




MOUNT LAUREL TOWNSHIP  
COMMUNITY DEVELOPMENT  
BUILDING DIVISION  
100 MOUNT LAUREL ROAD  
MOUNT LAUREL, NEW JERSEY 08054

## MEMORANDUM

To: All applicants  
From: Lisa Rodenbaugh, Asst. to the Director   
Date: May 8, 2008  
Subject: One Day Events

A one day event permit requires a letter addressed to the Director of Community Development describing the event. The description of the event should include: date, time, location, organization, reason, signage, tents, parking, traffic flow, number of guests and whether the event is catered or cooking will take place on the premises. The Director of Community Development then sends a copy of this letter to the Township Manager, Township Clerk, Zoning Officer, Fire Marshall, Police Department, EMS Chief and the Planning Department, if needed.

If you have any further questions, please do not hesitate to ask.

Cc: Raymond C. Holshue, Jr., Director of D.C.D.  
File



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## ONE DAY EVENTS

WILL THE EVENT INCLUDE THE FOLLOWING? IF SO, PLEASE DESCRIBE IN DETAIL AND PROVIDE A MAP (SITE PLAN OF EVENT) AND ANY OTHER DOCUMENTATION OR CERTIFICATES.

DATE AND TIME: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

PURPOSE/ORGANIZATION: \_\_\_\_\_

SIGNS/BANNERS: \_\_\_\_\_

FOOD SERVICES/CATERERS: \_\_\_\_\_

ALCOHOL: \_\_\_\_\_

TYPE OF COOKING ON PREMISES: \_\_\_\_\_

APPARATUS (OUTLETS, PLATFORMS, ETC.): \_\_\_\_\_

PARKING: \_\_\_\_\_

EMERGENCY VEHICLE ACCESS: \_\_\_\_\_

PARADES: \_\_\_\_\_

SITE/PLOT PLAN: \_\_\_\_\_

TENTS (TYPE, SIZE AND CERTIFICATION): \_\_\_\_\_

RAFFLES/AUCTIONS: \_\_\_\_\_

AMUSEMENTS: \_\_\_\_\_

ENTERTAINMENT: \_\_\_\_\_

OTHER: \_\_\_\_\_

**\*MAPPING OF EVENT, INCLUDING ALL OF THE ABOVE\***

with N.J.A.C. 5:17, without first filing an application with the construction official, or the appropriate subcode official where the construction involves only one subcode, in writing and obtaining the required permit therefor.

(b) The following are exceptions from (a) above:

1. Ordinary maintenance as defined in N.J.A.C. 5:23-2.7 shall not require a permit or notice to the enforcing agency;

2. Minor work as defined by N.J.A.C. 5:23-2.17A shall require a permit. However, work may proceed, upon notice to the enforcing agency, before the permit is issued;

3. Emergency work not involving lead abatement, except that a permit shall be applied for or notice given as soon thereafter as is practicable, but not later than 72 hours thereafter.

4. Exceptions to permit requirements for temporary structures, tents, tensioned membrane structures, canopies, and greenhouses are as follows:

i. Temporary structures: A construction permit is not required for the erection, operation or maintenance of any temporary structures (excluding tents, tensioned membrane structures, canopies, and greenhouses) covering an area less than 120 square feet, including all connecting areas or spaces with a common means of egress or entrance and which remain in place for less than 180 days;

ii. Tents, tensioned membrane structures, and canopies: A construction permit is not required for tents, tensioned membrane structures, and canopies that meet all of the criteria in (b)4ii(1) through (5) below. Tents, tensioned membrane structures, and canopies meeting the following criteria shall be subject to the permitting requirements of the Uniform Fire Code (N.J.A.C. 5:70-2.7).

(1) The tent, tensioned membrane structure, or canopy is less than 140 feet in any dimension and less than 16,800 square feet in area whether it is one unit or is composed of multiple units;

(2) The tent, tensioned membrane structure, or canopy remains in place or will remain in place for fewer than 180 days;

(3) The tent, tensioned membrane structure, or canopy is used or occupied only between April 1 and November 30;

(4) The tent, tensioned membrane structure, or canopy does not have a permanent anchoring system or foundation; and

(5) The tent, tensioned membrane structure, or canopy does not contain platforms or bleachers greater than 11 feet in height.

iii. A temporary greenhouse, also called a "hoop-house" or "polyhouse," meeting the criteria stated in N.J.A.C. 5:23-3.2(d), shall not require a permit.

iv. Regardless of whether the tent, tensioned membrane structure, canopy, or greenhouse requires a permit, a permit shall be required for any electrical equipment, electrical wiring or mechanical equipment that would otherwise require a permit.

5. Gas utility company shall not be required to obtain a permit or give notice to the enforcing agency for replacement of interior gas utility company-owned metering (meter and related appurtenances) by exterior gas utility company owned-metering if the work is performed by qualified employees of the gas utility company.

6. A permit shall not be required for a sign that meets all of the following conditions; provided, however, that the construction official shall have authority to require the removal of any sign that creates an unsafe condition or otherwise to require correction of any such condition:

i. It is supported by uprights or braces in or upon the ground surface;

ii. It is not served by an electrical circuit directly connected to the sign;

iii. It is not greater than 25 square feet in surface area (one side); and

iv. It is not more than six feet above the ground (mounted height).

7. Lead abatement work performed on a steel structure or other superstructure or in a commercial building.

8. A permit shall not be required for garden-type utility sheds and similar structures that are 100 square feet or less in area, 10 feet or less in height, and accessory to buildings of Group R-2, R-3, R-4, or R-5. Such garden-type utility sheds and similar structures are required to comply with the requirements at N.J.A.C. 5:23-9.9.

