

ZONING DEPARTMENT

RESIDENTIAL APPLICATION INSTRUCTIONS

**Township of Parsippany-Troy Hills
1001 Parsippany Boulevard
Parsippany, NJ 07054
973-263-4373**

1. Fill out all information in pencil.
2. Fill in every space provided or write not applicable "N/A".
3. Do not fill in any information in the shaded boxes. The Zoning Department will calculate all information in boxes.
4. Submit an original survey of your property. This survey should show all existing improvements, including existing house, deck, pool, shed, patio, driveway and sidewalks.
5. On a copy of the original survey draw the location and dimensions of the proposed improvement(s). Draw the proposed improvement(s) to scale. Do not shrink or enlarge the original survey since this distorts the scale.
6. Write a detailed description of the proposed improvement(s). Indicate location (1st story, 2nd story, rear yard, side yard, etc.), dimensions (length by width by height) and intended use (deck with stairs, in-ground pool with patio).
7. Submit the original survey, the copy of the survey with the improvements drawn to scale, two (2) copies of the plans, and the completed worksheet to the Zoning Department. A Zoning Permit is a prior approval required before submission to the Building Department.
8. The permit fee is payable at time of permit pick up.

Please be advised that an inaccurate or fraudulent submittal of information pursuant to this application may result in the revocation of associated permits and/or legal action.

**ZONING DEPARTMENT
RESIDENTIAL APPLICATION**

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Applicant: please fill in every space. The Zoning Department will provide all items in boxes. Multiply width times length to calculate square feet.

Address: _____

Block: _____ Lot: _____

Zone: _____

Applicant Name: _____

Applicant Address: _____

Applicant Daytime Telephone Number: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Daytime Telephone Number: _____

Signature: _____ Date: _____

**Describe in detail the proposed use.
Include length, width and height for all proposed improvements.**

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Total Sq. Ft. Proposed Improvements _____ sq. ft. (A)

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Property Size: _____ sq. ft./acreage

Existing House Measurements as listed on survey (if the house is not a square or rectangle, calculate each section of the building separately.)

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Total Square Feet – Existing House _____ sq. ft.

Existing Detached Garage

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Existing Shed/Accessory Structures

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Total Square Feet of Existing House, Garage and Shed _____ sq. ft. (B)

Total Sq. Ft. of A & B _____ ÷ Total Lot Area = _____ % Lot Coverage

Column 10 – Maximum percent lot coverage by Building = _____ %

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Existing Open Deck with Existing Deck Stairs

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Total sq. ft. of Existing Deck and Stairs _____ sq. ft. (C)

Total sq. ft. of A (proposed), B (building) and C (open deck) = _____ sq. ft.

Divided by Total Lot Area _____ = _____ % Coverage

Existing Front and/or Rear Steps

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Existing Driveway

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Existing Walks

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Existing Patio

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Existing Pool

Width: _____ ft. _____ in. X Length: _____ ft. _____ in. = _____ sq. ft.

Total sq. ft. of Existing Steps, Driveway, Walks, Patio, & Pool: _____ sq. ft. (D)

Add A, B, C and D to obtain Total Lot Coverage: _____ sq. ft.

Total Lot Coverage sq. ft. ÷ Total Lot Area = _____ % Lot Coverage

Column 13 – Maximum percent lot coverage by building(s) & pavement = _____ %