

FROM THE OFFICE OF ZONING AND PLANNING

CHECKLIST FOR OBTAINING A CONSTRUCTION PERMIT

- A fee of \$50.00 is applicable for all zoning permits, to be paid when the application is submitted to the Zoning Office
 - Revised plans require a \$25.00 fee for re- review
- A fee of \$50.00 is applicable for grading and drainage **for new dwellings only**, to be paid when the zoning application is submitted to the Zoning Office
 - **New dwellings, must submit architectural floor plans**
- Completed zoning permit, signed by the owner
 - a) See attached rules
- Tax & sewer form **MUST** be signed by the tax collector before submitting zoning permit, that taxes are current (form supplied)
- Signed waiver, by owner, that no wetlands exist on the property (form supplied)
- New construction must have a grading and drainage plan showing the existing and proposed contours, by a licensed professional
 - Driveway apron plan, by a licensed professional
- Upon a fully completed permit, the zoning office shall have 10 business days to approve or deny a permit
- Upon permit approval, applicant shall forward zoning permit and any applicable construction forms to the building office for their review before a construction permit is issued
 - a) Note – construction office has 20 business days to review plans before issuing a construction permit. Construction review won't begin until approved zoning is received

b) NO jacket will be accepted without a zoning permit approval

-- PERMIT REQUIREMENTS

THIS APPLICATION MUST BE ACCOMPANIED BY: A CURRENT, SEALED SURVEY BY LICENSED SURVEYOR, DRAWN TO SCALE (WITH SCALE SHOWN) WITH DIMENSIONS SHOWING THE EXACT SIZE, SHAPE AND LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS AND STRUCTURES, AND SUCH ADDITIONAL INFORMATION AS MAY BE REQUIRED BY THE ZONING OFFICER TO ALLOW HIM/HER TO DETERMINE IF A ZONING PERMIT SHOULD BE ISSUED. THE ZONING OFFICER MAY WAIVE THE SURVEY REQUIREMENT FOR MINOR APPLICATIONS PROVIDED THAT SUFFICIENT AND SATISFACTORY INFORMATION IS SUBMITTED FOR HIM/HER TO MAKE AN INFORMED DECISION. **NOTE**: WHEN BOTH EXISTING AND PROPOSED BUILDINGS AND STRUCTURES ARE INVOLVED THE EXISTING BUILDINGS AND STRUCTURES SHALL BE CROSS-HATCHED IN ORDER TO AID IN THE REVIEW OF THE SURVEY.

***NO ZONING PERMIT WILL BE ACCEPTED
WITHOUT PROOF OF TAXES & SEWER BEING
PAID***

Taxes

Block _____

Lot _____

Owner _____

I hereby certify that the taxes on the above property are current thru ____
quarter of ____ **OR** taxes are due thru ____ quarter of ____.

Date _____

Tax Collector's Signature _____

Sewer

Block _____

Lot _____

Owner _____

I hereby certify that the sewer on the above property is current thru ____
quarter of ____ **OR** sewer is due thru ____ quarter of ____.

Date _____

Tax Collector's Signature _____

**NO ZONING PERMIT WILL BE ISSUED
WITHOUT OWNERS SIGNATURE REGARDING
WETLANDS ON THE PROPERTY**

Address _____

Block _____

Lot(s) _____

I hereby certify that the above listed property **HAS NO** wetlands or other regulated issues.

Owner _____

I hereby certify that the above listed property **HAS** wetlands and other regulated issues.

NJDEP permit number _____ Date of plan

Owner _____

APPLICATION FOR ZONING PERMIT
TOWNSHIP OF MIDDLE

Date _____

Block _____ Lot _____ Zone _____

Work Site Location _____

Property Owner _____

Address of Owner _____ Phone No _____

Email Address _____

Existing Use _____

Description and dimensions of work _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all application laws of this jurisdiction.

_____	_____	_____	_____
Signature	Address	Telephone	Fax

Name of the Applicant: _____

FOR OFFICE USE ONLY

Front _____ Rear _____ Smallest Side _____ Total _____ Second Front _____

Ground Floor Area: Existing _____ Proposed _____ Total _____ SF

SF of Lot _____ Percentage of Lot covered by bldg. _____ Height _____

Swimming pool/Shed distance from: Foundation Wall _____ Side _____ Rear _____

Approved _____ Denied _____

David May, Zoning Officer

Notes: