

Zoning Process for Businesses

Any new tenant, new business, or change of ownership of a business requires a Zoning Permit Application ([add link](#)). Your Zoning Permit Application (or Exempt Development Worksheet) should include, but not be limited to the following:

1. Your proposed use of the site taken from Table B ([add link](#))
2. Description of business
3. General hours of operation
4. # of employees
5. # of patrons / clients / customers per hour/day
6. Statement of how you will be handling trash collection
7. Statement of how deliveries are handled
8. Parking Requirements for employees / patrons
9. Specifications for any signage – if not included here, another application will be needed when you are ready to apply for signage. ([add links](#) to Sign Matrix and Ordinance)
10. Description and floor plans of any interior changes / construction if appropriate
11. Description of any exterior changes / construction if appropriate
12. Statement regarding ADA accessibility
13. If in Historic District, you will need prior approval by the Fair Haven Historic Preservation Commission (FHHPC) prior to any Zoning approvals ([add link](#) to FHHPC Application)

To facilitate your completion of the above, and aid the Zoning Office in determining if they can administratively approve your application or if you will need Site Plan approval through the Planning Board, you should complete and submit page one of the Exempt Development Worksheet ([add link](#)) with your Zoning Permit Application. Attached is the Ordinance definition of Exempt Development. ([add link](#))

If you are a tenant, you should work with your landlord to obtain information regarding prior occupancy of the space. Or, you can file an OPRA (Open Public Records Act) request ([add link](#)), to pull and review prior occupant Land Use files for this information.

Once the Zoning Permit Application has been reviewed and approved, it goes to the Building and Construction Department so they can initiate the Commercial Certificate of Occupancy process. You will also get a copy of the approval so you can follow up.

Lastly, if you have not already done so, you should complete and submit your Business Registration Form ([add link](#)) to Borough Hall.

Should you need any assistance when completing this information please do not hesitate to contact the Zoning Office at 732-747-0241 extension *224# or *215#.