



# Township of Verona Zoning Permit Application For Residential Properties

Zoning Department  
880 Bloomfield Ave  
Verona, New Jersey 07044  
Phone (973) 857-4772  
Fax (973) 817-5134

**APPLICATION#24-\_\_\_\_\_**

Zoning Permits are required for fences, decks, sheds, driveways (new, expanded) sidewalks, patios, porticos, porches (open, closed) pools (in-ground, above-ground), hot tub/spa, standby emergency generators, ac condensers, detached garages, building additions, new homes. Applications, plans, drawings, any and all documents once submitted for review become the property of the Township of Verona.

**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)**

Name \_\_\_\_\_

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Information: Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Project (Check all that apply)**

- Addition(s) \_\_\_\_\_ Sq. Ft.  Deck(s) \_\_\_\_\_ Sq. Ft.  Fence \_\_\_\_\_ (height)
- In-ground Pool \_\_\_\_\_ Sq. Ft.  Above-ground Pool \_\_\_\_\_ Sq. Ft.  Patio \_\_\_\_\_ Sq. Ft
- Driveway \_\_\_\_\_ Sq. Ft.  Shed(s) \_\_\_\_\_ Sq. Ft. & \_\_\_\_\_ (height)
- Detached Garage \_\_\_\_\_ Sq. Ft & \_\_\_\_\_ (height)
- Generator  Central AC Condenser/HVAC
- Project requires tree removal  Other (provide description) \_\_\_\_\_

For all zoning requests please provide all documents in accordance with the Instruction/Checklist.

Projects that 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.

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

If Zoning is found to be acceptable, but Engineering approval is required, you cannot begin any portion of the project nor apply for any Building permits until the Engineering Approval is obtained.

**ZONING FEE(s):** CASH \_\_\_\_\_ CHECK # \_\_\_\_\_

**AMOUNT \$** \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT SIGNATURE** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**DATE**

**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
<b>RESIDENTIAL</b>	
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 ( <i>Usually heard by Bd of Adjustment or Planning Bd</i> )	\$ 50.00
Sub-Division < 5 Acres ( <i>Usually heard by Bd of Adjustment or Planning Bd</i> )	\$ 50.00
Pool	\$ 50.00
Patio	\$ 50.00
Anything Not Covered Above	\$ 50.00
<b>NON RESIDENTIAL</b>	
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 ( <i>Usually heard by Bd of Adjustment or Planning Bd</i> )	\$ 75.00
Sub-Division < 5 Acres ( <i>Usually heard by Bd of Adjustment or Planning Bd</i> )	\$ 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.



ATTEST:

*Jennifer Kiernan*

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



## INSTRUCTIONS/CHECKLIST FOR

### RESIDENTIAL ZONING PERMIT APPLICATIONS

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

This document is intended for your use in completing the attached Zoning Permit Application for Verona Township. The Zoning Permit application is used to determine, **PRIOR to the issuance of a use permit or the application for a Building permit**, whether a request for the use of a piece of land meets with the Township Land Development Ordinance. The Application for Zoning Permit form is to be completed by the requesting individual and submitted to the Township Zoning Department for review and determination as to whether the request is permitted by ordinance. If the use is permitted, the applicant then submits to the Building Department with a copy of the approved Zoning Permit and accompanying documentation along with the application for a Building review.

Please note that no Zoning Permit shall be required where the proposed construction, reconstruction, conversion, installation or use requires or has approval from the Planning Board or Zoning Board of Adjustment. In that case, the Board's resolution then takes the place of the Zoning Permit.

The Township of Verona is divided into different types of zones, differentiated according to use, area and bulk regulations. The [Zoning map \(§150-2\)](#) is attached and also available online. Once you verify your zoning district, please reference the Verona Township Zoning Code (§150, et seq.) for specific information regarding the district your property falls within. The code is available on the Verona Township website at <https://www.veronanj.org/Zoning>, bottom right of the main page or by utilizing this QR code:



Please allow ten (10) business days for zoning review per N.J.S.A. 40:55D-18. If you have any questions with regard to the completion of the application for a Zoning Permit, please call the Zoning Office at 973-857-4773 or 973-857-4772.

