

***FROM THE OFFICE OF  
ZONING AND PLANNING  
CHECKLIST FOR OBTAINING A  
ZONING PERMIT  
CONSTRUCTION/ SEWER***

- A fee for \$50.00 (cash or check) is applicable for all zoning permits, to be paid when the application is submitted to the Zoning Office. An additional fee of \$100.00 (cash or check) is required for Grading and Drainage review on all new residential home construction. See requirements for a zoning permit application on page 2.
  - Revised application requires a \$25.00 fee for re-review
- Starting January 1, 2023 – All zoning permit applications submitted for new construction must be accompanied by the State of New Jersey Residential/ Non-residential Development Fee Certification.
- The construction permit application must be submitted with the Zoning Permit application, as well as all required pre-approvals.
- Tax Collector verification (page 3) must be signed off on by the Zoning or Construction Office prior to being submitted to the Tax Collector for verification. This verification MUST be signed by the Tax Collector prior to submitting the complete zoning permit application.
- Upon a fully completed zoning permit application, the zoning office shall have 10 business days to approve or deny a permit.
  - A) Note: construction office has 20 business days to review plans before issuing a construction permit. Construction review won't begin until approved zoning

## **PERMITS REQUIREMENTS**

THIS APPLICATION MUST BE ACCOMPANIED BY : A CURRENT, SEALED SURVEY BY A 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.

## **APPLICATION FOR SEWER CONNECTION**

THIS APPLICATION MUST BE FILED IN QUADRUPLICATE BY THE APPLICANT AND MUST BE ACCOMPANIED BY THE APPROPRIATE APPLICATION FEES PER SERVICE CONNECTION, AS WELL AS THE REQUIRED CONNECTION FEE(S) MADE PAYABLE TO THE TOWNSHIP OF MIDDLE, NJ. DEP APPROVAL IS REQUIRED.

APPLICATION IS HEREBY MADE FOR PERMISSION TO EXCAVATE AND MAKE DIRECT CONNECTION TO THE SANITARY SEWER SYSTEM OF THE TOWNSHIP OF MIDDLE.

APPLICATION AND FEES MUST BE SUBMITTED TO THE TOWNSHIP OF MIDDLE SEWER UTILITY. A ROAD OPENING APPLICATION/ PERMIT MUST ALSO BE OBTAINED PRIOR TO CONNECTION BEING MADE TO THE SANITARY SEWER SYSTEM.

THE APPLICATION IS FOR FOUR INCH (4") DIAMETER OR SIX INCH (6") DIAMETER SEWER CONNECTIONS WHICH SHALL MEET LOCAL BUILDING CODES, REGULATIONS AND REQUIREMENTS.

NO SEWER CONNECTION LARGER THAN SIX INCH (6") DIAMETER WILL BE PERMITTED UNDER THIS APPLICATION.

APPLICATION FOR SEWER EXTENSIONS SUCH AS MULTIPLE UNIT CONNECTIONS, DEVELOPMENTS, CONNECTIONS EIGHT INCH (8") DIAMETER AND LARGER, MULTI-BUILDING COMPLEXES, ETC., ARE NOT INCLUDED UNDER THIS SEWER CONNECTION APPLICATION.

A SEWER CONNECTION PLAN MUST BE COMPLETED AND PROVIDED ALONG WITH APPLICATION.

***NO ZONING PERMIT WILL BE ACCEPTED UNTIL PROOF THAT TAXES  
AND SEWER ARE CURRENT***

**CERTIFICATION FROM TAX COLLECTOR**

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

LOT (S): \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

OWNER: \_\_\_\_\_

Does this permit cover more than one property? \_\_\_\_\_

List additional properties that this permit will cover

Block	Lot	Property location

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**To be signed by zoning office:**

I have verified the above information is correct: \_\_\_\_\_

**TAX AND SEWER COLLECTOR PORTION:**

I hereby certify the taxes on the above-mentioned property(s) are current  
thru \_\_\_\_\_ quarter of \_\_\_\_\_.

I hereby certify the sewer utility on the above-mentioned property(s) are current  
thru \_\_\_\_\_ quarter of \_\_\_\_\_.

**Date:** \_\_\_\_\_

**Tax Collector/Sewer Signature:** \_\_\_\_\_

CHECK HERE IF TAXES ARE DELINQUENT \_\_\_\_\_

CHECK HERE IF SEWER IS DELINQUENT \_\_\_\_\_

***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 \_\_\_\_\_

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.

\_\_\_\_\_  
Owner signature                      address    phone    fax

Name of the Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

☐ RESIDENTIAL   ☐ SEWER   ☐ COMMERCIAL   ☐ SEPTIC   NOTES: \_\_\_\_\_

\_\_\_\_\_ Number of current units

\_\_\_\_\_ Number of proposed units

\_\_\_\_\_ Sq. Footage of building if commercial

\_\_\_\_\_ Road opening permit required

\_\_\_\_\_ New connection

\_\_\_\_\_ Reconnection

\_\_\_\_\_ Upgrade

\_\_\_\_\_  
*Zoning Official Signature*

DO NOT FILL OUT BELOW THIS LINE – TO BE COMPLETED BY APPLICABLE

TOWNSHIP DEPARTMENT

Block: Lot:

Address:

# of Existing Bedrooms:

Description of work:

# of Proposed Bedrooms:

**PART A: TO BE COMPLETED BY THE SEWER DEPARTMENT**

Residential

☐

Application Fee \$ \_\_\_\_\_

Commercial

☐

Connection Fee \$ \_\_\_\_\_

Existing Sewer

☐

New Sewer

☐

Date sent to Construction: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
*Signature*

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**PART B: TO BE COMPLETED BY SUPERINTENDENT OF PUBLIC WORKS**

Road Moratorium: \_\_\_\_\_

Street Opening Permit Required: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

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**PART C: TO BE COMPLETED BY THE CONSTRUCTION OFFICE**

Description of Work Being Performed:

\_\_\_\_\_

Type of Permit Applied for \_\_\_\_\_ Permit # \_\_\_\_\_

Date Construction Permit Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Inspected \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
*Signature*

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**PART D: TO BE COMPLETED BY TAX COLLECTOR**

Date Forwarded to Tax Collection for Billing Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Billing Initiated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Account \_\_\_\_\_

\_\_\_\_\_  
*Signature*