



FLORHAM PARK CONSTRUCTION DEPARTMENT
111 RIDGEDALE AVENUE
FLORHAM PARK, NJ 07932
973-410-5346 (FAX) 973-410-5490

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.

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 _____

<u>SETBACKS</u>	<u>EXISTING</u>	<u>PROPOSED:</u>	<u>REQUIRED:</u>
Front Yard	_____	_____	_____
Second Front Yard	_____ (If corner parcel)	_____	_____
Rear Yard	_____	_____	_____
Smallest Side Yard	_____	_____	_____
Side Yard Aggregate	_____	_____	_____
Principal Structure: Building Height	_____	_____	_____

Ground Floor: Existing: _____ Sq. ft. Proposed _____ Sq. Ft. Total of Both _____ Sq. Ft.

***% 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

Description	Existing(SF)	Proposed(SF)	Required	Comments/Notes
Main Dwelling including ALL roofed area WITH overhangs	_____	_____	_____	_____
Accessory Buildings including ALL roofed area with overhangs (sheds less than 100 SF excluded)	_____	_____	_____	_____
*TOTAL BUILDING AREA	_____	_____	_____ (SF)	_____
Accessory Structure POOL including coping	_____	_____	_____ (SF)	_____
Accessory Structure DECK	_____	_____	_____ (SF)	_____
Accessory Structure PATIO	_____	_____	_____ (SF)	_____
Driveway	_____	_____	_____ (SF)	_____
Walkways	_____	_____	_____ (SF)	_____
Equipment i.e AC/Generator/pool equipment etc.	_____	_____	_____ (SF)	_____
Sheds (all) _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
**TOTAL IMPROVED AREA including building area above	_____	_____	_____ (SF)	_____

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

Zone	Principal Building Setbacks										Minimum Lot Requirements (square feet/acres)	Minimum Habitable Floor Space (square feet)	Maximum Building Height (stories)	Maximum Building Height (feet)	Maximum Building Height (stories)	Maximum Improved Lot Coverage (%)	Detached Accessory Building Setbacks			
	Interior Lots		Corner Lot		Side Yard Combined		Maximum Building Coverage (%)	Maximum Improved Lot Coverage (%)	Maximum Height, 15 Feet, 1 Story ¹⁰								Maximum Front Yard Setback			
	Front (feet)	Rear (feet)	Street Side (feet)	Inside (feet)	Rear (feet)	Percentage of Lot Width or Feet			Maximum Building Coverage (%)	Front (feet)								Side (feet)	Rear (feet)	
R-7	40	30	40	40	10	30	20%	35	2	1,200	7000	60 ¹	115	Notes 8 & 9	35 ⁹	50	50	10	10	Note 7
R-15	40	40%	40	40	10	40%	20%	35	2	1,200	15,000	100 ¹	150	Notes 8 & 9	30 ⁹	50	50	10	10	Note 7
R-25	50	40	50	50	15	40	24%	35	2	1,500	25,000	125 ¹	150	Notes 8 & 9	30 ⁹	60	60	15	20	Note 7
R-44	50	50	50	50	20	50	28%	35	2	1,800	43,560	140 ¹	160	Notes 8 & 9	25 ⁹	60	60	20	20	Note 7
R-88	50	50	50	50	50	100	100 feet	35	2	1,800	87,120	140 ¹	160	5 ⁹	20 ⁹	50	50	20	20	Note 7
B-1	20	20	20	20	10	10	-	35 ²	-	-	-	150	-	20	-	Same as for principal building				
PB-1	40	40	40	40	20	40	-	30 ²	-	-	1 acre	150	-	15 (1 story)	60	-	-	-	-	-
PB-2	30	30	30	30	15	30	-	35 ³	-	-	15,000	100	120	10 (2 story)	60	-	-	-	-	-
C-1 MF																				
Multifamily																				
Option	100	50	100	100	50	50	-	35	-	800	40 acres	300	300	15	30	Same as for principal building				
C-1 and C-2	150 ³	50	150 ³	100	50	50	-	40 ⁶	-	-	5 acres	300	-	35	60	Same as for principal building				
C-3	100	75	100	100	75	75	-	45	-	-	15 acres	300	200	25	50	Same as for principal building				
C-4	100	75	100	100	50	75	-	45	-	-	15 acres	300	200	25	50	Same as for principal building				
MIF-1 and																				
MIF-3	135	25	135	135	25	25	-	35	-	1,400	5 acres	300	300	25	-	Same as for principal building				
MIF-2	100	25	100	100	25	25	-	35	-	850	5 acres	100	300	25	-	Same as for principal building				
MIF-4	100	20	50	50	20	20	-	40	-	600	5 acres	100	300	30	-	Same as for principal building				
OSR	50	15	40	40	15	40	-	35	-	-	1 acre	200	200	30	-	Same as for principal building				
OSM	50	15	40	40	15	40	-	35	-	-	1 acre	200	200	30	-	Same as for principal building				

