

Initials \_\_\_\_\_



# ZONING PERMIT APPLICATION

**OFFICE USE ONLY**

FEE: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

PAYMENT CODE: **B95** \_\_\_\_\_

ZC # \_\_\_\_\_

COMPLETE APPLICATIONS MUST INCLUDE PLANS IN ACCORDANCE WITH THE REQUIREMENTS SHEET AND APPLICABLE FEES AT TIME OF SUBMISSION.  
ALL SIGN PROPOSALS/ REPLACEMENTS require an additional form to be completed and submitted with this application. (Sign Information Sheet)

**PLEASE PRINT:** (Applicant will be contacted by email after application review is complete)

1. Applicant Name: \_\_\_\_\_ Tel No. \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

2. Property Owner's Name: \_\_\_\_\_ Tel No. \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

3. Location of Property for which Zoning Permit is desired: Zone: \_\_\_\_\_ BLOCK/LOT: \_\_\_\_\_

Street Address: \_\_\_\_\_

4. Use of Property: Residential  Commercial  Office  Industrial  Other

Describe PRESENT use: \_\_\_\_\_

Describe PROPOSED use: \_\_\_\_\_

5. DESCRIBE IN DETAIL THE PROPOSED CONSTRUCTION, ALTERATIONS, OR CHANGES AT THIS SITE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the subject premises been the subject of a prior application to the Zoning Board of Adjustment or the Planning Board: Yes / No - If Yes, Date: \_\_\_\_\_

Board: \_\_\_\_\_ Resolution # \_\_\_\_\_

Disposition of Application: \_\_\_\_\_

**\*ALL APPLICATIONS MUST BE SIGNED:**

Applicant Signature

Print Name (Applicant)

Property Owner Signature OR Designated Agent

Print Name (Owner/ Agent)

**OFFICE USE ONLY:**

Based on the information submitted and the requirements of the Township Zoning Ordinance, Your application for a Zoning Permit is hereby: **APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

Comments on Decision: \_\_\_\_\_

Zoning Officer

Date

## **ZONING PERMIT APPLICATIONS**

**(Incomplete Applications WILL NOT be accepted)**

**MINIMUM REQUIREMENTS** – Please utilize checklist to verify for completion before submittal

**A. COMPLETED ZONING APPLICATION**

- Fill in the entire Zoning Permit
- Application must be signed by **BOTH** the applicant and the owner of the property (landlord, homeowner, management company, etc.)
- Describe in detail the proposed construction, alterations, or changes at the site (#5)

**B. THREE (3) COPIES OF OFFICIAL PROPERTY SURVEY / KEY MAP**

- Survey must be **DRAWN TO SCALE** – not reduced or enlarged
- Survey must indicate property as it presently exists; showing all updates and improvements.
- Survey must show **ALL** proposed work, also drawn to scale, indicating all dimensions and measurements

**C. THREE (3) COPIES OF REQUIRED CONSTRUCTION DRAWINGS**

- Construction drawings must correspond with what is on the property survey or key map - cannot be a digital rendering of the property. **Must use official property survey to scale.**
- Construction drawings must include **Zoning Data Table**, showing **ALL** Bulk Standards – Required, Existing, and Proposed
  - \*\* Two (2) copies will be stamped and returned to the applicant to be submitted to the Building Department for construction permits

**D. THREE (3) COPIES OF FAR CERTIFICATION SHEET**

- FAR (Floor Area Ratio) Certification Sheet – **MUST BE SIGNED AND SEALED** by licensed professional (Engineer or Architect)
  - \*\* Required for **ALL** new Commercial Buildings, Single Family Dwellings (SFD), Additions, Add-A- Levels, attached garage, finished attics, sunrooms, enclosed porch, etc.

**E. THREE (3) COPIES OF ZONING OR PLANNING BOARD RESOLUTIONS**

- If the property has been heard by the Zoning **OR** Planning Board for **ANY** reason
- If the property has been heard by the Planning Board for **ANY** reason, **THREE (3) copies of the Final Compliance Letters are required**
- If the property has been heard by the Zoning Board For **ANY COMMERCIAL** applications **OR RESIDENTIAL USE Variance** applications, **THREE (3) copies of the Final Compliance Letters are required**

**F. PAYMENT IS DUE AT TIME OF RECEIPT OF APPLICATION**

- Check, Money Order, Credit/ Debit Only
  - \*\* **NO CASH** will be accepted