



BOROUGH OF PENNS GROVE

County of Salem, State of New Jersey

Borough Hall, 1 State Street, Penns Grove, New Jersey 08069 | (856) 299-0098 | www.pennsgrove-nj.org

ZONING OFFICE CONTACT

Dena Moore Johnson, PE, CME, CPWM, Borough Engineer
Grant Engineering & Construction Group, LLC (zoning services for the Borough)
535 Route 38 East, Suite 323, Cherry Hill, New Jersey 08002
Telephone (267) 375-9498, ext. 123 | djohnson@grantecg.com

ZONING PERMIT APPLICATION

Borough Code Chapter 450 (Zoning), Article X, and Chapter 85, as amended by Ordinance No. 2026-1

Part A — Instructions and Information

Please read this Part before completing the application. Keep Part A for your records; file Parts B through D with the Zoning Officer.

A-1. WHEN A ZONING PERMIT IS REQUIRED

A zoning permit is the Zoning Officer's written confirmation that a proposed building, structure, or use complies with the Borough Zoning Ordinance (Chapter 450). Under § 450-84, a zoning permit is required **before** any of the following:

- the erection or structural alteration of any building, structure, or portion of a building or structure;
- the use, or change in use, of a building or land; and
- the change or extension of a nonconforming use.

A zoning permit is also required for the installation of any rooftop, building-mounted, or ground-mounted solar energy system (§§ 450-101 and 450-103), and a temporary zoning permit is required for temporary structures and uses described in § 450-13. Where a zoning permit is required, it must be issued before the Construction Official may issue a construction permit for the work.

Common projects that need a zoning permit include additions; decks, porches, and patios; sheds, detached garages, and other accessory buildings; fences and walls; swimming pools; driveways and parking areas; solar energy systems; signs; a new business or other new use of a building; a change in the number of dwelling units; and any change to a nonconforming use. If you are unsure whether your project needs a zoning permit, contact the zoning office (see A-8) before you begin work.

A-2. WHAT TO SUBMIT

1. **Application (Part B).** Complete every item. Write "N/A" where an item does not apply. Section 7 must describe the proposed work or use in detail. If no work, use, or change of use is proposed, a zoning permit is not the correct request; see A-5 below and contact the Zoning Officer.
2. **Owner's consent (Part D).** If the applicant is not the owner of record, the owner must sign the notarized consent in Part D. For a corporation, limited liability company, or other entity, the consent must be signed by an officer, managing member, or other authorized person.
3. **Survey or plot plan.** Submit [two (2)] copies of a survey of the property, drawn to scale, marked to show the proposed work. The survey must show property lines and dimensions; all existing and proposed buildings, structures, and improvements; the distance from each building or structure to the front, side, and rear property lines; building dimensions and height; driveways, parking areas, fences, and easements; and routes of ingress and egress. For property in a flood hazard area, the survey must also show the flood zone boundaries, the base flood elevation, and existing and proposed ground and floor elevations. If a survey is not available, you may draw a plot plan on the grid in Part C, subject to the Zoning Officer's approval.
4. **Drawings or specifications.** For additions, accessory buildings, pools, fences, and signs, attach drawings, elevations, or manufacturer's specifications showing dimensions, height, and materials.

5. **Solar energy systems.** Attach the items required by § 450-103: structural engineering information from a New Jersey licensed engineer; a plot plan showing the items in § 450-103B(1) through (11); the manufacturer's specification sheets certified by a New Jersey licensed engineer; and a copy of the written notice to the electric utility required by § 450-107J.
6. **Floodplain Development Permit Application.** For any building, structure, or structural improvement, attach the completed Borough Floodplain Development Permit Application and, where required, an Elevation Certificate, an itemized cost estimate with the market value of the structure, and any approval from the New Jersey Department of Environmental Protection (see A-6).
7. **Nonconforming use or structure claims.** If you contend that any existing use or structure is a lawful nonconforming use or structure, attach the documents described in Part B, Section 9.
8. **Permits following a Planning Board approval.** Attach a copy of the memorialized resolution and proof that all conditions that must be met before a permit is issued have been satisfied, including payment of all professional review costs (Ordinance No. 2026-1, Section III).
9. **Fee.** Pay the fee shown in A-3 when you file. An escrow deposit must be accompanied by a completed Internal Revenue Service Form W-9.

