

## ***CHANGE OF USE/EXEMPTION OF SITE PLAN APPLICATION INSTRUCTIONS***

A Change of Use/Exemption of Site Plan application and appearance before the Site Plan Subcommittee of the Planning Board is required for:

- *Home Occupations*
- *Change from one type of use to another; i.e., residential to office, office to retail, etc.*
- *Exterior renovations in the Historic District*

Please submit:

- Change of Use form with original signatures of owner and applicant (if different) and eight (8) copies
- 9 copies of survey/photos/narrative or any other supporting documents
- Fifty dollar (\$50.00) application fee (cash or check payable to Barnegat Township)

### **THEN WHAT?**

Your application will be issued a docket number and scheduled for the next available Site Plan Subcommittee meeting. The meetings are held at 6:30 p.m. on the fourth Tuesday of the month, prior to the regular Planning Board meeting. The meeting is limited to one hour, so these applications are scheduled on a first come first serve basis.

### **WHAT HAPPENS THERE?**

You will be asked to present an overview of your application, and then the Board members will make comments or ask questions. When making your presentation on a change of use or home occupation, it is helpful to include information on proposed hours of operation, number of employees, traffic expected (delivery and/or customer), parking, etc.

### **DO I NEED ANYTHING ELSE?**

The Board Secretary will generate a letter of approval or denial detailing reasons and/or conditions. All approvals are subject to compliance with zoning and IBC/NJ regulations. If you require any zoning and/or building permits, you will need a copy of the Planning Board approval for the permit package.

Cynthia Rahn  
Planning/Zoning Administrator  
03/22/04

TOWNSHIP OF BARNEGAT  
900 WEST BAY AVENUE  
BARNEGAT, NEW JERSEY 08005-1298  
(609) 698-0080 EXT. 155

## CHANGE OF USE APPLICATION

### WAIVER OR EXEMPTION OF SITE PLAN

TO BE COMPLETED BY TOWNSHIP STAFF ONLY

Date Filed \_\_\_\_\_ Docket No. \_\_\_\_\_

Application Fees \_\_\_\_\_ Escrow Deposit \_\_\_\_\_

REQUEST FOR: WAIVER OF SITE PLAN \_\_\_\_\_ EXEMPTION OF SITE PLAN \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT

#### 1. APPLICANT:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Local: \_\_\_\_\_

Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_

#### 2. SUBJECT PROPERTY:

Location: \_\_\_\_\_

Tax Map: Block(s) \_\_\_\_\_ Lot (s) \_\_\_\_\_

Zoning District \_\_\_\_\_

#### 3. OWNERSHIP:

If Owner(s) is other than the applicant, provide the following information on the Owner(s) SEE ALSO ITEM #9:

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_ Local: \_\_\_\_\_

Relationship of the applicant to the property in question:

Owner: \_\_\_\_\_ Lessee \_\_\_\_\_ Purchaser Under Contract \_\_\_\_\_ Other \_\_\_\_\_



4. PURPOSE OF APPLICATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Present use of the premises: \_\_\_\_\_  
\_\_\_\_\_

**ENCLOSURES:** Plot Plan or Survey map of existing and proposed structures/use; parking spaces, ingress, egress, signs, additions, etc.

## 5. CERTIFICATION:

I certify that the foregoing statements and the materials submitted are true.

\_\_\_\_\_  
DATE\_\_\_\_\_  
SIGNATURE OF APPLICANT

## 6. AUTHORIZATION BY OWNER: (If anyone other than above owner is making this application, the following authorization must be executed.)

To the approving Board or Subcommittee of the Township of Barnegat:

\_\_\_\_\_ is hereby  
(name of designee)  
authorized to make the within application.

\_\_\_\_\_  
DATE\_\_\_\_\_  
SIGNATURE OF OWNERGENERAL INFORMATION

The Site Plan Subcommittee was established in early 1995 by ordinances amending the Land Use Code of the Township of Barnegat (Chapters 55A & 55B, Sections 101 & 176) to facilitate the change of commercial use or occupancy where no extensive construction or improvements are proposed. It is made up of three members of the Planning Board appointed by the Board's Chair and, the Community Development Director as an "ad hoc" member. When reviewing applications in the Historic District, the Chair of the Historic Preservation Commission is also an "ad hoc" member of this body.

The review procedure is conducted in a casual meeting with the applicant. It is not a public hearing. The subcommittee makes the determination of what applications require site plan review and approval. However, it may recommend to the full board that they vote to waive the requirement for site plan. Under specific criteria listed in the ordinance, the subcommittee may exempt this requirement entirely.

SEE INSTRUCTIONS SPECIFIC TO SITE PLAN WAIVER ACTION BY PLANNING BOARD

- (1) Home occupation, as defined in this chapter, shall be reviewed for approval by the Site Plan Review Subcommittee, who shall apply the following criteria:
  - (a) The use shall be conducted for commercial gain incidental and subordinate to its use for residential purposes, and carried out within a principal dwelling or accessory building by members of the family residing therein.
  - (b) Only one (1) outside employee or assistant who is not a member of the household shall be engaged in the occupation.
  - (c) No such use shall alter the residential character of the lot and building in which it is located; no occupational sounds shall be audible outside the building; and no equipment shall be used which will cause interference with radio or television reception in neighboring residences. No materials or products shall be stored outside the dwelling unit or accessory building.
  - (d) No more than forty percent (40%) of the total building area shall be used for a home occupation.
  - (e) The home occupation shall not reduce the parking or yard requirements of the dwelling. There may be parked on the premises not more than one (1) vehicle owned and operated in conjunction with the home occupation, provided that the vehicle must comply with all Township regulations regarding parking of commercial vehicles. No other vehicle(s) owned or operated in conjunction with the home occupation shall be parked overnight, stored or repaired, either on- or off-premises, within a residential zone, and no such

vehicle(s) shall be parked overnight or stored on a street.

- (f) Signs for a home occupation shall be permitted pursuant to the provisions of § 55-155 of this Code.
- (2) Home professional offices, in a dwelling for use by a member of a recognized profession as defined in this chapter, shall be considered a home occupation for the purpose of this chapter, and subject to the same review criteria and approval process listed in this chapter for a home occupation.

#### 55-6. DESIGNATION OF ZONING DISTRICTS.

- A. *Districts East of Parkway.* [Amended 11-7-88 by Ord. No. 88-36; 4-3-89 by Ord. No. 1989-9; 2-2-98 by Ord. No. 1998-1 § 2] For the purpose of this chapter, the Township of Barnegat east of the Parkway is hereby divided into the following zoning districts:

PW	Preserved Waterfront Zone
R-40	Residential Zone
R-20	Residential Zone
R-15	Residential Zone
R-10	Residential Zone
R-7.5	Residential Zone
RC-7.5	Residential Cluster Zone
R-6	Residential Zone
R-MF	Residential Multifamily
C-M	Marine Commercial
C-N	Neighborhood Commercial
C-PHD	Commercial Planned Highway Development
C-V	Village Commercial Zone