**GENERAL INFORMATION:** When a Zoning Permit is Necessary (including below but not limited to)

**Chapter § 150 of the Verona Township Code – Please check the code and corresponding chapter for specific requirements.**

- No person/agent shall commence the following including but not limited to construction, reconstruction, alteration, conversion or installation of a fence, a wall four feet or greater in height (measured from the bottom of the footings), a structure, a pool, a sign (permanent or temporary) or a building without first obtaining a zoning permit.
- No person/agent shall commence a use nor change an existing use of property without first obtaining a zoning permit.
- A person/agent desiring to obtain an official acknowledgement that an existing building, lot or use meets the requirements of the current Township Zoning Ordinance shall do so by obtaining a Zoning Permit.

- **Prior** to the issuance of a building permit, a Zoning Permit, indicating whether the request meets with the provisions of this chapter, shall be issued.
- No construction can begin nor Building permit applications be submitted until the Zoning Approval is obtained.
- **If Zoning is found to be acceptable, but Engineering approval is required, you cannot begin any portion of the project nor apply for any Building permits until the Engineering Approval is obtained.**

**All required documents/plans need to be submitted in collated packets. All plans must be folded and not in rolls.**

### **DECKS §150-7.21**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed. – (4) four forms - One (1) original completed & signed form & three (3) copies. On the copies of the survey draw **to scale** the proposed location of the deck, inclusive of height, dimensions and setbacks (side and rear).
- Impervious Lot Coverage Calculations worksheet (4) four copies
- Deck Plans – four (4) sets of drawings prepared by an Architect, or in the case of a single-family or two-family dwelling the homeowner may prepare their own drawing(s) provided that the dwelling is owner occupied – provide four (4) sets of owner-signed and dated drawings with address indicated.
  - proposed height of the deck, pursuant to the definition in the zoning ordinance
  - portions of any existing deck that are to remain, if applicable.

### **DRIVEWAYS §150-12.3 (Not Involving building additions):**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed. – (4) four forms - One (1) original completed & signed form & three (3) copies. On the copies of the survey draw **to scale** the proposed location of the driveway inclusive of all dimensions/set-backs.
- Impervious Lot Coverage Calculations worksheet (4) four copies

### **FENCES §150-7.3**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) photocopies. The use of a to-scale photocopy of a current survey is permissible for **fences only**.
  - On the surveys, please draw and highlight where the proposed fence is to be located, the height and type of material notating all set-backs to scale of the survey
- Site plan: The use of a to-scale photocopy is permissible. Draw and highlight where the proposed fence is to be located, the height and type of material notating all set-backs to scale.

### **GENERATORS §150-7.13(B) & HVAC UNITS §150-7.13**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) photocopies.

- On the surveys, please draw to scale the proposed location of the generator/HVAC. If the unit is sitting on a concrete pad, the dimensions of the pad (to scale) and setbacks must also be included.
- Impervious Lot Coverage Calculations worksheet - (4) four copies
- 
- Site plan: The use of a to-scale photocopy is permissible. The proposed generator/HVAC location should be on the plan inclusive of the height and all set-backs. If the unit is sitting on a concrete pad then the dimensions and setback must also be included. - (4) four sets

**NEW HOME CONSTRUCTION & ADDITIONS §150 - Varies Dependent on Zone (See List Below)**

- § 150-17.1R-100 (Very-Low-Density Single-Family) Zone District.
- § 150-17.2R-70 (Low-Density Single-Family) Zone District.
- § 150-17.3R-60 (Medium-Density Single-Family) Zone District.
- § 150-17.4R-50B (Medium/High-Density Single-Family) Zone District.
- § 150-17.5R-50 (High-Density Single-Family) Zone District.
- § 150-17.6R-40 (Very-High-Density Single-Family) Zone District.
- § 150-17.7A-1 (Multifamily Low-Rise) Zone District.
- § 150-17.8A-1R (Multifamily Low-Rise Redevelopment) Zone District.
- § 150-17.9A-2 (Multifamily High-Rise) Zone District.
- § 150-17.10A-3 (Residential Townhouse) Zone District.
- § 150-17.11C-2 (Professional Office and Business) Zone District.
- § 150-17.12R-CMO (Residential Conditional Mixed Office) Zone District.
- § 150-17.13MR (Mixed Retail) Zone District.
- § 150-17.14ATC MU (Town Center-Mixed Use) Zone.
- § 150-17.15ETC (Extended Town Center) Zone District.
- § 150-17.16RR (Regional Retail) Zone District.
- § 150-17.17P (Public) Zone District.
- § 150-17.18SP (Semipublic) Zone District.
- § 150-17.19T (Transportation) Zone District.
- § 150-17.20TC-R (Town Center Redevelopment) Zone District.
- § 150-17.21ETC-R (Extended Town Center Redevelopment) Zone District.

