

TOWNSHIP
OF
ROBBINSVILLE

HOME
OCCUPATION
PERMIT

Township of Robbinsville

County of Mercer

Office of the Township Clerk
1 Washington Blvd., Suite 6, Robbinsville, New Jersey 08691
Telephone (609) 918-0002
FAX 609-918-1533

Mayor
David L. Fried

Council President
David L. Boyne

Council Vice President
Sonja R. Walter

Township Council
Christine Ciaccio
William Lesniak
Tim McGough

Township Administrator
Mary Caffrey

Municipal Clerk
Michele Auletta

OFFICIAL NOTICE OF NAME CHANGE

Township of Robbinsville

As a result of a majority of the votes cast in the affirmative at the November 6, 2007 General Election, the Township of Washington, County of Mercer, has had a legal name change for the municipality.

The new official name of the municipality is the "**Township of Robbinsville.**"

For the purposes of filing deeds, plats, maps and other legal documents with the State of New Jersey or the Mercer County Clerk, the date that those filings must reflect the new name is **January 1, 2008**. If you have any deeds, plats, maps or other legal documents to file prior to January 1, please use the old name. (You do not need to make any name changes to any documents that have been previously filed with the Mercer County Clerk or the State of New Jersey).

Our address and phone numbers will remain the same. Please update your records accordingly.



Michele Auletta, Municipal Clerk

Administration/Mayor Municipal Clerk 1 Washington Blvd., Suite 6 Robbinsville, NJ 08691 (609) 918-0002	Construction, Planning/Zoning Recreation 1 Washington Blvd., Suite 14 Robbinsville, NJ 08691 (609) 918-0002	Tax Assessor, Tax Collector Finance, Sewer Payments 1201 Washington Blvd. Robbinsville, NJ 08691 (609) 426-0045
Affordable Housing 1117 US Route 130 Robbinsville, NJ 08691 (609) 259-2377	Municipal Court 1117 US Route 130 Robbinsville, NJ 08691 (609) 259-3522	Public Works/Health 56 Robbinsville-Allentown Road Robbinsville, NJ 08691 (609) 259-0422
Senior Center 1117 US Route 130 Robbinsville, NJ 08691 (609) 259-1567	Fire (Non-Emergency) 1149 US Route 130 Robbinsville, NJ 08691 (609) 259-7814	Police (Non-Emergency) 1117 US Route 130 Robbinsville, NJ 08691 (609) 259-3900

BLOCK _____
LOT _____

TOWNSHIP OF ROBBINSVILLE
GENERAL LAND USE APPLICATION

1. Name of Applicant _____
Address: _____

Telephone: _____

I have reviewed this application and accompanying documentation and consent to filing of the same with the Township of Robbinsville Planning Board/Zoning Board.

Applicant's Signature Date

2. Name of Attorney _____
Address: _____

Telephone: _____

3.	<u>Application Type</u>	<u>Application Fee</u>	<u>Escrow Fee</u>
_____	Appeal	\$ _____	\$ _____
_____	Request for Zoning Interpretation	_____	_____
_____	Hardship/Bulk Zoning Variances**	_____	_____
_____	Use Variances**	_____	_____
_____	Conditional Use Permit	_____	_____
_____	Conceptual Review	_____	_____
_____	Minor Subdivision (Total No. of Lots _____)	_____	_____
_____	Preliminary Site Plan (_____ S.F. Improvements)	_____	_____

_____	Preliminary Major Subdivision (Total No. of Lots _____)	_____	_____
_____	Final Site Plan (_____ S.F. Improvements)	_____	_____
_____	Home Occupation Permit	_____	_____
_____	Final Major Subdivision (Total No. of Lots _____)	_____	_____
_____	Waiver of Site Plan Review	_____	_____
_____	Design Waiver**	_____	_____
_____	Resubmittal	_____	_____
	Total Amount Paid	\$ _____	\$ _____

* Check all items applicable and submit appropriate forms for each application type.
 ** Provide detailed explanation of need for deficiency on waiver/variance request form.

4. Is the property served by public sewer system? _____
5. Is the property served by public water system? _____
6. Present use of property _____

7. Provide a brief description of the proposed project or development _____

8. Name of Development: _____
 Address of Property: _____
 Tax Map: Page _____ Block _____ Lot _____
9. Zoning District: _____

10. Name of Property Owner : _____

Address: _____
(Street)

(City) (State) (Zip)

Telephone: _____

I have reviewed the general instructions to applicants, the application and accompanying documentation and consent to filing of the same with the Township of Robbinsville Planning Board/Zoning Board.