A-3. FEES (ORDINANCE NO. 2026-1)

Permit or Request	Fee
Zoning permit — residential	\$75.00
Zoning permit — non-residential	\$125.00
Zoning permit — solar energy system (§ 450-103C)	\$100.00
Sign permit application	\$60.00 fee + \$400.00 escrow
Sign permit renewal	\$25.00
Temporary zoning permit / temporary use (§§ 450-13, 450-86)	\$50.00 per day of use
Zoning verification letter (request in writing; not a permit)	\$75.00 fee + \$400.00 escrow
Floodplain development permit (separate Borough form; see A-6)	\$50.00 outside the Special Flood Hazard Area; \$300.00 in a Special Flood Hazard Area or regulatory floodway

Fees are payable at the time of filing by check or money order made payable to "Borough of Penns Grove" [or other payment methods accepted by the Borough]. Fees are set by Chapter 85 of the Borough Code, as amended by Ordinance No. 2026-1 (adopted [date of adoption]), and are subject to change; confirm the current fee with the Zoning Officer before filing. The floodplain development permit fees are those shown on the Borough's Floodplain Development Permit Application [confirm the ordinance or resolution that sets them]. Applications to the Planning Board (variances, site plans, subdivisions, conditional uses, and certificates of nonconformity) have separate fees and escrow deposits listed in the Land Use Application Packet.

A-4. REVIEW, DECISION, AND APPEAL

- **Time for decision.** The Zoning Officer will grant or refuse a zoning permit within ten (10) days after the written application has been filed, except where Planning Board site plan review is required (§ 450-85).
- **Incomplete applications.** Under § 450-84, an application must contain all information necessary for the Zoning Officer to determine whether the proposal complies with Chapter 450. An application that is missing required information, documents, or the fee is incomplete. The Zoning Officer will notify the applicant in writing of what is missing, and the time for decision will run from the date the missing items are received.
- **If approved.** The Zoning Officer will issue a numbered, signed permit and forward a copy to the Construction Official. The permit authorizes only the work and use described in the application and shown on the approved survey or plot plan. Any change requires a new or amended permit.

- **If denied.** The Zoning Officer will state the reasons in writing. You may revise the proposal and reapply; apply to the Planning Board for a variance or other relief using the Borough's Land Use Application Packet (the Planning Board exercises the powers of the Zoning Board of Adjustment under N.J.S.A. 40:55D-25(c)); or appeal the decision as described below.
- **Appeals.** Any interested party affected by a decision of the Zoning Officer may appeal to the Planning Board, acting as the Zoning Board of Adjustment, by filing a notice of appeal specifying the grounds of the appeal with the Zoning Officer within twenty (20) days (§ 85-22; N.J.S.A. 40:55D-72). A copy of the notice should also be filed with the Board Secretary, together with the Planning Board application. The appeal fee is \$60.00 (residential) or \$100.00 (non-residential), plus a professional review escrow of \$700.00 or \$800.00 (Ordinance No. 2026-1).

A-5. NONCONFORMING USES AND STRUCTURES

A nonconforming use or structure is one that was lawful when it was established but does not conform to the Zoning Ordinance because of a later ordinance or amendment. A lawful nonconforming use or structure may continue, subject to the rules below (N.J.S.A. 40:55D-68; § 450-66).

- **Burden of proof.** The person claiming a nonconforming use or structure must prove, with documents, that it lawfully existed before the ordinance that made it nonconforming and that it has continued since then without abandonment.
- **Abandonment.** A nonconforming use or structure that has been discontinued for one (1) year is considered abandoned and may not be reestablished; any later use must conform to the Zoning Ordinance (§ 450-69).
- **Certification.** Under N.J.S.A. 40:55D-68, the Zoning Officer may certify a nonconforming use or structure only if the request is made within one (1) year after adoption of the ordinance that made it nonconforming. After that year, certification must be requested from the Planning Board, acting as the Zoning Board of Adjustment. The fee is \$60.00 (residential) or \$100.00 (non-residential), plus a professional review escrow of \$700.00 or \$1,000.00 (Ordinance No. 2026-1).
- **Expansion or change.** The Zoning Officer cannot approve, by zoning permit, the alteration, extension, enlargement, or change of a nonconforming use, including an increase in the number of dwelling units. That relief requires Planning Board approval (§§ 450-67A and 450-70; N.J.S.A. 40:55D-70(d)(2)). A nonconforming structure may be altered or enlarged only if the nonconformity is not increased (§ 450-67B); otherwise a variance is required.
- **Informal advice.** Oral or informal statements by Borough personnel are not a substitute for a zoning permit, a certification of nonconformity, or a Planning Board approval.

