ten (10) percent of existing trees with a DBH equal to or greater than ten (10) inches within the area of development/limit of disturbance shall be removed unless the applicant shall replant trees removed in accordance with Section 7 of the Ordinance.

Purpose for tree removal (construction, building addition, street or roadway, driveway, utility easement, recreation area, patio, parking lot, etc.) should be given by the Applicant.

Other information should be submitted as may be deemed necessary in order to effectively process the application.

Design Requirements

Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall
not constitute more than one half acre or shall be no more than 50 percent of the lot size, whichever is less.

**Tree Removal Criteria**

In addition to the design requirements noted above, the Engineering Department may grant a tree removal permit based upon one or more of the following circumstances:

- Where the location of an existing tree provides no other alternative but to place a structure outside the permitted building setbacks.
- Where the location of an existing tree negatively impacts on an existing septic field.
- Where no other alternative exists for the placement of a building, building addition, structure, septic field, driveway, deck, patio or lawn area, for the recreational use by the inhabitants of the building or dwelling, or any other authorized improvements, but in the vicinity of an existing tree.
- Where the location or growth of a tree inhibits the enjoyment of any outdoor pool, patio or deck.
- Where the location, angle or growth of an existing tree makes it a hazard to structures or human life.

The holder of a tree removal permit shall notify the Engineering Department in writing, by telephone or a personal visit, of the intent to remove trees before cutting them down. This shall be done at least four (4) business days in advance of when the tree removal activity will commence. The notice shall also include information as to the manner of disposal of the removed trees.

**Penalties**

When regulated trees are removed without a tree removal permit, the affected areas shall be replanted to the satisfaction of the Borough Engineer. A $250.00 fine will be imposed for failure to notify the Borough Engineer of tree cutting within exception limits. Further a fine per tree for exceeding the limits of cutting within the exception limits for up to and including the allowed number of trees in any and all zones in the Borough will be subject to the following fines: $1000.00 per tree for anything beyond that number or for any tree cutting without a permit when a permit is required. The removal of trees without a permit would also require replanting trees in accordance with Section 7 of the ordinance.

**Replacement Trees and Tree Fund**

Replacement tree(s) shall be of nursery grade quality, bailed and bur lapped and located on site. Where replacement trees are required but not suitable for the particular site prescribed due to the size of the site, the Applicant may plant tree replacements off-site on Borough owned property or Right-Of-Way pursuant to the Borough’s Tree Planting Plan and upon the direction and supervision of the Department of Public Works and/or Borough Engineer; or shall make payment to the Tree Fund in accordance with the Tree Replacement Schedule; or any approved combination thereof. Payments to the Tree Fund are $325 per replacement tree. The Tree Fund shall be utilized for planting on public lands, as determined by the environmental commission in accordance with standards developed by the Environmental Commission or the Borough’s Tree Planting Plan.

The type of replacement tree(s) shall be the same as the species removed from the site or other as approved by the Engineering Department in accordance with standards developed by the Environmental Commission. The planting of all replacement trees shall be done by or supervised by a person with horticultural training in tree care and planting methods.

Newly planted replacement trees shall be monitored for a period of one year to ensure the health of the trees. If the replacement trees die within the one year period, the developer/applicant shall replace the dead tree.
(g) Maintenance of site under construction, securing the construction site,

shall be the responsibility of the contractor working at any construction site or the owner of a construction site and/or their agents (either by himself or through his agent) shall take appropriate measures to prevent any unauthorized entry to the construction site by unauthorized persons. In the event that this prohibition is not followed, the construction official shall have the authority to require the owner or his agent to remove any unauthorized persons from the construction site.

(1) The installation and acceptance of the required barrier by the Borough Construction Official or Code Official shall be considered a "stop" once the barrier is installed and fully functional. Upon the issuance of a stop work order under the New Jersey Uniform Code, the Borough Construction Official or Code Official shall have the authority to require the owner or his agent to remove any unauthorized persons from the construction site.
Sheds (garden-type utility & similar structures) are simple roofed structures, typically made of wood or metal. In addition to its stored contents weighing it down, the walls enclosing it deflect the wind making this structure more secure. Per NJAC 5:23-2.14 (b) 8, a construction permit for building work shall not be required for garden-type utility sheds and similar structures that are 200 square feet or less in area, 10 feet or less in height, and accessory to buildings of Group R-2, R-3, R-4, or R-5 and which do not contain a water, gas, oil, or sewer connection. A construction permit for electrical work shall be required, when applicable.

**NOTE:** A zoning permit is required regardless of the size of the shed