Owner's Signature

Date

I do hereby accept the responsibilities as agent for this application.

Agent's Signature

Date

TOWNSHIP USE ONLY BELOW THIS LINE

Application No: _____

Fees Paid: _____

Date Received: _____

Receipt No. _____

Time Received: _____

Referred To: _____
Planning Board/Zoning Board

PLANNING/ZONING BOARDS

Affidavit of Ownership

STATE OF NEW JERSEY, COUNTY OF MERCER, SS.:

_____ of full age, being duly sworn according to law on oath
deposes and says that the deponent resides at _____ in
the Township of _____ in the County of _____ and State
of _____ that _____ is the owner in fee of all
that certain lot, piece or parcel of land situated, lying and being in the Township of Washington, New Jersey,
and known and designated as Block _____, Lot _____.

Sworn and subscribed before me this _____ day of _____ 20_____.

(Notary)

(Owner to sign here)

AUTHORIZATION

(If anyone other than above owner is making this application, the following authorization must be executed.)

To the Planning/Zoning Board:

_____ is hereby authorized to make this application.

Date _____, 20_____.

(Owner to sign here)

TOWNSHIP OF ROBBINSVILLE ENVIRONMENTAL COMMISSION

Mercer County
One Washington Boulevard, Suite #14
Robbinsville, New Jersey 08691
609-918-0002

CONSENT TO ENTRY

The undersigned hereby consents to the entry onto the property known as Lot _____, Block _____ on the Tax Map of the Township of Robbinsville by the members of the Township of Robbinsville Environmental Commission and Township of Robbinsville Planning Board or Zoning Board to perform an inspection of the subject property in connection with the land use application which is submitted herewith for approval by the appropriate Township Land Use Board.

APPLICANT

By _____

Date _____

ARTICLE VI
Exceptions and Modifications
{Amended by Ord. N. 87-9}

§142-62. Accessory uses. [Amended 11-8-2001 by Ord. No. 2001-33; 2-27-2003 by Ord. No. 2003-1]

B. The accessory uses and structures specifically mentioned below are subject to the following additional requirements:

(1) Accessory use regulations; home-based businesses. It is the intent of this subsection to regulate the operation of home-based businesses so that a neighbor, under normal circumstances, will be largely unaware of the adjacent home-based business, and that the same shall operate without interference with neighboring residential uses other than the presence of a permitted sign.

(a) Definition. As used in this Subsection B, the following terms shall have the meanings indicated:

HOME-BASED BUSINESS — Any business which is customarily, in whole or in part, conducted within a residence, or an aspect of a business located at another site, which is consistent with the activities of a business which could otherwise be customarily conducted within or attendant to a residence and which receives its mail at the residential address. It shall not include, however, the operation of a law, medical, chiropractic, or accounting office; or any business which would involve customers or clients coming to the home.

(b) Criteria for home-based businesses applicable to all zone districts:

- [1] The aggregate area devoted to a home-based business shall not exceed 10% of the gross floor area of the home, excluding the garage. Where required, a home-based business shall comply with all provisions of the Americans with Disabilities Act.
- [2] No more than one business may be conducted in any residence or on any residential property.
- [3] A maximum of one person other than related members of the immediate family occupying the residence shall be employed within the residence or on the property. For those home-based businesses where the individuals are not employed within the residence, but who perform employment-related activities which are based out of the residence, there shall be a maximum of one employee for every acre of property with a maximum of five employees on properties over five acres. There shall be sufficient off-street parking, as determined by the Technical Review Committee, available to accommodate the vehicles of all employees. However, at no time should the amount of off-street parking required alter the residential character of the neighborhood.
- [4] No newspaper, periodical, or telephone directory advertising or identifying the location of the business shall be permitted.
- [5] No noise shall be generated from the home-based business which might interfere with the quiet enjoyment of neighboring residential property owners. No noise exceeding the standards of the ordinances of the Township, specifically § 142-44F, shall be permitted.
- [6] No use shall involve construction features or the use of electrical or mechanical equipment that would change the fire rating of any structure on the property.
- [7] No firearms may be used in conjunction with any home-based business, nor shall any home-based business be permitted which involves the repair or reconditioning of firearms.
- [8] Any increase in vehicular traffic or on-street parking caused by a home-based

business, which in the opinion of the Zoning Officer of the Township is inconsistent with the information supplied to the Township regarding the intended conduct of the business and/or creates a nuisance to the neighborhood in which the business is located, may be grounds for the revocation of the home-based business permit and cause application to the Zoning Board of Adjustment for the continued operation of the same.

