

**TOWNSHIP OF ROXBURY
POST CONSTRUCTION ZONING PERMIT
APPLICATION CHECKLIST**

Before any permits can be issued, an approved Zoning Permit is required from the Zoning Officer. The following information is required as part of the Zoning Permit process.

FOR:	PROVIDE:	Yes	No
New home construction, additions, covered deck, accessory structure (shed, detached garage, hot tub, gazebos,) above and in-ground swimming pools	1. A survey to scale showing existing conditions with proposed conditions drawn to scale on the survey and showing dimensions and distance from construction to property lines. 2. Elevation drawings and dimensions. 3. Worksheet with information on impervious coverage and building coverage. (see attached form also available on line). 4. \$230.00 for Residential/\$260 Non-Residential / Shed \$130.00 5. \$230.00 per unit for Multi-Family Use <i>OTHER DEPARTMENT APPROVAL MAY BE REQUIRED</i>	<input type="checkbox"/>	<input type="checkbox"/>
Finished basements	1. Floor plan of home and finished basement showing rooms and entry 2. \$230.00 Fee Post Construction	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Patios, Sidewalks and Driveway replacement or expansion (no permit needed for driveway coating & sealing)	1. Copy of survey to scale showing existing conditions with proposed conditions drawn to scale on the survey and showing dimensions and distance from construction to the property lines. 2. Worksheet with information regarding impervious coverage and building coverage (see attached form also available on line). 3. \$230.00 Residential Zoning Permit Fee / Commercial \$260.00 <i>OTHER DEPARTMENT APPROVAL MAY BE REQUIRED</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Uncovered deck	1. Copy of survey to scale with proposed deck drawn to scale on the survey showing dimensions and distances from the deck to the property lines. 2. \$230.00 Zoning Permit Fee / Commercial \$260.00	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Fence	1. Copy of survey to scale with proposed fence drawn on the survey indicating the height of the fence (4' limit in front yard, 6' in rear, finished side must face neighbors) 2. \$130.00 Residential Zoning Permit Fee / Commercial \$160.00	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Retaining Walls	1. Copy of survey of property to scale showing location of wall(s) 2. Elevation plan of wall showing height 3. Any wall over 4' requires drawing signed and sealed by an engineer 4. \$130.00 Residential Zoning Permit Fee / Commercial \$160.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Change of Use Change of Tenancy Change of Ownership \$160.00 Non-Residential	1. Zoning Permit application indicating current use/tenancy and proposed use/tenancy 2. Floor plan of space showing walls, rooms, seating, etc. 3. Survey or site plan showing parking and dumpsters 4. Letter (dated and signed) describing type of business, hours of operation, number of employees, etc. <i>CONTINUING CERTIFICATE OF APPROVAL REQUIRED BY THE BUILDING DEPARTMENT</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Free Standing Sign \$160.00 Non-Residential \$130.00 Residential	1. Rendering to scale of proposed sign showing all dimensions and method of illumination. 2. Elevation drawing of wall of building where sign is to be placed showing all dimensions (height and width of space in question).	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Wall-mounted Sign \$160.00 Non-Residential \$130.00 Residential	1. Rendering to scale of proposed sign showing all dimensions and method of illumination. 2. Elevation drawing of wall of building where sign is to be placed showing all dimensions.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Solar Panels	1. Zoning Permit 2. Elevation drawing (including racking system diagram) 3. Roof plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Signature of Applicant
Rev. 10/08/21

Date

Received by

Date

TOWNSHIP OF ROXBURY

POST CONSTRUCTION ZONING PERMIT APPLICATION

Date: _____ Block: _____ Lot: _____ Zone: _____

Physical Location / Street Address: _____

Sewer _____ Septic _____ Public Water _____ Well _____ Historic District: yes _____ no _____

A) Applicant's Name: _____ Address: _____ City/State/zip: _____ Phone Number: _____ Email: _____	B) Owner's Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____
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Please send permit approval/denial via email _____ regular mail or _____ fax _____ # _____

C) Describe in detail the purpose for which Zoning Permit is requested (change in use / tenancy, addition, shed, pool and any new construction): (See attached checklist)

D) Has the above-referenced property been subjected to any prior application to the Zoning or Planning Boards to the applicant's knowledge (If so which Board, when and attach Resolution):

E) Attach two current survey maps or plot plans to scale showing size of property, lot dimensions and dimensions of all existing and proposed improvements. Label distances to all property lines and streets. All new construction; attach two elevation plans to scale showing number of stories; and below grade construction. Change in use/tenancy; attach a floor / seating plan and parking plan showing seating, parking stalls & dumpster location.