A-6. FLOOD HAZARD AREAS AND FLOODPLAIN DEVELOPMENT PERMITS

Penns Grove lies along the Delaware River, and large parts of the Borough are in or near flood hazard areas shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map for Salem County (panels 34033C0051C through 34033C0054C, effective June 16, 2016, available at msc.fema.gov). The Borough participates in the National Flood Insurance Program and regulates development under its Flood Damage Prevention Ordinance (Chapter 252). The Borough Engineer serves as the Floodplain Administrator.

- **Floodplain Development Permit Application required.** An application for any building, structure, or structural improvement, anywhere in the Borough, must include a completed Borough of Penns Grove Floodplain Development Permit Application. The form is on the Floodplain Management page of the Borough website (pennsgrove-nj.org/floodplain-management). Submit it [in triplicate] with this application, with the floodplain permit fee shown in A-3.
- **No work before the floodplain permit.** A zoning permit does not authorize any development in a flood hazard area. A zoning permit for such a property is conditioned on the Floodplain Administrator's issuance of the floodplain development permit, and no work may begin until that permit is issued (Chapter 252).
- **Elevation.** In a Special Flood Hazard Area, the lowest floor of a new or substantially improved building must be at or above the design flood elevation required by Chapter 252: at least one (1) foot above the base flood elevation, or higher where ASCE 24 or state rules require. A non-residential building may instead be dry floodproofed to that elevation, as certified by a New Jersey licensed professional engineer or architect. In a VE

(coastal high hazard) zone or a Coastal A zone, the bottom of the lowest horizontal structural member must be at or above that elevation.

- **Elevation Certificate.** New construction and substantial improvements in a Special Flood Hazard Area require a FEMA Elevation Certificate prepared by a New Jersey licensed land surveyor or professional engineer: one based on the construction drawings, submitted with the application, and a final as-built certificate when construction is complete.
- **Substantial improvement and substantial damage.** The Floodplain Administrator will determine whether the work is a substantial improvement: any reconstruction, rehabilitation, addition, or other improvement of a structure whose cost, added to the cost of all other improvements over a ten (10) year period, equals or exceeds fifty (50) percent of the market value of the structure, not including the land, before the work begins. Repair of a structure that has sustained substantial damage (damage that would cost 50 percent or more of its market value to repair) or repetitive loss is also a substantial improvement. A substantially improved or substantially damaged building must be brought into full compliance with the flood protection standards, which may require elevating it. Provide an itemized estimate of the full cost of the work and the market value of the structure in Part B, Section 10. Do not divide a project into separate applications: all improvements within ten years are added together, and the Borough may require the owner and contractor to sign an affidavit that no other work will be performed.
- **State approvals.** Work in a flood hazard area or riparian zone regulated by the New Jersey Department of Environmental Protection (NJDEP) may also require NJDEP approval under the Flood Hazard Area Control Act Rules (N.J.A.C. 7:13). Attach a copy of any NJDEP permit, permit-by-rule, or general permit authorization, or explain why none is required. Riparian zones are also regulated by Chapter 450, Article XII.
- **Flood maps are not a guarantee.** Areas outside the mapped flood hazard areas can and do flood. No zoning or floodplain permit is a representation by the Borough that a property is safe from flooding.

