

## Commercial

## Township of Manalapan Office of Zoning/Code Enforcement

Nancy DeFalco, Code Enforcement/Zoning Officer  
120 Route 522 & Taylors Mills Road  
Manalapan, New Jersey 07726  
732-446-8301 or 732-446-8322  
732-446-0134 facsimile  
[ndefalco@mtnj.org](mailto:ndefalco@mtnj.org)  
[www.mtnj.org](http://www.mtnj.org)

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

### New commercial building

- Three copies of the approved site plan.
- Two copies of the Resolution of Approval, if applicable.

### New business

- “Letter of Intent” written by the business owner (3 copies, each signed with original signature) - describing in detail, the “day-to-day” operations of the business.
  - Including, but not limited to: square footage of proposed rental space, number of existing parking spaces, hours of operations, number of employees, parking and/or storage of vehicles and trucks, storage, etc.

### Signage

- Three sign drawings which include the dimensions of the proposed sign(s)
- Measurement of the sign-able area:
  - 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\*\***