

Instructions for Zoning Review for New or Existing Maplewood Businesses

Instructions

Welcome to the Maplewood Department of Community Development! We hope to make your experience as simple and efficient as possible.

If you are interested in opening a new business in Maplewood, moving an existing business within the Township, making renovations to your business, or changing the use of an existing business, you **must** have your project reviewed by the Maplewood Zoning Officer, pursuant to Maplewood Ordinance 2953-19.

You **must** submit a completed application and schedule a 15-minute appointment with both the Zoning Officer and the Director of the Department of Community Development as part of your Application review. We will help you insure that the Application accurately reflects your stated project. ***No questions related to your project will be answered “over the counter.”***

The fee for the Zoning Review is \$50.00. The Zoning Officer will respond to your application within 10 days of when your Application is complete. The application process requires that you submit the completed form, pay the fee, and schedule an appointment as described above. If we need additional information or supporting materials, we will so advise during your personal appointment. Your failure to do so will result in delayed processing of the Zoning Review.

When the above steps are completed, the Zoning Officer will advise you in writing, within 10 days of your completed Application, whether you may proceed with your business or project as of right under our Township’s Zoning Law, or whether you need permits, additional approvals from the Planning Board, Zoning Board, or the Springfield Avenue Partnership or the Maplewood Village Alliance, the Township’s two Special Improvement Districts (SIDs) before proceeding. If your business is located within either of the SIDS, you will be referred to them to insure your project meets their design guidelines.

Application for Zoning Review for New or Existing Business

Please complete this application fully. Depending on the nature of your inquiry, you may be given additional forms requiring other documentation for the Zoning Review to be completed.

Applicant's Name _____

Applicant's Address _____

Phone (Cell) _____ (Other Phone) _____

Email address _____

Is this a New business _____ or Existing Business _____

Name and Address of Existing Business

Type of Existing Business _____

Name and Address of Proposed Business

Type of Proposed Business

How is your business changing? _____

If your proposed business is a restaurant, is it dine-in or take-out? _____

If you are replacing a new restaurant with an existing restaurant in the same location, was the prior restaurant dine-in or take-out? _____

Are you the property owner? _____ or Business Owner _____

If you are interested in starting a new business in Maplewood, what is the address of where you would like to locate your business?

If you are interested in starting a new business in Maplewood, do you need assistance finding a location for your business?

Have you been in touch with either the Springfield Avenue Partnership or the Maplewood Village Alliance about your business or project?

What information are you looking for (for example, change of use for existing business, renovations for existing business, about sign changes, whether a new business is permitted in a particular zone, parking requirements, etc.)

Please attach any information you believe would help us evaluate your application.

Name _____

Signature_____

Date _____

Best way to contact you _____

For Official Use Only:

Application Received by: _____

Date: _____ Amount Paid: _____ Check No. _____

Appointment Scheduled: (yes or no) _____

Date and Time of Appointment: _____

Block No: _____ Lot No: _____

Redevelopment Zone Area: _____

Refer to: Board of Adjustment _____ Reason(s): _____

Planning Board: _____ Reason(s) _____

Township Committee: Reason(s) _____

Additional Zoning Officer's Notes: _____

Response Sent to Applicant: _____

Referred to Springfield Avenue Partnership _____

Referred to Maplewood Village Alliance _____