

City of Millville

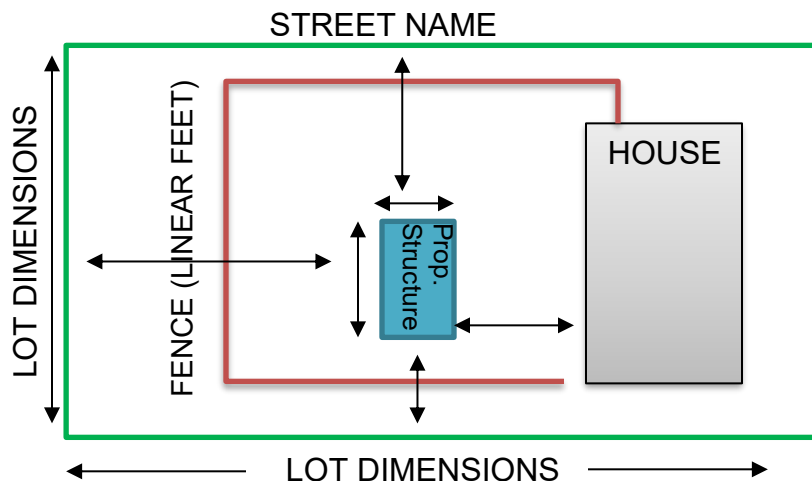
Zoning Permit Application Instructions

City of Millville, 12 S. High Street, PO Box 609, Millville, NJ 08332, Attn: Zoning Officer

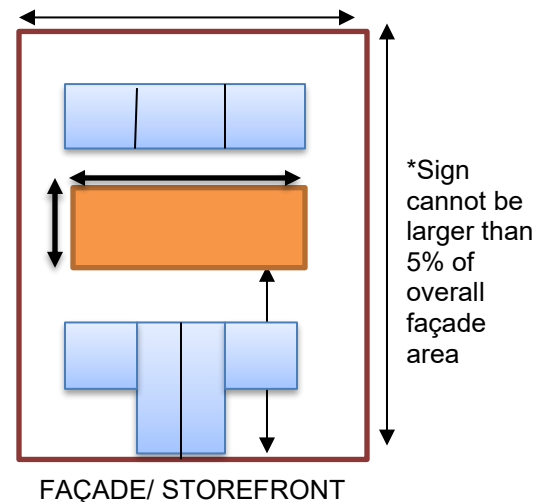
GENERAL INFORMATION

- The Contact Person and/or Company may be the homeowner or party completing the application on behalf of the owner.
- The Zoning Officer will be available in the Office of the Zoning Department, 5th Floor of City Hall, between the hours of 8:30 AM - 4:00 PM (**by appointment**), **Itzel Torres Velazquez (856) 825-7000 ext. 7290. Email: Itzel.Torres@millvillenj.gov**
- A plot plan **must** include the following information: lot size, existing structures, proposed structures as well as property line setbacks; you may use the plot plan page provided to complete your application depiction.
- Completed applications will be approved or denied **within 10 business days**.
- Please submit the Zoning Permit Application along with the corresponding fee below (**Check or Money order**) Make check Payable to **City of Millville**.
- No person shall erect, construct, alter, remodel, convert, remove or destroy any building or structure or change any use or occupancy of any building, structure or land without first obtaining a zoning permit from the Zoning Officer. Applications requiring construction permits will be reviewed by the Construction Department once a Zoning Permit has been approved.
- If the application has received approval by planning board or zoning board, Please provide plans approved by the board (if applies) and a copy of the resolution and deed (if applies).
- **Incomplete applications shall be returned to the applicant**

EXAMPLE PLOT PLAN



EXAMPLE SIGNAGE PLAN



ADDITIONAL ZONING INFORMATION RESOURCES

All resources can be found under the zoning page on our city website.