- NOTES:**
- In residence zones, R-7, R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25 FT in the case of corner lots.
 - An 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.
 - In the PB Zone, no building shall have more than two stories.
 - In the PB-2 Zone, the maximum building coverage shall be 10% for two-story buildings.
 - All lots having frontage on and along both sides of Vreeland Road and Fernwood Road shall have a front yard setback of 100 feet.
 - See Borough Ord. No 6-99A.
 - The maximum front yard setback shall be within 10 feet of the average front yard setback of all lots or portions of lots within 200 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.
 - Per Ord. No 18-2, Section 5-250-14A amended: Sheds less than 100SF do NOT count towards the Building Coverage. However, they DO count towards Total Improved Lot Coverage.
 - Per Ord. No. 17-05 All other references to accessory Bldg. height is repealed.

Maximum Building Coverage for the R-7, R-15 & R-25 Zones

Lot Area SF	% Bldg. Coverage	Lot Area SF	% Bldg. Coverage
less than 7,000	20.0	20,000 to 22,499	14.0
7,000 to 7,999	19.5	22,500 to 24,999	13.5
8,000 to 8,999	19.0	25,000 to 27,499	13.0
9,000 to 9,999	18.5	27,500 to 29,999	12.5
10,000 to 10,999	18.0	30,000 to 32,499	12.0
11,000 to 11,999	17.5	32,500 to 34,999	11.5
12,000 to 12,999	17.0	35,000 to 37,499	11.0
13,000 to 13,999	16.5	37,500 to 39,999	10.5
14,000 to 14,999	16.0	40,000 to 42,499	10.0
15,000 to 17,499	15.0	42,500 to 44,999	9.5
17,500 to 19,999	14.5	45,000 or greater	9.0



Florham Park Construction Office
Phone 973-410-5346 Fax 973-410-5490

Kevin Guilfoyle, Construction Official
kguilfoyle@fpboro.net or 973-410-5352

The Construction Department operates weekdays from 9:00 am until 4:30 pm.
Janet Doherty (JDoherty@FPBoro.net) is the Technical Assistant to the Construction Official
and Florham Park Zoning Official.

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.
 - 2 a) 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



Florham Park Construction Department
111 Ridgedale Ave.
Florham Park, NJ 07932
Ph. – 973-410-5346 Fax – 973-410-5490
Kevin Guilfoyle, Construction Code Official
Building Subcode Official

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
Email: jdepalma@fpboro.net

Approved Denied
Permit No. _____

Fax: 973-410-5490

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

Diameter & Species	Reason for Removal	Replacement Requirement		Quantity and Species of Tree Replacement
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	

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

Tree Replacement & Reforestation Schedule	
DBH Caliper of Existing Tree Removed <i>(DBH measured 4'-6" above ground)</i>	Number of Replacement Trees (3" DBH Caliper)
Between 10 & 12 inches	3
Between 12 & 18 inches	4
Between 18 & 24 inches	5
Between 24 & 30 inches	7
Between 30 & 36 inches	10
36 inches or greater	The equivalent of 3" caliper trees or greater needed to equal the DBH of the removed tree

Approximate Tree Removal Start Date: _____
 Total Number of Trees to be removed: _____ Tree Removal Permit Required? YES NO
 Total Number of Replacement Trees Required: _____
 Total Number of Proposed Trees: _____ 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, balled 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.

(8) Maintenance of sites under construction; securing the construction site.
[Added 12-12-2013 by Ord. No. 18-15]

(a) It shall be the responsibility of the contractor working at any construction site or the owner of a construction site or the agent/operator of either to secure the construction site with a barrier of sufficient loading capacity to prevent and/or limit access to the subject site. The barrier shall be a minimum of six feet tall and installed around the entire perimeter of the construction site, or in another perimeter and/or location as the Construction Official or Code Official, in the reasonable exercise of his discretion, may determine is necessary so as to protect the health and safety of the public. The perimeter barrier shall be installed prior to the commencement of work as defined and remain installed on the construction site until a certificate of occupancy is issued or until the Construction Official or Code Official determines the construction site no longer requires the barrier.

(b) In addition, the Construction Official or Code Official shall have the authority to require that the barrier described herein be installed by the contractor or owner or agent of such lesser portion of a given construction site than the entire perimeter, as he shall determine based upon the extent of the demolition, excavation and/or construction.

(c) The installation and acceptance of the required barrier by the Borough Construction Official or Code Official shall be considered a "prior approval," and failure to fully comply will constitute a valid reason for the issuance of a stop-work order under the New Jersey Uniform Construction Code administered by the Borough Construction Official.

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