- [9] A business use which is not otherwise permitted as a principal use in any zone districts of the Township shall not be permitted as a home-based business.

(c) Criteria for home-based business applicable to properties located in the RR/RA Zone District.

- [1] Any uses which are agricultural or agriculturally related and are proposed for property which has been qualified for farmland exemption and otherwise meet the criteria established in Subsection B(1)(c)[2] hereof are permitted.

- [2] Any uses which are not specifically prohibited as set forth in Subsections B(1)(c)[4] and B(1)(b)[9] hereof and which otherwise meet the criteria established in Subsection B(1)(b) hereof are permitted, provided any nonresidential use of the property is conducted in an area buffered by 100 feet from all property lines and within an area which does not exceed 30,000 contiguous square feet of building, outdoor storage and/or impervious or stone paving area improvements which area is defined by a fence or other enclosures including an appropriate landscape screen.

- [3] No advertising of the business may occur on the property other than the installation of an identification sign, not to exceed 144 square inches, which may be freestanding but set back out of any rights-of-way or sight triangles.

- [4] Home-based business uses prohibited in the RR/RA Zone District:

- [a] No retail use except for the sale of agricultural products, at least 50% of which are grown on the subject property or lands actively farmed or cultivated by the operator of the home-based business; or for the sale of goods or items made on the property or offered for sale in conjunction with goods or items made on the property by the operator of the home-based business.
- [b] No automotive or equipment sale, storage or salvage.
- [c] No truck or trailer forwarding or storage.
- [d] No business principally involving the reconstruction, manufacture, storage or assembly of equipment or parts conducted outdoors.
- [e] No business involving the storage of pesticides, herbicides or chemicals for retail sale or use in relation to a business engaged in providing application of such material.
- [f] No business involving any storage of toxic or hazardous materials except when same are stored in conjunction with any agricultural business either conducted on the property or by a resident of the property who operates an agricultural business on the property or elsewhere in the Township.

(d) Criteria for home-based businesses applicable to all residential districts other than the RR/RA Zone District.

- [1] Businesses which are prohibited from operating as a home-based business pursuant to Subsection B(1)(b)[9] or B(1)(c)[4] hereof or for which customers or clients are required to come to the residence to conduct business are prohibited unless such home-based business receives approval from the Zoning Board of Adjustment.

- [2] There shall be sufficient off-street parking to accommodate the vehicles of all employees. The Zoning Officer or appropriate land use board shall determine whether the parking area should be made of stone or paved material depending on the particular circumstances of the business and location of the property.
- [3] No external display or storage of goods, material, or equipment or the conduct of any outdoor activity may be conducted on the premises. No advertising of the business shall be permitted on the property other than the installation of a nonilluminated identification sign, which shall not exceed 144 square inches, and which may be affixed to the house, shall be permitted. No external illumination focused on such sign shall be permitted.
- [4] The home-based business shall generate no air pollution, including noxious odors, or water pollution, electrical, or communications interference. No equipment shall be used in the home-based business which creates noise, vibration, glare, fumes, odors or electrical or communications interference to or with neighboring properties.
- [5] No use shall require external alterations to the dwelling unit or the site upon which it is located other than for the provision of adequate parking.
- [6] Vehicles.
 - [a] No vehicles other than automobiles or other customary family use vehicles or those vehicles which are classified as Class C vehicles as established by FHWA (Section 383-91) shall be permitted to be parked on the property if the same is less than two acres in total area. Class C trucks, including but not limited to limousines and buses, as described in the "Commercial Drivers Manual," are prohibited. No home-based business vehicle or trailer may be used for permanent or temporary storage of any type. Only one home-based business vehicle as permitted herein may be parked at the subject property for every acre of land.
 - [b] Delivery trucks shall be limited to US Postal Service, United Parcel Service, Federal Express, or other similar delivery services providing regular service to residential uses in the zone district.
- [7] Two-story buildings may be utilized in conjunction with an approved home-based business use, provided they meet the general requirements of the zone district as to size and location restrictions, or have been the subject of variance approval from the appropriate land use board. Should the owner-operator of a home-based business seek permission to construct an accessory building on its property for use in connection with said business, the use shall be disclosed to the Zoning Officer, and where appropriate to the designated land use board, which shall be authorized to impose appropriate restrictions on the use or impact of said building on the neighboring properties.
- [8] Accessory buildings may be utilized in conjunction with an approved home-based business use, provided they meet the general requirements of the zone district as to size and location restrictions, or have been the subject of variance approval from the appropriate land use board. Should the owner-operator of a home-based business seek permission to construct an accessory building on its property for use in connection with said business, the use shall be disclosed to the Zoning Officer and where appropriate to the designated land use board, which shall be authorized to impose appropriate restrictions on the use or impact of said building on the neighboring properties.
- [9] Any increase in vehicular traffic or on-street parking caused by a home-based business, which in the opinion of the Zoning Officer of the Township is inconsistent