The following links have been provided:

- City Ordinance: [ECODE](#)
- City Zoning Map: [ZONING MAP](#)
- City Zoning Land Use and Development Regulations: [SCHEADULE OF DISTRICT REG.](#)
- Tax Map: [MAP PAGES](#)
- Fee Schedule on page 2

FEE SCHEDULE

NEW UNITS		ADDITIONS		VERIFICATION LETTERS	
☐ Single Family Dwelling (Attached or Detached)	\$50.00	☐ All Residential	\$35.00	☐ ALL	\$40.00
☐ Multi Family Dwelling (Per Unit)	\$25.00	☐ Commercial, Industrial and Other	\$50.00 Per Unit	Certificate of Zoning Compliance	
☐ Commercial or Industrial	\$100.00				
☐ Other: _____	\$50.00				
		CHANGE OF USE, CONVERSIONS OF BUILDING OR STRUCTURAL CHANGES TO ACCOMMODATE USE CHANGES OR ADDING ADDITIONAL USES			
ACCESSORY STRUCTURES					
☐ Residential: 400 sq. ft. or less	\$25.00	☐ Residential (Attached or Detached)		\$50.00 Per Use	
☐ Residential: Over 400 sq. ft.	\$50.00	☐ Multi Family		\$25.00 Per Use	
☐ ALL Commercial or Industrial	\$100.00	☐ Commercial or Industrial		\$100.00 Per Use	
☐ Other: _____	\$50.00	☐ Other: _____		\$50.00 Per Use	
SPECIAL STRUCTURES					
SWIMMING POOL		SIGNAGE			
☐ Private Above-ground	\$35.00	☐ Sign – 25 sq. ft. or less		\$25.00	
☐ Private In-ground	\$50.00	☐ Sign – 25 to 50 sq. ft		\$50.00	
☐ Public Swimming Pool	\$100.00	☐ Sign – Over 50 sq. ft		\$100.00	
☐ Fence	\$50.00	☐ Temporary Sign (30 days at most)		\$25.00	
SOLAR ARRAYS AND RESIDENTIAL SOLAR ARRAYS					
☐ Roof Mount < 400 S.F. (Residential)			\$25.00		
☐ Roof Mount 400 S.F. or > (Residential)			\$50.00		
☐ Ground Mount (Residential)			\$50.00		
☐ Roof Mount (Commercial or Industrial)			\$100.00		
☐ Ground Mount (Commercial or Industrial)			\$100.00		
☐ All Solar Arrays tied into an electrical grid (New Classification)			\$200.00		
☐ Cell Phone Towers or Units on water tanks/ buildings			\$200.00		
☐ Antenna or equipment change outs on all cell sites			\$100.00		

**APPLICATION FOR ZONING PERMIT
CITY OF MILLVILLE**

City of Millville, 12 S. High Street, PO Box 609, Millville, NJ 08332

<i>For Municipal Use</i>	
Received:	/ /
Fee Paid:	\$
Check No: #	
Permit No: #	

WORK SITE INFORMATION

PROPERTY ADDRESS: _____		
BLOCK: _____	LOT: _____	
LOT SIZE: _____	FRONTAGE: _____	ZONE: _____

OWNER AND APPLICANT INFORMATION

Name of Owner:	_____
Mailing Address:	_____
Phone Number:	_____
Email:	_____
Applicant Name:	_____
Mailing Address:	_____
Phone Number:	_____
Email:	_____

SITE INFORMATION – An incomplete application is cause for denial

Existing Use of Land or Structure:	_____
Proposed Use of Land or Structure:	_____
Square Footage of Structure (detached or attached):	_____
Existing S.F.:	_____
Proposed S.F.:	_____
Height (ft):	_____
Description of Structure:	_____
Demo or rehab (exterior or interior) explain:	_____
Is lot serviced by public sewer?	☐ Yes ☐ No

SIGN HERE
PLEASE!



