

ZONING PERMIT APPLICATION CHECKLIST

ADDITIONS – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing improvements
- Two (2) sets of building plans sealed & signed by NJ licensed architect or engineer OR homeowner
- Residential Conformity Checklist
- Homeowner's Association approval (if applicable)

BASEMENTS – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Two (2) sets of building plans sealed & signed by NJ licensed architect or engineer OR homeowner
- Residential Conformity Checklist (**A, B, E only**)
- Number of Bedrooms Confirmation Form
- Assessment Analysis Worksheet (tax form)

DECKS & PATIOS, DRIVEWAYS–Z, H if septic; E (for all patios)

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing improvements
(Patio survey must show grading plan, unless built on grade. On-grade patio plan must specify pitch away from structure)
- Two (2) sets of building plans sealed & signed by NJ licensed architect or engineer OR homeowner
- Residential Conformity Checklist (**A, C, D, F, G only**)
- Homeowner's Association approval (if applicable)
- Assessment Analysis Worksheet (tax form)

EXTERIOR SIGNS (Ground) – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Indicate development, phase, tenant, B/L, address**
- Three (3) copies of survey showing location
- Two (2) sets of signed & sealed plans
- Authorization of property owner

EXTERIOR SIGNS (Façade) – Z

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Indicate development, phase, tenant, B/L, address**
- Two (2) sets of signed & sealed plans showing linear feet of storefront, height of façade, elevations, color, materials, elevations, and dimensions and sq. footage of proposed sign.
- Survey/site plan showing business location and distance to nearest street R-O-W.
- Authorization of property owner

FENCES – Z, H if septic

- Fence Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing proposed fence location
- Specifications describing style and height of fence
- Homeowner's Association approval (if applicable)

FLAG POLES – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing location & height of improvement (35' maximum)
- Homeowner's Association approval (if applicable)

GAZEBOS – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) surveys showing improvement to scale
- Two (2) sets of building plans signed & sealed by NJ licensed architect or engineer OR homeowner
- Residential Conformity Checklist
- Homeowner's Association approval (if applicable)

LAWN SPRINKLERS – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing head location
- Health Setback Certification form – *if septic*

POOL HOUSES – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Residential Conformity Checklist
- Three (3) surveys showing improvement to scale
- Two (2) signed, sealed sets of plans
- Homeowner's Association approval letter

DEMOLITION (PARTIAL/FULL) - Z

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Indicate existing conditions and extent of demolition
- Two (2) sets of plans

ZONING PERMIT APPLICATION CHECKLIST

POOLS – Z, H, E

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) SEALED copies of topographical survey showing improvement to scale
- Two (2) sets of pool plans – signed & sealed
- Residential Conformity Checklist
- Homeowner's Association approval (if applicable)
- Assessment Analysis Worksheet (tax form)

RESIDENTIAL DWELLING – Z, H if septic, E

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey – signed & sealed
- Two (2) sets of plans, bound & sealed
(Modular homes only require a seal on foundation plans; house plans are to be stamped by approved agency)
- Residential Conformity Checklist
- Engineering letter *(Individual SFD to be sent to Eng. Dept. for review after Zoning approval is given; major developments need approval letter upon submittal)*

SHEDS, HOT TUBS – Z, H if septic

(requests for "sheds" over 12 x 18 or 216 sq. ft. are classified as a garage)

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing proposed location to scale
- Two (2) sets of building plans *(Prefab sheds under 100 sq.ft. and hot tubs only need copy of sales cover sheet)*
- Residential Conformity Checklist (not for hot tub)
- Homeowner's Association approval (if applicable)
- Assessment Analysis Worksheet (tax form)
(not needed for hot tub or sheds under 100 sq. ft.)

ROOFTOP A/C UNITS - Z

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Two (2) copies of plans indicating location
- Authorization of property owner

GENERATOR – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing improvements
- Authorization of property owner
- Homeowners Association approval (if applicable)

TENANT FIT UPS – Z, H if septic and as noted below NEW CONSTRUCTION OR MERCANTILE

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Indicate development, phase, tenant, B/L, address**
- Letter of authorization from property owner(s) or management company
- Two (2) sets of plans – signed & sealed
Permitting and review is required by Health Dept. for RESTAURANTS, HOTEL w/restaurant and/or pool, or PUBLIC POOL after the Zoning Permit is reviewed.

TRAILERS (for Business Use) - Z

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Two (2) copies of survey showing trailer location
- Two (2) sets of plans showing access ramps & anchoring
- Authorization of property owner

SPORTS COURT (residential)- Z; H if septic, LA

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing improvement to scale
- Residential Conformity Checklist
- Landscape and fencing plan
- Grading plan if near house
- Assessment Analysis Worksheet (tax form)
- Homeowners Association approval (if applicable)

SATELLITE DISH – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing location of dish on property
- Indicate on application height of dish above ground, color and diameter of dish
- Homeowners Association approval (if applicable)

SOLAR PANELS - Z, H if septic with ground panels

- Zoning Permit Application
- \$35.00 application fee (check or cash only)
- Three (3) copies of survey showing location of panels on property *or* pad for rooftop panels
- Two (2) sets of plans
- Homeowner's Association approval (if applicable)