



## BOROUGH OF RINGWOOD

Building Department ■ Code Enforcement

Phone (973) 962-7880 Fax (973) 962-7823 building@ringwoodnj.net

### DECK PACKET

### ALL DECKS REQUIRE PRIOR APPROVALS

Included within this packet are the following forms:

- ☐ Request for Zoning Approval
- ☐ Request for Health Department Approval
- ☐ Area, Bulk and Yard Requirements by Zoning Districts
- ☐ Dwelling Existence Certification
- ☐ Inspection Requirements Notice

#### Applicant provides:

- ☐ Copy of property survey

### INSTRUCTIONS

- Homeowner completes and signs each form where indicated.
- Mark up survey according to instructions on Zoning and Health forms.
- Email packet and survey (see above) or bring to the Building Department.



**TIP:** Take care not to overlook the information requested on the Zoning and Health forms.

You will be notified when the Prior Approvals review is completed.



## BOROUGH OF RINGWOOD

Ringwood Zoning Official

Phone (973) 962-7880 ■ Fax (973) 962-7823 ■ [building@ringwoodnj.net](mailto:building@ringwoodnj.net)

### Request for Zoning Approval

Owner's Name \_\_\_\_\_ Work Site \_\_\_\_\_  
Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

PROPOSED PROJECT: ☐ Above Ground Pool ☐ In Ground Pool  
☐ Deck ☐ Patio ☐ Shed or Accessory Structure  
☐ Addition ☐ Interior Renovations ☐ Other: \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**You must provide a copy of your sealed site plan/property survey with the following notations:**

- Sketch the proposed location and dimensions of your construction.
- Indicate the distance to all property lines. (See attached form for setbacks in your zone)

**For Additions: Size of Addn \_\_\_\_\_ sq ft Land Disturbance of Addn \_\_\_\_\_ sq ft**

If construction is in whole or part over existing home, indicate what area of house is being raised.

If all or portion of addition is an extension to footprint of home, sketch on and indicate dimensions.

Footprints disturbing more than 500 square feet of land require Site Plan Review by Borough Engineer (\$150 fee) to include:

- 3 sealed topographical site plans for preliminary review
- 3 sealed foundation location plans prior to framing
- 3 sealed "As Built" site plans prior to issuance of Certificate of Occupancy

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

#### For Office Use Only

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Denied by \_\_\_\_\_ Date \_\_\_\_\_

Applicant Notified? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Routed date \_\_\_\_\_

Health \_\_\_\_\_

Assessor \_\_\_\_\_

Zoning \_\_\_\_\_

Water \_\_\_\_\_



## BOROUGH OF RINGWOOD

Health Department

Phone (973) 962-7079 ■ Fax (973) 962-7823

### Request for Health Department Approval

Owner's Name \_\_\_\_\_ Work Site \_\_\_\_\_

Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Proposed Project: ☐ Above Ground Pool ☐ In Ground Pool  
☐ Deck ☐ Patio ☐ Shed or Accessory Structure  
☐ Addition ☐ Interior Renovations ☐ Other: \_\_\_\_\_

To approve your proposed project, the following information must be supplied:

1. On a copy of your site plan/property survey:
  - Sketch the proposed location of your construction.
  - Indicate the location of your septic system and well or public water service line from the street to the house.
  - Indicate the distances between all septic components, water lines or well and the proposed project.
2. A copy of your most recent pumping permit (if available).
3. For Additions and Interior Renovations:
  - An inside floor plan of all levels of the existing house with all rooms labeled.
  - An inside floor plan showing all the levels of the proposed structure with all rooms labeled.
  - Existing # of bedrooms \_\_\_\_\_ Proposed additional bedrooms \_\_\_\_\_ Total \_\_\_\_\_
  - Proposed additional square feet \_\_\_\_\_
  - Proposed additional bathrooms \_\_\_\_\_

*Note: Be advised that your septic system may not be in conformance with state and local codes. Before approval for the work you have proposed can be granted, you may be required to upgrade your system to current standards.*

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ **For Office Use Only** \_\_\_\_\_

Denied by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Applicant Notified? Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**AREA, BULK AND YARD REQUIREMENTS BY ZONING DISTRICTS IN THE BOROUGH OF RINGWOOD, NEW JERSEY**