A-7. OTHER APPROVALS YOU MAY NEED

A zoning permit does not replace any other required approval. Depending on the project, you may also need:

- a construction permit from the Construction Official under the Uniform Construction Code (Chapter 223);
- a certificate of occupancy from the Housing Officer before a dwelling unit or commercial property is occupied, rented, or re-rented (Chapter 213). *A certificate of occupancy will not be issued unless the property's real property taxes and water and sewer charges are current (§ 213-3).*
- compliance with the Borough's rental property requirements (Chapter 359);
- the floodplain development permit and any NJDEP approval described in A-6, and approvals for work in a riparian zone (Chapter 450, Article XII) or within a street or sidewalk (Chapter 395); and
- approvals from county, state, or federal agencies having jurisdiction.

A-8. QUESTIONS AND FILING

Zoning services for the Borough are provided by Grant Engineering & Construction Group, LLC. Direct questions to Dena Moore Johnson, PE, CME, CPWM, Borough Engineer, at (267) 375-9498, ext. 123 or djohnson@grantecg.com. File the completed application, with all attachments, by e-mail to djohnson@grantecg.com or by delivery to Borough Hall, 1 State Street, Penns Grove, New Jersey 08069 (office hours 9:00 a.m. to 4:00 p.m., Monday through Friday), for forwarding to the zoning office. [Confirm where fees are paid and whether original signed and notarized pages must be delivered to Borough Hall.]

Part B — Zoning Permit Application

Please print clearly or type. Attach additional sheets if needed.

FOR OFFICE USE	Application No.		Date Received		Fee Paid	\$
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SECTION 1. PERMIT REQUESTED (CHECK ALL THAT APPLY)

Type of Permit	Fee	Type of Permit / Fee
☐ Zoning permit — residential	\$75.00	☐ Sign permit — \$60.00 + \$400.00 escrow
☐ Zoning permit — non-residential	\$125.00	☐ Sign permit renewal — \$25.00
☐ Zoning permit — solar energy system	\$100.00	☐ Temporary permit — \$50.00/day

Temporary permit: dates of use _____ through _____ (number of days: _____).

SECTION 2. APPLICANT

Name		Company (if any)	
Mailing Address			
City, State, ZIP		Telephone	
E-mail			
Applicant is the	☐ Owner ☐ Tenant ☐ Contract purchaser ☐ Contractor ☐ Other: _____		

SECTION 3. OWNER OF RECORD (IF DIFFERENT FROM APPLICANT)

Name		Telephone	
Mailing Address			
City, State, ZIP		E-mail	

If the applicant is not the owner of record, the owner's notarized consent (Part D) is required.

SECTION 4. CONTRACTOR OR DESIGN PROFESSIONAL (IF ANY)

Name / Company		Telephone	
E-mail		N.J. License or Registration No.	

SECTION 5. PROPERTY

Street Address					
Block(s)		Lot(s)		Corner Lot?	☐ Yes ☐ No
Zoning District	☐ R-1 ☐ R-2 ☐ R-3 ☐ COS ☐ H-C/I ☐ M-1 ☐ M-2 ☐ Unknown				
Lot Frontage (ft.)		Lot Depth (ft.)		Lot Area (sq. ft.)	
Existing Off-Street Parking Spaces		In a FEMA Special Flood Hazard Area? (see Section 10)	☐ Yes ☐ No ☐ Unknown		
Within a redevelopment area or subject to a redevelopment plan?			☐ Yes ☐ No ☐ Unknown		

SECTION 6. EXISTING AND PROPOSED USE

Existing (or most recent) use of the property	
Proposed use of the property	
Number of dwelling units	Existing: _____ Proposed: _____ Lawfully approved (if known): _____
Is this a change of use or a new use?	☐ Yes ☐ No
Non-residential uses: business name, nature of business, hours, number of employees, and floor area occupied	
Is the use a home occupation?	☐ Yes ☐ No

SECTION 7. DESCRIPTION OF PROPOSED WORK OR USE

Describe in detail exactly what you plan to do. Include the type of structure or use, its size, location on the lot, materials, and height. "None" is not an acceptable answer.

