

Commercial

Township of Manalapan Office of Zoning/Code Enforcement

Nancy DeFalco, Code Enforcement/Zoning Officer
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732-446-8301 or 732-446-8322
zoning@mtnj.org
www.mtnj.org

When submitting a Zoning permit application for a commercial uses, please include the following:

New commercial building

- Two copies of the approved site plan;
- Two copies of the Resolution of Approval.

New business

- Three copies, signed with wet ink, of a “Letter of Intent” written by the business owner, on their business letterhead, regarding the overall operations of the proposed use, including but not limited to the following:
 - Square footage of proposed rental space;
 - The details of each proposed use within the building;
 - Whether all uses within the building and or center may operate concurrently and independently;
 - Hours and days of operation;
 - Anticipated number of employees, both overall and at a given time, and the responsibilities of these employees;
 - Anticipated average and maximum number of patrons at any given time;
 - Details, timing, frequency, duration and other details of special events;
 - Number of existing parking spaces, parking and/or storage of vehicles and trucks;
 - Storage

Signage

- Three sign drawings, including but limited to the following:
 - The dimensions of the existing and the proposed sign(s);
 - Sign-able area calculations shown on drawings:
 - The portion of a building fronting on a public roadway or public parking facility, free of any projection, relief, cornice, column, change of building material, window or door opening extending from the finished grade of the building to the bottom of the lowest second floor window sill or to a maximum height of 20 feet, whichever is less, and along the entire length of the building which fronts the public street or public parking facility. (Sample drawing available upon request)

Fee for zoning review are as follows:

❖ New construction;	\$150.00
❖ Commercial alterations/additions;	\$150.00
❖ New Business and or Tenant;	\$150.00
❖ Signs	\$150.00

Please make all check and/or money orders payable to: Manalapan Township

Advertising flags - Banners - Pinwheels - Portable signs or similar advertising devices are NOT permitted, except as directed or authorized by the Municipality

Before displaying any “Private Sale” and/or “Special Event signs”, please contact the Zoning Office for permitting requirements