

Zoning Permit Application Checklist

Addition

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signs & Sealed
(By NJ Licensed Architect, Engineer, or Homeowner)
- Residential Conformity Checklist
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Basement

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Sets of Building Plans Signs & Sealed
(By NJ Licensed Architect, Engineer, or Homeowner)
- Bedroom Confirmation Form
- Residential Conformity Checklist
- Septic System Setback Certification (*if applicable*)

Deck, Patio, Walkway, Driveway

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
(Patio survey must show grading plan. On-grade patio plan must specify pitch away from structure.)
- Two (2) Sets of Building Plans Signed & Sealed
(By NJ Licensed Architect, Engineer, or Homeowner)
 - Detailed patio plan with dimensions from corner to corner of the patio & building, sitting wall dimension & weep holes location. Show location of steps with dimensions & show handrail if more than 3 steps are needed
 - Must note "2% minimum pitch away from foundation structure" on plan
- Residential Conformity Checklist
- Assessment Analysis Worksheet
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Demolition (Partial/Full)

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Existing Conditions & Extent of Demolition
- Two (2) Sets of Building Plans Signed & Sealed
(By NJ Licensed Architect, Engineer, or Homeowner)
- Property Owner Authorization

Exterior Sign (Ground)

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signed & Sealed by
NJ Licensed Architect or Engineer
- Septic System Setback Certification (*if applicable*)
- Property Owner Authorization

Exterior Sign (Facade)

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Two (2) Sets of Signed & Sealed Plans
(Show Linear Feet of Storefront, Height of Façade, Elevations, Color, Materials, Dimensions and Square Footage of Proposed Sign)
- Survey/Site plan Showing Business location & Distance to Nearest ROW.
- Property Owner Authorization

Fence

- Fence Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Proposed
Fence Location
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Flag Pole

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Location &
Height of Improvement (35' Maximum)
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Food Vending Trucks

Permitted only on Private Property

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Copies of Survey Showing Truck Location
- Property Owner or Property Manager Authorization

Gazebo

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signs & Sealed by
NJ Licensed Architect, Engineer, or Homeowner
- Residential Conformity Checklist
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Generator

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Property Owner Authorization
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Hot Tub

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Proposed
Location to Scale
- Sales Cover/Building Plans
- Residential Conformity Checklist
- Assessment Analysis Worksheet
(Not needed for shed under 100 sqft.)
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Lawn Sprinklers

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Sprinkler Head
Locations
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Zoning Permit Application Checklist

Pool

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Topographical Survey Showing Improvement to Scale
- Two (2) Sets of Signed & Sealed Pool Plans
- Residential Conformity Checklist
- Assessment Analysis Worksheet
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Pool House

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signs & Sealed by NJ Licensed Architect, Engineer, or Homeowner
- Residential Conformity Checklist
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Residential Dwelling

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Signed & Sealed Survey
- Two (2) Sets of Building Plans Bound & Sealed by (Modular homes only require a seal on foundation Plans; house plans need to be stamped by approved agency)
- Residential Conformity Checklist
- Septic System Setback Certification (*if applicable*)
- Engineering Letter
(Individual SFD to be sent to Engineering Department for review after Zoning approval is given; major developments need approval letter upon submittal)

Rooftop A/C Unit

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Copies of Survey or Google Aerial View Showing Location of A/C Unit
- Two (2) Copies of Plans Indicating Location
- Property Owner Authorization

Satellite Dish

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Location of Dish on Property
- Indicate Height, Color, & Diameter of Dish on Application
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Shed

(Sheds over 12x18 or 216 sqft are classified as a garage)

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Proposed Location to Scale
- Two (2) Sets of Building Plans
(Prefab sheds under 100 sqft. only need a copy of the sales cover)
- Residential Conformity Checklist
- Assessment Analysis Worksheet
(Not needed for shed under 100 sqft.)
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Solar Panels

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Location of Panels on Property or Pad for Rooftop Panels
- Two (2) Sets of Plans
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Sports Court

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Residential Conformity Checklist
- Assessment Analysis Worksheet
- Landscape & Fencing Plan
- Grading Plan if Located Near a House
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Tenant Fit-Up

New Construction or Mercantile

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Property Owner or Management Company Authorization Letter
- Two (2) Sets of Signed & Sealed Plans
The Health Department is required to review all Restaurant & Hotel permit applications)
- Septic System Setback Certification (*if applicable*)

Trailers (For Business Use)

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Copies of Survey Showing Trailer Location
- Two (2) Sets of Plans Showing Access Ramps & Anchoring
- Property Owner Authorization