- Residential Zoning Permit application form – Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) copies. On the surveys **draw to scale** the proposed location of the addition inclusive of height.
- Impervious Lot Coverage Calculations worksheet - (4) four copies
- Site plan (4) four sets indicating:
  - location(s) of proposal
  - all property offsets of the proposal
  - dimensions of all sides of the proposed addition(s) and structures.
- Building plans (4) four sets indicating
  - proposed height of the structure, pursuant to the definition in the zoning ordinance
  - portions of the structure that are to remain, if any.

**PATIOS §150-5.3 (C6)** (Not Involving building additions):

- Residential Zoning Permit application form – Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) copies. On the surveys **draw to scale** the proposed location of the patio inclusive of all dimensions
- Impervious Lot Coverage Calculations worksheet - (4) four copies

**SHEDS §150-7.20**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) copies. On the surveys **draw to scale** the proposed location of the shed inclusive of height.
- Impervious Lot Coverage Calculations worksheet - (4) four copies
- Site plan – if using a site plan - (4) four sets indicating:
  - location(s) of proposal
  - all property offsets of the proposal
  - dimensions of all sides of the proposed structure

**NOTE:** All sheds 200 square feet or over **require a building permit** once a Zoning permit is approved.

**SWIMMING POOLS § 150-7.5 (Above or In-ground – 24 inches or higher)**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) copies. On the surveys **draw to scale** the proposed location of the pool
- Impervious Lot Coverage Calculations worksheet - (4) four copies
- Site plan – if using a site plan - (4) four sets indicating:
  - location(s) of proposal
  - all property offsets of the proposal
  - dimensions of all sides of the proposed pool

**NOTE:** All pools 24 inches or higher **require a Building permit** once a Zoning permit is approved.

**WALLS § 150-7.12 FOUR (4) FEET HIGH OR GREATER (MEASURED FROM BOTTOM OF FOOTINGS)**

**N.J. STATE UNIFORM CONSTRUCTION CODE 5:23-2.14(G)**

- Residential Zoning Permit application form – (4) four forms - One (1) original completed & signed form & three (3) copies
- Property Survey - Current property condition, signed & sealed survey. One (1) original with the raised seal and three (3) copies. On the surveys **draw to scale** the proposed location of the wall, type of material and height from the bottom of the footings.
- Site plan – if using a site plan - (4) four sets indicating:
  - location(s) of proposal

- all property offsets of the proposal
  - dimensions of all sides of the proposed wall - type of material and height from the footings.
- Impervious Lot Coverage Calculations worksheet - (4) four copies

### **ENGINEERING REVIEW**

Projects, included but not limited to, requiring 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.

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

**Please note that a \$750.00 Escrow fee with accompanying W-9 is required for all Engineering reviews.**

**If Zoning is found to be acceptable, but Engineering approval is required, you cannot begin any portion of the project nor apply for any Building permits until the Engineering Approval is obtained.**

**Allow ten (10) business days for review per N.J.S.A. 40:55D-18. If you have any questions with regard to the completion of the application for a Zoning Permit, please call the Zoning Officer at 973-857-4772. The zoning code (Chapter 150, et seq.) is online at [www.veronanj.org](http://www.veronanj.org)**

