

TOWNSHIP OF TOMS RIVER

TEMPORARY OUTDOOR DISPLAY OF GOODS FOR SALE, TENTS, TEMPORARY SIGNS AND OTHER SPECIAL EVENTS

The following guidelines are a synopsis of various codes including 348-2.3, 348-8.26, 348-8.37 and 348-5.20 and therefore may not be all encompassing. Applicants should rely on the specific applicable codes and are cautioned that additional specific state and local codes not listed herein may regulate construction of this nature.

SUBMISSION REQUIREMENTS

All applications for temporary outdoor display of goods for sale, tents, special events and special event signage must be filed in the Township of Toms River Zoning Office as follows:

1. A completed “Toms River Township application for Permit from Zoning Officer”.
2. The application must state the purpose (e.g. grand opening, annual sale, etc.) of the special event, outdoor display and/or tent. The application must also indicate the start date and duration.
3. A \$75.00 zoning permit fee.
4. The application must include a drawing depicting the size, dimensions, height, lettering, color and material of all special event signs. Applications for temporary outdoor display of goods should indicate the type, material and dimensions of the display area.
5. The application must include a survey or site plan based upon a survey marked to show the location and dimensions of all temporary outdoor display areas, tents and special event signs (banners, pennant banners, streamers, buntings, snipe signs, “A” frame signs, etc). Drawings depicting tents must comply with Section 348-8.37 of the township code.
6. Proposals for building mounted signs must include a drawing or photograph depicting the façade of the building and the location of the sign (S).
7. All requests must be accompanied by a letter from the land owner approving the event.

GUIDELINES

- A. All proposals for tents must be approved by the Bureau of Fire Prevention and the Zoning Officer pursuant to Planning Board policy established June 12, 1996. Tents exceeding 900 square feet or 30 feet in any dimension also require UCC (building) permits according to the commercial building sub-code official.
- B. Pursuant to the findings made by members of Toms River Township Planning Board present at the June 9, 2004 and July 14, 2004 meetings:
 - 1) Special events such as tents shall last no longer than 30 days (14 day limit for outdoor display of goods).
 - 2) No more than four special events permitted per calendar year (including a maximum of 2 events for tents and outdoor display of goods).
 - 3) The duration of all special events such as tents shall not exceed 60 days in total during the calendar year. (28 day limit for outdoor display of goods).
 - 4) 30 day hiatus minimum between events.
- C. All signs other than special event signs must conform to the Township of Toms River Land Use and Development Regulations. Copies of the sign code are available in the Town Hall Zoning Office free of charge.
- D. Tents must comply with Section 348-8.37 of the township code.
- E. Permanent outdoor display of goods is not permitted except in accordance with site plan approval granted by the Planning Board.
- F. No temporary outdoor display of goods shall be located within designated fire lanes, vehicular circulation aisles or parking spaces.
- G. Temporary outdoor displays shall not be located closer to the street than the required front parking setback line or 25 feet from any street right-of-way whichever is greater and shall not be located within 15 feet from any side or rear property line.
- H. Animated signs are prohibited.

NOTE: Outdoor display of goods for sale, tents, special events and signs that exceed the limits set forth in these GUIDELINES will require prior formal site plan approval.

Revised: 8/10/10

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