Estimated cost of work: \$_____ Has any of this work already started or been completed? ☐ Yes ☐ No
If yes, describe what was done and when:

Project Details (complete each line that applies)

Project Type	Size (L × W × H, ft.)	Front Setback	Side Setback	Side Setback	Rear Setback	Other Details
☐ Addition						Stories: ____
☐ Deck / porch / patio						Height above grade: ____
☐ Shed / garage / accessory bldg.						Floor area: ____ sq. ft.
☐ Swimming pool / hot tub						Barrier/fence height: ____
☐ Fence / wall	Height: ____ Length: ____					Material: ____
☐ Driveway / parking area						Surface: ____
☐ Solar energy system						☐ Roof ☐ Ground
☐ Sign						☐ Illuminated Area: ____ sq. ft.
☐ Other: _____						

Setbacks are the shortest distance, in feet, from the structure to the property line. Solar systems: panels may extend no more than six (6) inches above the roof and may not exceed 1,200 square feet on a residential structure; ground-mounted systems are subject to § 450-101D.

SECTION 8. DIMENSIONAL COMPLIANCE (NEW BUILDINGS, ADDITIONS, AND ACCESSORY STRUCTURES)

Standard	Required (Chapter 450, Attachment 2)	Existing	Proposed	Complies?
Lot area (sq. ft.)				☐ Yes ☐ No
Lot width / frontage (ft.)				☐ Yes ☐ No
Front yard (ft.)				☐ Yes ☐ No
Side yard — one side (ft.)				☐ Yes ☐ No
Side yard — other side (ft.)				☐ Yes ☐ No
Rear yard (ft.)				☐ Yes ☐ No
Building height (ft. / stories)				☐ Yes ☐ No
Lot coverage (%)				☐ Yes ☐ No
Accessory structure setbacks (ft.)				☐ Yes ☐ No
Gross floor area — principal building (sq. ft.)				☐ Yes ☐ No
Gross floor area — accessory buildings (sq. ft.)				☐ Yes ☐ No
Off-street parking spaces				☐ Yes ☐ No

The Zoning Officer will verify the required standards. If any proposed dimension does not comply, a variance from the Planning Board is required before a zoning permit can be issued.

SECTION 9. NONCONFORMING USE OR STRUCTURE

9a. Do you contend that any existing use or structure on the property is a lawful nonconforming use or structure (for example, more dwelling units than the zone permits, or a use not permitted in the zone)? ☐ Yes ☐ No

If yes, answer 9b through 9e and attach supporting documents. See Part A, A-5.

9b. Describe the nonconforming use or structure (type of use; number of units; size)	
9c. Date the use or structure was established, and the ordinance (if known) that made it nonconforming	
9d. Has the use or structure been discontinued, vacant, or unused for any period of one (1) year or more?	☐ Yes ☐ No If yes, dates: _____
9e. Documents attached	☐ Prior zoning permits or certificates of occupancy ☐ Construction permits ☐ Tax assessment records / property record cards ☐ Board resolutions ☐ Leases, rent rolls, or utility records ☐ Affidavits ☐ Other: _____

9f. Will the proposed work alter, extend, enlarge, or change a nonconforming use or structure, or increase the number of dwelling units? ☐ Yes ☐ No

If yes, Planning Board approval is required before a zoning permit can be issued (§§ 450-67 and 450-70; N.J.S.A. 40:55D-70(d)(2)).

SECTION 10. FLOOD HAZARD AREA (CHAPTER 252)

Complete this Section for every application involving a building, structure, structural improvement, fill, grading, or paving. The Floodplain Administrator will verify the flood zone and elevations. See Part A, A-6.

10a. FEMA flood zone (Flood Insurance Rate Map)	☐ X (outside SFHA) ☐ A ☐ AE ☐ AO/AH ☐ VE ☐ Floodway ☐ Unknown
10b. FIRM panel and base flood elevation	Panel 34033C_____ Base flood elevation: _____ ft. (NAVD 88)
10c. Type of development (check all that apply)	☐ New building ☐ Addition ☐ Alteration or renovation ☐ Repair of damage ☐ Accessory structure ☐ Fill, grading, or excavation ☐ Paving or driveway ☐ Fence or wall ☐ Storage of materials or equipment ☐ Demolition ☐ Manufactured home ☐ Other: _____
10d. Estimated total cost of the proposed work (labor and materials, including contractor overhead and profit; excluding land)	\$_____ (attach an itemized estimate)
10e. Market value of the structure, excluding land	\$_____ Source: ☐ Tax assessment ☐ Appraisal ☐ Other: _____
10f. Other improvements or repairs to this structure in the past ten (10) years?	☐ Yes ☐ No If yes, dates and costs: _____
10g. Has the structure been damaged by flood or other causes, or have flood insurance claims been paid on it, in the past ten (10) years?	☐ Yes ☐ No ☐ Unknown
10h. NJDEP flood hazard area approval (N.J.A.C. 7:13)	☐ Attached ☐ Applied for ☐ Not required (explain on a separate sheet) ☐ Unknown

SECTION 11. PRIOR APPROVALS AND VIOLATIONS

11a. Has the property been the subject of any prior application to the Planning Board or Zoning Board of Adjustment?	☐ Yes ☐ No	Application / resolution no. and date:
11b. Does this application carry out a Planning Board approval? (Attach the memorialized resolution.)	☐ Yes ☐ No	Resolution no. and memorialization date:
11c. Is site plan or subdivision approval required for this project?	☐ Yes ☐ No ☐ Unsure	
11d. Are there any pending notices of violation, stop-work orders, or municipal court complaints concerning the property?	☐ Yes ☐ No	Describe:

SECTION 12. ATTACHMENTS (CHECK EACH ITEM SUBMITTED)

- ☐ Survey marked to show proposed work ([two (2)] copies), or plot plan (Part C)
- ☐ Owner's notarized consent (Part D), if applicant is not the owner
- ☐ Drawings, elevations, or manufacturer's specifications
- ☐ Solar energy system documents required by § 450-103
- ☐ Nonconforming use or structure documents (Section 9)
- ☐ Memorialized Planning Board resolution (Section 11b)
- ☐ Floodplain Development Permit Application (required for any building, structure, or structural improvement; Section 10)

- ☐ Elevation Certificate based on construction drawings, if required (Part A, A-6)
- ☐ Itemized cost estimate and market value documentation (Section 10)
- ☐ NJDEP flood hazard area approval, if required (Section 10h)
- ☐ Fee payment, and Internal Revenue Service Form W-9 if an escrow deposit is required

SECTION 13. CERTIFICATIONS AND SIGNATURES

By signing below, the applicant and the owner each certify, acknowledge, and agree that:

1. The information in this application and in all attached documents is true, complete, and accurate to the best of their knowledge.
2. A zoning permit, if issued, authorizes only the work and use described in this application and shown on the approved survey or plot plan. Any change requires a new or amended permit.
3. A zoning permit is not a construction permit. No work requiring a construction permit under the Uniform Construction Code may begin until the construction permit is issued.
4. A zoning permit does not authorize development in a flood hazard area. No such work may begin until the Floodplain Administrator issues the floodplain development permit, and all work must comply with Chapter 252, including its elevation and substantial improvement requirements.
5. The cost estimate in Section 10 includes all of the proposed work, and the owner will not divide the work into separate applications to avoid the substantial improvement requirements.
6. Areas outside mapped flood hazard areas may flood, and no permit or approval is a representation by the Borough that the property is safe from flooding.
7. The issuance of a permit, or any inspection or approval by the Zoning Officer, shall not create or establish any liability upon the Borough of Penns Grove, its officers, agents, employees, successors, or assigns, and shall not be construed as a waiver of any provision of the Code of the Borough of Penns Grove or of any state law or regulation.
8. The Zoning Officer may enter the property at reasonable hours to make inspections in connection with this application and any permit issued (§ 450-83D).
9. A permit issued on the basis of false, incomplete, or misleading information may be revoked, and violations of Chapter 450 are subject to the penalties and remedies in §§ 450-88 and 450-89.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Applicant Signature		Date	
Print Name / Title			
Owner Signature		Date	
Print Name / Title			

Part C — Plot Plan

Use only if a survey is not available, and only with the Zoning Officer's approval.

Draw the lot and show: all property lines with dimensions; the street(s) the lot fronts on; all existing buildings and structures; the proposed work (outline it clearly); the distance from the proposed work to each property line; driveways and parking areas; fences; routes of ingress and egress; and, if known, the flood zone boundary. Indicate north with an arrow.