9. A permit shall not be required for fences six feet or less in height. This exception does not apply to barriers surrounding public or private swimming pools.

10. A construction permit is not required for an outdoor maze, unless it is six feet or greater in height or contains any electrical equipment. Outdoor mazes that do not require a permit are subject to the permitting requirements of the Uniform Fire Code (N.J.A.C. 5:70-2.7).

i. For the purposes of applying this requirement, an outdoor maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them.

SPECIFICATIONS ON SPECIAL  
EVENT SIGNS:

1. Number. No more than one (1) such sign shall be allowed upon any property held in single and separate ownership unless the property fronts upon more than one (1) public street, in which event one (1) sign may be erected on each street frontage.
2. Size. For a subdivision containing fewer than ten (10) lots, the temporary future development sign shall not exceed twenty-four (24) square feet in sign area. For a subdivision containing ten (10) or more lots, the temporary future development sign shall not exceed thirty-two (32) square feet in sign area. For nonresidential developments, the temporary future development sign shall not exceed thirty-two (32) square feet in sign area.
3. Height. A temporary future development sign shall not exceed six (6) feet in height.
4. Duration. Temporary future development signs shall be removed within seven (7) days after the last dwelling has been initially occupied.

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- (m) *Temporary special event signs.* Temporary special event signs as approved by the Zoning Administrative Officer as meeting the following content-neutral criteria: (a) the signs are temporary signs for a limited time and frequency, (b) the signs are for a special event as defined herein (*see special event sign*), (c) the temporary signs will not exceed four (4) square feet in size (area) and three (3) feet in height, (d) the temporary signs will not conceal or obstruct adjacent land uses or signs, (e) the temporary signs will not conflict with the principal permitted use of the site or adjoining sites, (f) the temporary signs will not interfere with, obstruct the vision of or distract motorists, bicyclists or pedestrians, (g) the temporary signs will be installed and maintained in a safe manner, and (h) the display of temporary signs for a special event shall not begin any earlier than one week before the event and shall be removed within two (2) business days after the event. Consistent with Subsection 154-90, approval or disapproval shall not be based on the content of the message contained (i.e., the viewpoint expressed) on such signs.
- (n) Signs displayed for the direction or convenience of the public, including signs identifying rest rooms, locations of public telephones, height entrances or the like, with a total area not to exceed two (2) square feet.
- (o) Signs identifying accessible parking spaces, including pavement markings.
- (p) Signs in private parking lots which reserve parking spaces for specific tenants, visitors, compact cars, delivery vehicles, car pool vehicles, alternate fuel vehicles and the like. Each sign shall not exceed two (2) square feet in size.
- (q) Any information or directional sign or historical marker erected or displayed by a public agency, including signs for the purpose of giving directions and distances to commercial districts in which are located the following types of commercial facilities for the convenience of the traveling public: restaurants, motels and establishments for the servicing of motor vehicles, provided that no such sign shall give direction or distance to any specific business establishment.

DEFINITIONS:

*Real estate sign* means a sign advertising the sale, rental or lease of the premises or part of the premises on which the sign is displayed temporarily.

*Revolving sign or rotating sign* means any sign that revolves or rotates.

*Roof sign* means any sign erected and constructed wholly on or over the roof of a building, which is supported by the roof structure, or any sign that extends in whole or in part above the roofline of a building.

*Roofline* means the highest, continuous, horizontal line of a roof. On a sloping roof, the roofline is the principal ridgeline or the highest line common to one or more principal slopes of roof. On a flat roof, the roofline is the highest, continuous line of a roof.

*Safety sign.* See *Warning sign.*

*Sandwich board sign* means a temporary, portable, double-faced, freestanding sign.

*Sight distance* means a triangular-shaped portion of land established at street intersections or street and driveway intersections in which nothing is erected or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection. Locations and dimensions of required sight distance triangles shall be as defined in current AASHTO standards.

*Sign* means any device, fixture, placard or structure that uses color, form, graphics, illumination, architectural style or design with text or writing to advertise, attract attention, announce the purpose of or identify the purpose of any person or entity or to communicate information of any kind to the public. The term "sign" includes sign structure. The following shall not be considered signs subject to the regulations of this Section: artwork, holiday or seasonal decorations, cemetery markers, machinery or equipment signs or memorial signs or tablets.

*Sign area* means the total square-foot area of sign surface, including all parts thereof devoted to the background, computed by bounding the exterior of the sign structure or surface with a series of straight lines. The area of a sign painted directly on a wall or awning and signs with letters attached directly to walls or awnings shall be calculated by constructing an imaginary series of straight lines around the outside of all elements of the sign.

*Sign face* means the part of the sign that is or can be used to identify, display, advertise or communicate information or, for the visual representation, which attracts or intends to attract the attention of the public for any purpose.

*Sign structure* means any structure which is designed specifically for the purpose of supporting a sign, which has supports or which is capable of supporting a sign. The definition shall include any decorative covers, braces, wires, supports or other components attached to or placed around the sign structure.

*Snipe sign (bandit sign)* means any sign tacked, nailed, posted, pasted, glued or otherwise attached to trees, rocks or other natural features, or poles, stakes or fences, with the message appearing thereon not applicable to the present use of the premises upon which the sign is located.

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*Special event sign* means a content-neutral sign providing notice of or direction to an event, gathering, assembly or meeting that is open to the public at large.

*Statutory sign* means a sign required by any statute or regulation of the State of New Jersey or the United States.