

Franklin Township, Somerset County, NJ

PROJECT # P-_____

ZONING PERMIT APPLICATION

Fill out completely and type or print in ink.
Please read instructions on reverse.

<u>Township - Stamp Date Received</u>

WORKSITE:

Block _____ Lot _____ Qualifier _____ Zone _____

Address _____ Apt./Floor/Suite/Unit/Etc. _____ City _____

Residential, specify: _____ or Non-residential, specify: _____

Property Owner _____

Address (if different) _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

APPLICANT (if not owner):

Name _____ Owner's Agent Tenant Other _____

Address _____ City _____ State _____ Zip Code _____

Contact Person _____

Phone _____ Fax _____ Email _____

TYPE OF PERMIT REQUESTED (check all that apply):

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Change Tenant/Use - \$50 | <input type="checkbox"/> House (Individual) - \$50 | <input type="checkbox"/> Deck/Gazebo - \$30 | <input type="checkbox"/> Sign - \$50 |
| <input type="checkbox"/> Home Occupation - \$50 | <input type="checkbox"/> House (Tract) - \$30 | <input type="checkbox"/> Shed ≤ 100 sq. ft. - \$25 | <input type="checkbox"/> Impervious Surface - \$30 |
| <input type="checkbox"/> Garage Conversion - \$30 | <input type="checkbox"/> Addition - \$30 | <input type="checkbox"/> Pool/Spa/Hot Tub - \$30 | <input type="checkbox"/> Demolition – No Charge |
| <input type="checkbox"/> Commercial Bldg. - \$50 | <input type="checkbox"/> Accessory Bldg. - \$50 | <input type="checkbox"/> Fence - \$25 | <input type="checkbox"/> Other - _____ |

Description of Project/Use (be specific): _____

Change of Tenant/Use: Previous Tenant _____ Use _____

New Tenant _____ Use _____ Sq. Ft. _____

All applications, check one for each: WELL - Yes No Proposed / SEPTIC - Yes No Proposed

CERTIFICATION:

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false, I am subject to punishment.

Signature _____ Date _____

<u>Township Use Only</u> AMOUNT PAID \$ _____
CASH ___ or CHECK # _____ DATE _____
RECEIPT # _____ REC'D. BY _____

<u>Township Use Only</u> APPLICATION # Z-_____
___ APPROVED COAH: ___ Yes ___ No
___ APPROVED WITH CONDITIONS – SEE ATTACHED MEMO STATING CONDITION(S) OF APPROVAL
___ DENIED - SEE ATTACHED MEMO STATING REASON(S) FOR DENIAL
___ ZONING APPROVAL NOT REQUIRED
_____ Zoning Officer _____ Date _____

INSTRUCTIONS **ZONING PERMIT APPLICATION**

Welcome to the Franklin Township Zoning Permit process! We are constantly working to improve the permit process and make it more “user-friendly.” Our aim is to make your experience as simple, quick, efficient, and painless as possible. You can help us to help you by ensuring that your application is correct and complete. Please be sure to “print or type” all necessary information on the Application Form and to submit all required support materials. The support documentation needed for the various types of Zoning Permits is outlined below. **Please note: These are general requirements only and may vary depending on the specific project or use. If you have any questions, please stop by the Zoning Office or call the Zoning Officer at 732-873-2500, ext. 274 before submitting your application. We’re here to help you!**

ALL APPLICATIONS - Description of Project or Use

- When completing the *Description of Project/Use* section, be very specific and detailed. For example: If a structure is proposed explain its use and note its dimensions. If a change of tenant and/or use is proposed include the previous and proposed tenant/use and the square footage to be used. Note: All applicants must indicate the absence or presence of a well and/or septic on the property. The more information you provide, the less chance there will be of questions that could hold up your application.

New Structures & Exterior Projects

- **Residential** applications need to include two photocopies of a signed and sealed survey of the property that shows all existing structures and includes the location of any well and/or septic system on the property. All structure(s) being proposed must be drawn in clearly to the same scale as the survey and/or showing all dimensions and distances from the property lines.
- **Non-Residential & Mixed Use** applications need to include two copies of a signed and sealed site plan showing the location of all existing structures, setbacks, topography, and utilities, including all dimensions and distance measurements. All structure(s) being proposed must be shown clearly, drawn to the same scale as the site plan, and include all dimensions and distances from the property lines.

Change of Use & Change of Tenant

- These applications need to include two copies of each of the following:
 1. A signed and sealed site plan showing the property lines, all structures, driveways, and parking spaces; and including a chart indicating the parking calculations.
 2. A signed and sealed floor plan of the building **indicating the use and square footage** of each area used by each tenant.

Construction Permit Applications

- If your project will require a Construction Permit it is recommended that you submit that application along with your Zoning Application. In this case, as soon as your Zoning Permit is issued your application package will be sent directly to the Construction Office. Please note: If you do not submit the applications together you must include a copy of your Zoning Permit with your Construction Permit Application.

Additional Review

- Please be aware that your project/use may require review, approval, or permits from other Township departments such as Engineering, Fire Prevention, Health, Historical Commission, or the Police Department. If in doubt, check before you proceed. We will direct and assist you.