*Revised 2024-07-01*

## TOWNSHIP OF VERONA ZONING ORDINANCES MOST COMMONLY USED

- Pools (above or in ground) pools must be 10 feet to side and rear property line and no closer to a structure than 10 feet. Pool filters and equipment must be at least 5 feet from the property line. All pools 24 inches or higher **require a Building permit** once a Zoning permit is approved.
- Patios may be located in any side or rear yard, provided that they are not closer than 5 feet to any property line.
- Detached Garages and or Sheds (Accessory Structures) Accessory structures such as these must be at least 8 feet to a side lot line and at least 10 feet to a rear property line. These structures cannot exceed 15 feet in height or 1½ stories. All sheds greater than 200 square feet **require a building permit** once a Zoning permit is approved
- No mechanical equipment shall be located within a required minimum yard setback requirement and shall not exceed 5 feet from the structure they serve. No generator shall be permitted within a side yard.
- Fences: Cannot exceed 6 feet in height past the front of the dwelling towards the street. Fences forward of the front of the dwelling can be no higher than 3 feet and must stop 10 feet from the property line. The “good “or “finished” side of the fence, including the fence posts must be located no closer than 6 inches to the property line and must face outwards. The property owner and/or contractor shall be responsible to ensure that requirement is met. The township is not responsible for any and all discrepancies in regards to accuracy of the property survey and declaration of land ownership or boundary disputes between property owners.
- All sidewalk cafés and outdoor restaurant dining must have zoning approval and or Planning Board approval prior to operation of these specific uses.
- All signs whether permanent or temporary require zoning approval.
- Decks, if an existing building fails to comply with zoning setback requirements, uncovered decks may be added, provided that all of the following conditions are met:
  1. That the deck does not exceed 20% of the building footprint.
  2. That no portion of the deck shall be elevated more than four feet above grade, excluding handrails and guardrails.
  3. That the deck does not extend into the side yard beyond the line of the existing dwelling unless the deck meets the side yard setback requirements of this chapter.
  4. That the deck shall be no less than five feet from the side lot line and no less than 20 feet from the rear lot line.
- Unenclosed balconies, porches and steps may have a roof over same within the yard areas not to exceed the sized as follows: Front yard (5 feet projection, 35 sq.ft. total area); Side yard (3 feet, 15 sq.ft. total area); Rear yard (5 feet, 30 sq.ft. total area).





# IMPERVIOUS LOT COVERAGE CALCULATION WORKSHEET

These calculations are to demonstrate compliance with Township Impervious Lot Coverage Requirements pursuant to **Chapter §150-5.4 Article XVII** of the Verona Township Zoning Code. To assist you in determining whether you comply, the attached worksheet was prepared to guide you through the process. Please complete, or have your professional plan preparer complete, this worksheet so that we can determine compliance. Alternatively, the information may be included on the plan submittal, provided that the format of the information is consistent with the below. Please note that residential zoning permit applications submitted to the Zoning Department without the Impervious Lot Coverage information will be rejected, so please make sure that your submission includes the required information.

**Please allow ten (10) business days for zoning review per N.J.S.A. 40:55D-18. If you have any questions with regard to the completion of the application for a Zoning Permit, please call the Zoning Office at 973-857-4773 or 973-857-4772.**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Description of Proposed Work:** \_\_\_\_\_

**All calculations shall be based upon proposed post-construction conditions.**

A. Property Size in Square Feet \_\_\_\_\_

B. Permitted Maximum Impervious Lot Coverage = (A) x (\*)

(**Square Feet from A**) multiplied by (\*The maximum percentage of Lot coverage as noted in the Schedule of Zone District Regulations §150-17.1 through 17.21)

\_\_\_\_\_

C. Principal Building footprint (sq. ft.) \_\_\_\_\_

D. Accessory structure(s) (sheds, freestanding garage) footprint (sq. ft.) \_\_\_\_\_

E. All areas (i.e. concrete walkways, patios, driveways etc. – all covered surfaces with the exception of grass) (sq. ft.) \_\_\_\_\_

F. Swimming Pool Surface Area \_\_\_\_\_

G. **Total Impervious Lot Coverage Area** (Add Items C through F) \_\_\_\_\_

**Note:** The square footage calculation in **G** must be **less than or equal to** the square footage calculation in **B** or a Bulk Variance Application before the Board of Adjustment will be required.

\_\_\_\_\_  
**Applicant Signature**

\*Raised seal shall be affixed if calculations were prepared by a licensed Architect and/or Engineer:

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**[SEAL]\***

\_\_\_\_\_  
**Date**