Minimum Area Requirements					Maximum Bulk Requirements				Minimum Yard Requirements		
Zone	District	Lot Area (Sq. Ft.)	Lot Width (Ft.)	Lot Depth (Ft.)	Maximum Disturbed Land Area %**	Improved Lot Coverage %***	Lot Coverage %***	Bldg. Ht. Principal Ft. Stories	Front Yard (Ft.)	Each Side Yard (Ft.)	Rear Yard Principal / Accessory
R-20	Single -Family	20,000	100	175	50	35	25	35 2 1/2	35	15	35 / 20
R-40	Single -Family	40,000	150	200	30	25	20	35 2 1/2	35	30	50 / 35
R-40V and R-80V	Single-Family w/ Public water	40,000	150	200	See Schedule Below	25	20	35/40 2 1/2	35	30	50 / 35
	Single-Family w/o Public Water	80,000	200	250		20	18				
RT-40	One-Family & Two-Family	40,000	150	200	40	35	25	35 2 1/2	35	30	50 / 35
	EXISTING CONDITIONS										
	PROPOSED PROJECT										

**Lot Coverage** shall mean the percentage of a lot area which is occupied by buildings and accessory structures including swimming pools, porches, decks, chimneys and other related building appurtenances but not including walkways, driveways, patios, tennis courts, open parking areas and loading areas.

**Improved Lot Coverage** shall mean the percentage of lot area which is improved with principal and accessory buildings, structures and uses including, but not limited to, driveways, tennis courts, parking areas, garages, walkways, patios, loading areas, hard surfaces or other man-made improvements. Detention or retention basins shall be excluded from such calculations provided same is constructed of natural materials.

**Maximum Disturbed Land Area** shall mean all land outside of the allowable disturbed areas shall be left in its natural state and no trees, shrubs, vegetated ground cover, top soil or other natural features shall be moved or altered.

**Is any portion of the lot designated floodway or flood hazard area?**

Complete this section and sign below

**[Note the required setback(s) from designated limit(s).]**

**Is a detention/retention basin located on the lot?**

**[Note the required setback from the limits of the basin.]**

**Is a wetland area located on the lot?**

**[Note required setbacks from wetland limits.]**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Signature of Homeowner:** \_\_\_\_\_



## BOROUGH OF RINGWOOD

Building Department

Phone (973) 962-7880 ■ Fax (973) 962-7823 ■ [building@ringwoodnj.net](mailto:building@ringwoodnj.net)

### Certification of Highlands Exemption #5

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The aforementioned project is located wholly within the Highlands Preservation Area and Highlands regulations restrict development. However, the Highlands Rules at N.J.A.C 7:38-2.3 set forth various exemptions. Borough of Ringwood tax records indicate that this dwelling was in existence prior to August 10, 2004 and, therefore, qualifies for **Exemption #5** defined as: "Any improvement to a lawfully existing single-family dwelling in existence on August 10, 2004, including but not limited to an addition, garage, shed, driveway, porch, deck, patio, swimming pool, or septic system, as long as the improvement maintains the use as a single-family dwelling as defined by code or ordinance in the municipality in which the dwelling is located and does not permit use of the structure as a multiple until dwelling."

Therefore, the proposed Project is deemed **exempt** from the provisions of the Highlands Rules, subject to the following limitation (s):

"If the Borough of Ringwood subsequently determines the information submitted to obtain this decision is inaccurate, the exemption shall be void."

This exemption determination is limited to the land area and specific scope of the activities described herein or as shown on a survey of the property. This determination does not eliminate the need for any permits, approvals, or certifications required by any other Federal, State, County, or municipal review agency with jurisdiction over this activity, including, but not limited to, freshwater wetlands or flood hazard permits or review of storm-water management.

\_\_\_\_\_  
Homeowner Date

\_\_\_\_\_  
Assessor Date

\_\_\_\_\_  
Highlands Exemption Designee Date



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### Remember to Call for Inspections !!

### NOTICE

It is the joint responsibility of the Homeowner and the Contractor to ensure that all required inspections are scheduled throughout construction and upon completion of the work.

- The Uniform Construction Code states, "Upon completion of the building or structure and before issuance of a certificate of use and occupancy required herein, a *final inspection shall be made.*" NJAC 5:23-2.18(d)
- A building or structure hereafter erected shall not be used or occupied in whole or in part until a form of certificate of occupancy shall be issued by the Construction Official. NJAC 5:23-2.23(a)

Noncompliance of the above provisions of the UCC is a violation, and pursuant to NJAC 5:23-2.31(b)4, a monetary penalty shall be issued immediately.

Therefore, please take note that if final inspections are not called for within a reasonable length of time after completion of the work, and prior to occupancy of a new dwelling or addition, **a violation notice will be issued along with a penalty of up to \$2,000.00.**

#### **Homeowners take note:**

Final payment to the contractor is not required to be made before a final inspection is performed. [NJ Division of Consumer Affairs Rule NJAC 13:45A-16.2(a)10.ii]

#### **Contractors take note:**

You are a joint owner of the permit along with the property owner, therefore you share the same responsibility for complying with the Uniform Construction Code.

Michael A. Hafner  
Construction Code Official

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_

Date \_\_\_\_\_