with the information supplied to the Township regarding the intended conduct of the business and/or creates a nuisance to the neighborhood in which the business is located, may be grounds for the revocation of the home-based business permit and cause application to the Zoning Board of Adjustment for the continued operation of the same.

- [10] The business must be serviceable by residential garbage collection.
- (e) Prior to conducting a home-based business, a property owner shall apply for and receive a zoning permit from the Robbinsville Township Zoning Officer. As part of the application, the applicant shall submit the following information and material:
- [1] A copy of a survey of the property prepared within five years of the date of application which accurately depicts the location of the principal structure, accessory structures and off-street parking areas as they existed at that time. At the time of application, an affidavit certifying that the survey is accurate at the time of filing the application will be provided by the Township and signed by the applicant. If any external improvements have been made to the property since the last survey performed by a licensed surveyor, the applicant shall be required to provide an updated survey prepared by a licensed surveyor.
 - [2] A sketch of the floor plan of the house for each floor of the house shall be provided and drawn to scale. The plans shall label the use and size of each room throughout the house. The area to be dedicated to the home-based business shall be clearly marked on the plans.
 - [3] A narrative description of the business use to be conducted on the property attesting to the applicant's ability to adhere to the conditions as set forth below shall be provided and properly notarized. The description shall also indicate the applicant's permission to permit inspection by the appropriate Township officials at the time of application and shall also include a right-of-entry to permit future inspections as may be required from time-to-time as a result of complaints or information submitted to Township officials indicating a deviation from the description provided pursuant hereto or from the provisions of this subsection.
 - [4] If the home-based business is operated by a residential tenant of the property, the property owner of record shall consent in writing to the application.
- (f) Certain home-based businesses in existence at the time of adoption of this subsection may be deemed a lawfully created home-based business and entitled to protection as such if they meet the following criteria:
- [1] The business has existed in its present location for a continuous period of at least two years dating back to January 1, 2000.
 - [2] The owner-operator has filed a completed application and a survey of the property prepared within five years of the date of the application which accurately indicates the location of the principal structure, accessory structures and off-street parking areas as they existed at that time and paid a fee of \$50 on or before December 31, 2002.
 - [3] If the property is located in the RR/RA Zone District, it complies with the requirements of Subsection B(1)(c) hereof.
 - [4] If the property is located within any residential district other than the RR/RA Zone District, the application is reviewed by the Township Technical Review Committee as established by § 142-80, which determines that the continued operation of the business does not create any negative impact on the surrounding neighborhood inclusive of noise impacts. The Technical Review Committee shall conduct an administrative review of the application, at which time it may require testimony in

support of the application or any additional documentary evidence, including production of affidavits of the owner/occupant, which it deems relevant to its review of the application. Should the Technical Review Committee deem the continued use of the property as a home-based business reasonable, it may impose conditions on the continued use which will be deemed binding on the owner/occupant.

- (g) Any owner/occupant of a property on which a home-based business is operated who is denied a permit to continue operation pursuant to Subsection B(1)(f) hereof, or is not approved subject to condition(s) imposed by the Technical Review Committee pursuant to Subsection B(1)(f)[4] hereof, shall be required to obtain approval from the Zoning Board of Adjustment of the Township to continue its operation.
- (h) Any property owner or tenant seeking to operate a home-based business on any property located in the Township who has not filed a completed application on or before December 31, 2002, shall apply for and receive an approval prior to the commencement of operation of the business by submitting a completed application and payment of a fee of \$50 to the Zoning Officer of the Township.
- (i) Upon the sale or conveyance of any property upon which a home-based business is conducted or the sale or transfer of ownership of any business which has been established as a home-based business, the new property or business owner shall be responsible for receiving approval for the continued use of the property and/or business as a home-based business.
- (j) Any property owner who fails to abide by the provisions of this subsection shall be subject to fines and penalties as established in § 142-98.