_____	_____ / _____ / _____
APPLICANT'S SIGNATURE	DATE

For Municipal Use

APPROVAL: _____	DENIAL: _____	NOT REQUIRED: _____
ZONING OFFICER: _____		
Itzel Torres Velazquez (856) 825-7000 ext. 7290		
ENGINEERING APPROVAL: _____	NOT REQUIRED: _____	

PLOT PLAN

Corner lot: ☐ Yes ☐ No

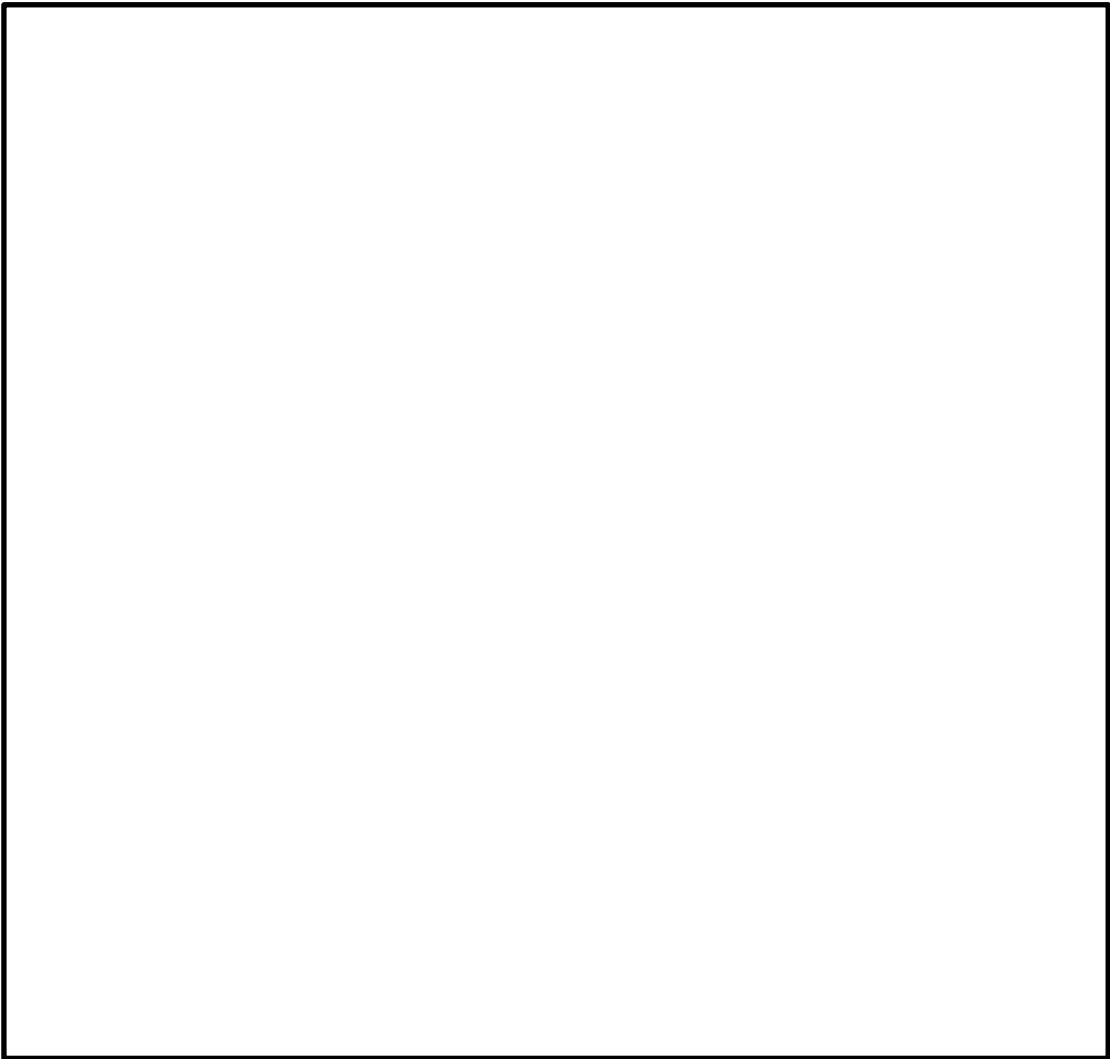
If "yes" list intersecting street: _____

Show all existing and proposed structures (house, sheds, pools, garages, fence (height), etc.) dimensions and sizes, along with the distance from the structures to the property line (all sides). Check example on page 1 of the instructions for help.

Indicate any easement if any.

Property Line Dimension: _____ ft.

Property Line
Dimension:
_____ ft.



Property Line
Dimension:
_____ ft.

Property Line Dimension: _____ ft.