Scale: one (1) square = _____ feet Street name(s): _____

Part D — Owner's Consent

Required when the applicant is not the owner of record

I/We, _____, am/are the owner(s) of record of the property known as _____, Penns Grove, New Jersey, Block _____, Lot _____ on the Tax Map of the Borough of Penns Grove.

I/We consent to the filing of the attached Zoning Permit Application by _____ (the "Applicant") for the work and use described in it. I/We authorize the Zoning Officer of the Borough of Penns Grove to enter the property at reasonable hours to inspect it in connection with the application and any permit issued. I/We understand that any permit issued runs with the property and that I/we, as owner(s), remain responsible for compliance with the Zoning Ordinance.

If the owner is a corporation, limited liability company, partnership, or other entity, the person signing below certifies that he or she is authorized to sign on its behalf.

Owner Signature		Date	
Print Name / Title			
Owner Signature		Date	
Print Name / Title			

ACKNOWLEDGMENT

STATE OF NEW JERSEY)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20____, before me, the subscriber, personally appeared _____, who I am satisfied is the person (or the authorized representative of the entity) who signed the within consent, and who acknowledged that he or she signed, sealed, and delivered the same as his or her (or the entity's) voluntary act and deed, for the purposes expressed in it.

Notary Public of the State of New Jersey
My commission expires: _____

Part E — Zoning Officer Review and Determination

For office use only

E-1. INTAKE

Application No.		Date Received	
Fee Received	\$	Check / Receipt No.	
Escrow Received (if any)	\$	W-9 Received	☐ Yes ☐ No ☐ N/A
Deficiency Notice Sent		Date Deemed Complete	

E-2. VERIFICATION

Zoning district verified		Use permitted in zone?	☐ Yes ☐ No ☐ Conditional
Prior Board application(s)?	☐ Yes ☐ No	Resolution no(s).	
Open violations?	☐ Yes ☐ No	Construction Official consulted?	☐ Yes ☐ No
Property taxes current? (for information)	Yes / No Amount due: \$_____	Water / sewer charges current? (for information)	Yes / No Amount due: \$_____
Nonconforming use claimed?	☐ Yes ☐ No	Within Zoning Officer's authority to certify (N.J.S.A. 40:55D-68)?	☐ Yes ☐ No ☐ N/A

E-3. FLOODPLAIN REVIEW (FLOODPLAIN ADMINISTRATOR)

Flood zone / FIRM panel		Base flood elevation / design flood elevation	_____ / _____ ft.
In Special Flood Hazard Area?	☐ Yes ☐ No	In regulatory floodway?	☐ Yes ☐ No
Floodplain application received	Date: _____	Floodplain fee received	\$
Cost of work (10-year cumulative) / market value	\$_____ / \$_____ = _____ %	Substantial improvement or substantial damage?	☐ Yes ☐ No
Elevation Certificate	☐ Received ☐ Not required	NJDEP approval	☐ Received ☐ Not required ☐ Pending
Floodplain permit no. / date		Floodplain Administrator signature	

E-4. DETERMINATION

☐ Approved ☐ Approved with conditions ☐ Denied ☐ Returned as incomplete

Conditions of approval:

Reasons for denial or incompleteness (cite Code sections):

Relief required from the Planning Board (if denied):

☐ Bulk variance, N.J.S.A. 40:55D-70(c) ☐ Use variance, N.J.S.A. 40:55D-70(d) ☐ Certificate of nonconformity / interpretation
☐ Site plan ☐ Subdivision ☐ Conditional use ☐ Other: _____

Permit No.		Date Issued / Denied	
Zoning Officer Signature		Print Name	
Copy to Construction Official	Date: _____	Copy to Applicant	Date / method: _____

NOTICE OF RIGHT TO APPEAL. Any interested party affected by this decision may appeal it to the Borough of Penns Grove Planning Board, acting as the Zoning Board of Adjustment, by filing a notice of appeal specifying the grounds of the appeal with the Zoning Officer (Dena Moore Johnson, PE, Grant Engineering & Construction Group, LLC, djohnson@grantecg.com) within twenty (20) days, as provided in § 85-22 of the Code of the Borough of Penns Grove and N.J.S.A. 40:55D-72. A copy of the notice should also be filed with the Secretary of the Planning Board, together with the Planning Board application and fee.