F) Percentage of Building Coverage: _____ % **Percentage Lot Coverage:** _____ %
 Note: Building and Lot Coverage form must be filled in as required on checklist for new home construction, additions, covered decks, accessory structures (hot tubs, sheds, detached garages, gazebos, patios sidewalks and driveways. Attached is a form for your assistance in calculating lot coverage. Include attached completed calculation form with submission of application.

G) I certify that the answers to the above-referenced questions and any statements made on the survey map, plot plan and seating and parking plans are true and complete to the best of my knowledge. I understand that this permit does not exempt bearer of responsibility to secure a Certificate of Occupancy, Building Permit, Board of Health approvals, or other permits as required by municipal, county, state or federal agencies.

Signature of applicant	Date	Signature of owner	Date
Application Permit Fee: Residential: \$ 130.00 _____ \$230.00 _____ Commercial: \$ 160.00 _____ \$260.00 _____			
Multi-Family \$230.00 per unit _____			
Date paid: _____		Check #: _____	
Collected By: _____		CJ: _____	
		No CJ: _____	

Approved: _____ Denied: _____ Notes: _____

Section(s): _____

Zoning Permit Approved: _____
Zoning Officer Date

Roxbury Permit Processing Transmittal Form

This form is to be used with all building permit applications and indicates which departments will be required to review the project and issue permits. Complete, initial and date where indicated.

Property Owner: Street Address: Block/Lot:

Mailing Address: Email Address: Phone:

Contact (if not Owner): Email Address: Phone:

Zoning & Planning Department

Applicability:

Date Received: Received by:

Is property within Historic district? Yes No
[If 'No,' indicate "N/A" and initial and date Historic Advisory Committee Review Results line in Building & Construction Department section]

Zoning Permit not required [Initial and date if Zoning not applicable]:

Project Review: [If Zoning Permit not required, skip this section]

Date Reviewed: Permit Issued by: Permit Denied by:

Engineering Department

Applicability:

Date Received: Received by:

Project requires [Initial next to appropriate selection(s)]:

Soil Moving Permit Right-of-Way Permit No Engineering Department Approvals

Does property have: Private Well? Yes No Septic System? Yes No
Does project include non-residential kitchen? Yes No
[If ALL 'No,' initial and date first line of Health Department section]

Project Review: [If Engineering Department not required, skip this section]

Date Reviewed: Right-of-Way Permit Issued by: Permit Denied by:

Date Reviewed: Soil Moving Permit Issued by: Permit Denied by:

Health Department

Applicability:

Health Department review not required:

Project Review: [If Health Department not required, skip this section]

Date Reviewed: Permit Issued by: Permit Denied by:

Building & Construction Department

Date Received: Received by:

Historic Society Review Results:

Date Reviewed: Permit Issued by: Permit Denied by:

ROXBURY ORDINANCE REQUIRES ALL ZONING PERMITS TO INCLUDE THE PERCENTAGE OF BUILDING AND LOT COVERAGE FOR THE PROPERTY.

THIS WORKSHEET WILL ASSIST YOU IN CALCULATING THOSE PERCENTAGES.

Step 1: Determine total square footage of property.

Identify lot measurements on your survey. If total square footage is not calculated, identify either:

$$\begin{array}{l} \text{Total Acreage } \underline{\hspace{2cm}} \\ \text{multiply by } \times \underline{43,560} \\ \hline = \end{array} \quad \text{or} \quad \begin{array}{l} \text{Length } \underline{\hspace{2cm}} \\ \text{Width } \times \underline{\hspace{2cm}} \\ \hline = \end{array} \quad \underline{\hspace{2cm}} \quad \text{Total Square Feet}$$

Step 2: Determine building coverage %.

A: Combine total existing and proposed square footage of "covered" structures.

	Existing +	Proposed +	Total
House	1		
Shed			
Garage			
Covered Deck			
Covered Porch			
Sunroom			
Other			
TOTAL			

B: Divide by Total Square Footage. **C: Multiply by 100.**
 divided by $\underline{\hspace{2cm}}$ = $\underline{\hspace{2cm}}$ x 100 = $\underline{\hspace{2cm}}$ %
 (from step 1) **Building Coverage**

Step 3: Determine lot coverage % (also known as Impervious Cover).

A: Combine total existing and proposed square footage of impervious areas.

	Existing +	Proposed +	Total
House			
Shed			
Garage			
Covered Deck			
Covered Porch			
Sunroom			
Walkway			
Sidewalk			
Patio			
Driveway			
Other			
**Pool Patio			
Other			
TOTAL			

B: Divide by Total Square Footage. **C: Multiply by 100.**
 divided by $\underline{\hspace{2cm}}$ = $\underline{\hspace{2cm}}$ x 100 = $\underline{\hspace{2cm}}$ %
 (from step 1) **Lot or Impervious Coverage**

**The pool itself does not count to coverage.