

**MONROE TOWNSHIP**  
**DIVISION OF PLANNING & ZONING**  
**ZONING PERMIT APPLICATION**

**FEE: \$100.00 FOR NON-RESIDENTIAL**

**DEPARTMENT: ORIGINAL TO ZONING OFFICER**

- FIRE PREVENTION
  - HEALTH
  - RECYCLING COORDINATOR
  - ENVIRONMENTAL COMMISSION
  - MTUD
  - EMERGENCY MANAGEMENT
- \* CONSTRUCTION DEPT.
  - \* TAX ASSESSOR'S OFFICE
  - \* CLERK'S OFFICE (ONLY Food Handlers)

**NOTE: PLEASE PRINT OR TYPE ANSWER TO ALL APPLICABLE QUESTIONS. IF NOT APPLICABLE, WRITE N/A.**

DATE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_

1. NAME OF TENANT: \_\_\_\_\_

2. NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE CONTACT PERSON: \_\_\_\_\_

3. NAME OF PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

4. NAME OF PROPERTY OWNER'S ASSOCIATION: \_\_\_\_\_  
(MUST ATTACH WRITTEN PERMISSION)

5. BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

SQ. FT. OF BUILDING \_\_\_\_\_

SQ. FT. OF PROPOSED SPACE \_\_\_\_\_

6. EXISTING OR PREVIOUS USE \_\_\_\_\_

7. DESCRIPTION OF THE SCOPE AND PURPOSE OF THE PROPOSED ACTIVITY. THE NATURE OF THE OPERATION. IT'S PROCESSES AND ACCESS TO THE PUBLIC INCLUDE A FLOW PLAN. IF APPROPRIATE.

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8. DESCRIBE MATERIAL (OTHER THAN HAZARDOUS) TO BE UTILIZED OR STORED ON SITE. SPECIFY QUANTITIES TO BE STORED OR HANDLED OVER DIFFERENT TIME PERIODS. (WEEKLY, MONTHLY, OR YEARLY). DESCRIBE METHOD OF HANDLING THESE MATERIALS.

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9. ANTICIPATED NUMBER OF EMPLOYEES (PER SHIFT) AND HOURS OF OPERATION.

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10. DESCRIBE TRAFFIC TO BE GENERATED (INCLUDING COMMUTING EMPLOYEES, SHIPPING AND RECEIVING, TYPES OF VEHICLES AND ANTICIPATED TIME PERIODS).

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11. PROPOSED WATER USAGE (TYPICAL DOMESTIC OR PROCESS RELATED).

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12. TYPE AND QUANTITY OF SOLID OR LIQUID (NON HAZARDOUS) WASTE TO BE GENERATED AND METHOD OF DISPOSAL. A RECYCLING PLAN MUST BE SUBMITTED IN WRITING TO THE RECYCLING COORDINATOR.
13. SUBMIT AN APPROVED SITE PLAN (AND FLOOR PLAN), INDICATING THE LOCATION OF STRUCTURES, ROAD PARKING AREAS. SPACE TO BE OCCUPIED (WITH RENOVATION, IF NECESSARY) AND EXISTING ADJACENT LAND USES.

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14. IDENTIFY ANY HAZARDOUS MATERIAL TO BE PROCESSED, STORED, SOLD OR DISPOSED ON SITE. PROVIDE MSDS. INCLUDE IN DESCRIPTION:

- A. MAXIMUM AMOUNTS ON HAND OF ANY ONE ITEM:
- B. QUANTITIES TO BE STORED OR DELIVRED TO THE SITE ON A WEEKLY, MONTHLY AND YEARLY BASIS:
- C. METHOD OF DELIVERY AND STORAGE (TYPES OF CONTAINERS AND LOCATIONS).
- D. BUILT IN SPILL AND LEAK CONTAINMENT FEATURES:
- E. BUILT IN FIRE PROTECTION FEATURES:
- F. EMERGENCY ACTION PLAN FOR FIRE, EXPOLSION, SPILL OR LEAK:
- G. DESCRIPTION OF WORST CASE SCENARIO:
- H. SPECIAL FIRE FIGHTING OR SPILL CONTAINMENT EQUIPMENT AND TRAINING NEEDED:

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15. DESCRIBE ANY POLLUTANTS OR NUISANCES THAT POTENTIALLY ENTER THE ENVIRONMENT AS A RESULT OF THE PROPOSED ACTIVITY, SUCH AS, AIR EMISSION, SURFACE OR GROUND WATER DISCHARGES, WASTE WATER EFFLUENT, NOISE OR UNPLEASANT ODORS.

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16. DESCRIBE TYPE AND QUANTITY OF BOTH LIQUID AND SOLID HAZARDOUS WASTE. IDENTIFY THE LICENSED WATER HAULER AND ULTIMATE DISPOSAL SITE FOR ALL HAZARDOUS WASTES.

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17. ATTACH MTMUD APPROVAL LETTER/RESOLUTION.

18. IDENTIFY THE SIZE AND LOCATION OF SIMILAR OPERATIONS.

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TENANT'S NAME & TITLE

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OWNER'S NAME & TITLE

\_\_\_\_\_  
TENANT'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ZONING OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE