



## **INSTRUCTIONS**

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 approval 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. 6281 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 a photocopy 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 a copy 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 to the same scale as the survey and showing all dimensions and distances from the property lines.

### **Change of Use & Change of Tenant**

- These applications need to include a copy of each of the following:
  1. A floor plan of the building **indicating the use and square footage** of each area used by each tenant.
  2. Depending upon the nature of the change of use/ tenant, the Township may require a property survey or site plan showing the property lines, all structures, driveways, and parking spaces; and a chart indicating the parking calculations

### **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 approval is obtained 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 approval 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.

### **Additional Fees to be Submitted with Zoning Application**

Please submit the following additional fees with the Zoning Application and Zoning Review Fee (separate check)

- 1) Addition to House - \$150
- 2) Ground Mount Solar Array - \$250
- 3) Accessory Structure over 200 sf or In-Ground Pool - \$150
- 4) New House - \$500 (fee only needed if no inspection fees posted with Engineering)