

ZONING PERMIT APPLICATION CHECKLIST

ADDITIONS – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee
- 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)
- Verify if sewer or septic (H)

BASEMENTS – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee
- Two (2) sets of building plans sealed & signed by NJ licensed architect or engineer OR homeowner
- Residential Conformity Checklist (*A,B, Eonly*)
- Number of Bedrooms Confirmation Form
- Assessment Analysis Worksheet
- Verify if sewer or septic (H)

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

- Zoning Permit Application
- \$35.00 application fee
- 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
- PATIOS -- Residential Conformity Checklist (*please note patio base product*)
- Homeowner's Association approval (if applicable)
- Assessment Analysis Worksheet
- Verify if sewer or septic (H)

EXTERIOR SIGNS – Z, H if septic

- Zoning Permit Application
- Indicate development, phase, tenant, B/L, address**
- \$35.00 application fee
- GROUND SIGNS – Three (3) copies of survey
- FAÇADE SIGNS – 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.
- Landlord approval letter
- Verify if sewer or septic (H)

FENCES – Z, H if septic

- Fence Permit Application (pink form)
- \$35.00 application fee
- Three (3) copies of survey showing proposed fence location
- Specifications describing style and height of fence
- Homeowner's Association approval (if applicable)
- Verify if sewer or septic (H)

FLAG POLES – Z, H if septic

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

GAZEBOS – Z, H if septic

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

LAWN SPRINKLERS – Z, H if septic

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

POOL HOUSES – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee
- Residential Conformity Checklist
- Three surveys showing improvement to scale
- Two signed, sealed sets of plans
- Homeowner's Association approval letter
- Verify if sewer or septic

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POOLS – Z, H, E

- Zoning Permit Application
- \$35.00 application fee
- 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)
- Health Form (located in Pool Guide)
- Assessment Analysis Worksheet (tax form)
- Verify if sewer or septic (H)

RESIDENTIAL DWELLING – Z, H if septic, E

- Zoning Permit Application
- \$35.00 application fee
- 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, WOODSTOVES – 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
- 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)*
- Homeowner's Association approval (if applicable)
- Assessment Analysis Worksheet (tax form)
(not needed for hot tub, woodstoves)
- Verify if sewer or septic (H)

TENT/CANOPY (other than "special event")

- Zoning Permit Application
- \$35.00 fee
- Two copies of site plan indicating location
- Approval letter from property owner
[Review needed by Emergency Services if larger than 900 sq. ft. or if any side exceeds 30 feet in length]
[Review by Construction if over 16,800 sq. ft. or if electrical or mechanical equipment is needed]

TENANT FIT UPS – Z, H if septic and as noted below

- NEW CONSTRUCTION – Zoning Permit required
- MERCANTILE – Zoning Permit required
- Zoning Permit Application
- Indicate development, phase, tenant, B/L, address**
- \$35.00 application fee
- 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)

- Zoning Permit Application
- \$35.00 application fee
- Two (2) copies of survey showing trailer location
- Two (2) sets of plans showing access ramps & anchoring
- Authorization of property owner (if not applicant)

SPORTSCOURT (residential)-Z; H if septic, LA

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

SATELLITE DISH – Z, H if septic

- Zoning Permit Application
- \$35.00 application fee
- 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)
- Verify if sewer or septic (H)

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