



TOWN OF NEWTON

REQUEST FOR A SITE PLAN WAIVER

When you are requesting a waiver of site plan for establishing a new business please provide the following:

1. A letter addressed to Kathy Citterbart, Planning Board Administrator

Town of Newton
39 Trinity Street
Newton, NJ 07860

2. In the body of the letter kindly include:
 - a. Applicant's name and business name.
 - b. Street Address, Block, Lot and Zone.
(you can inquire at the Tax Assessor's office if not known)
 - c. Explain what type of business you will be operating – Describe the use (retail, office, café, restaurant, etc.)
 - d. The days of operation – what days will you be open?
 - e. What will the business hours be? From when in the am to when in the pm?
 - f. Any exterior alterations
 - g. What type of truck will deliveries be made in? How many times a week do you expect deliveries?
 - h. How many Full-Time and/or Part-time employees onsite?
 - i. Occupancy (check with Fire Marshal)
 - j. Square footage of unit. (check with the owner)
 - k. Parking information - Survey or drawing of parking spaces allowed for business
 - l. Proposing signage - size of sign
 - m. Contact information

Please note that you will also be required to apply for all necessary zoning and building permits as deemed necessary by the Zoning Officer and Construction Official.

Failure to provide information will halt processing of this application and it will be deemed incomplete.