

Please check all that apply.

- ☐ ZO Application Counter #:
- ☐ UCC Control #:
- ☐ Engineering permit #:
- ☐ Zoning Board App #:

Zoning Permit #:

ZONING PERMIT APPLICATION

WORK SITE ADDRESS: _____ Summit, NJ

WORK TYPE: (please check all that apply)

☐ AC / Generator	☐ Solar Panel	☐ Shed (200 square feet or less, 10 ft tall or less, see below)*
☐ Fence (6ft or less) with Specifications	☐ Play Structure	
☐ Patio☐ Pool ☐ Driveway☐ Walkway ☐ Accessory Structure (garage, pool house, etc.) ☐ Retaining wall☐ Hot Tub ☐ New Build☐ Addition ☐ Deck☐ Signage☐ Other: *Highlighted items require 2 copies of sealed survey demonstrating existing and proposed conditions.		*Sheds (NJAC 5:23-2.14.8) - A construction permit for building work shall not be required for garden-type utility sheds and similar structures that are 200 sq ft or less in area, 10 ft or less in height, and accessory to buildings of Group R-2, R-3, R-4 or R-5 and which do not contain a water, gas, oil or sewer connection. A construction permit for electrical work shall be required, when applicable.

Structure constructed prior to 1926: ☐ YES ☐ NO
Property is located within a Historic District: ☐ YES ☐ NO
If the answer to either of the questions is “YES”, this permit application is subject to Historic Site Verification under Development Regulations Ordinance §35-20. You MUST complete the Historic Site Verification Form annexed to this permit application.

OWNER INFO: (please write clearly and complete all fields)

First & Last Name	Address
City	State, Zip Code
Phone	Email

CONTRACTOR/PROFESSIONAL INFO: (please write clearly and complete all fields)

Company Name	Contact First & Last Name
Address	City, State, Zip Code
Phone Cell	Email

APPLICATION COMPLETENESS CHECKLIST:

- ☐ 2 Surveys – TO SCALE marked with proposed improvement(s)
- ☐ Plans and/or a statement describing all aspects of project (i.e. pool, patio, & 2-story addition)
- ☐ Patios & driveways must be drawn to scale
- ☐ If shed, construction permit not required if shed is 200 sq ft or less, 10 ft tall or less, and no utilities
- ☐ If fence, construction permit not required unless it is taller than 6 feet

STATEMENT OF UNDERSTANDING:

- By signing below, I understand / agree to:
- ☐ Complete the “Application Completeness Checklist” above
- ☐ Approved applications not picked-up within one week of notification will be mailed to the homeowner
- ☐ Call (800) 272-1000 for utility mark outs **BEFORE** excavating
- ☐ Perform work in accordance with approved plans, the Revised General Ordinances and the Development Regulations Ordinance of Summit City, and the specifications contained therein (failure to comply may result in a summons and/or fine)
- ☐ All fences, driveways patios, sheds, and play structures MUST be inspected by zoning staff upon completion. To schedule inspections, complete all work per the approved plan and email kkolbeck@cityofsummit.org or call (908) 273-6407
- ☐ All UCC/construction inspections can be scheduled online (www.cityofsummit.org/online) or by calling (908) 273-6408.
- ☐ All Zoning Board fees must be paid in full before closure of the permit
- ☐ A Zoning Permit review fee is due in the amount of \$50 for fences and \$100 for all other zoning review types

APPLICATION PICK-UP PREFERENCE:

- ☐ Please mail my approval/denial to: _____
- ☐ I will pick-up my approval/denial.* Please call me when it’s ready at: _____
*Applications not picked-up after one week will be mailed to the homeowner.

Applicant Print Name: _____ Signature: _____ Date: _____

ZONING FEE: Emp: _____ ☐ \$50-Fence _Cash _Check#: _____ ☐ \$100-Non-fence _Cash _Check Check#: _____

For Zoning Office use only:

- ☐ Approved by: _____ Date: _____
- ☐ Denied by: _____ Date: _____
- ☐ Variance required:

Comments: **SEE SDL**

☐ Zoning Board fees owed? ☐ Yes ☐ No If yes, Amount: _____ Paid on: ____ / ____ / ____ ☐ Cash ☐ Check # _____