

Borough of South Bound Brook

Office of Planning & Zoning
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South Bound Brook, New Jersey 08880

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Zoning Official – Michael Krupsky

Assistant Zoning Official – Erin Santora LaGrua - Phone: 732-356-0258 Ext. 108 Email: elagrua@southboundbrook.com

ZONING PERMIT APPLICATION

Per Section 34-15.2 of the South Bound Brook Zoning Ordinance, no land shall be occupied or used in whole or in part for any purpose whatsoever unless and until a Zoning Permit shall have been issued by the Construction Official. A Zoning Permit shall be required for the use of any premises which does not have upon it a building. Whenever there shall be a change contemplated in the use of any premises which does not have a building upon it, a new Zoning Permit therefore shall be required.

I. Date of Application: _____ Block: _____ Lot: _____
Property Address: _____ Zone: _____
Property Owner Name: _____
Owner Address (If Different from Property): _____
Owner Phone #: _____ Owner E-Mail (Required): _____

II. Applicant Name (If Different from Owner): _____
Mailing Address: _____
Contact Phone #: _____ Contact E-Mail (Required): _____

III. Description of proposed work:
Brief project description (Provide type of proposed use, building or structure, dimensions, materials, etc.)

TYPE OF APPROVAL REQUESTED (Check all that apply):

- | | | |
|---|---|---|
| ☐ House (Individual) \$50 | ☐ Accessory Bldg. \$50 | ☐ Temporary Sign \$50 |
| ☐ House Addition \$30 | ☐ Shed ≤200 sq. ft. \$25 | ☐ HVAC (installation/replacement) \$25 |
| ☐ Multifamily \$100 | ☐ Fence \$25 | ☐ Demolition – No Charge |
| ☐ Mixed Use \$150 | ☐ Pool/Spa/Hot Tub \$30 | ☐ New Business / Change of Commercial |
| ☐ Solar (rooftop) \$100 | ☐ Deck/Porch/Gazebo \$30 | Tenancy - \$400 (<u>Complete Commercial</u> |
| ☐ Garage Conversion \$30 | ☐ New/ Expanded Driveways, Patios, | <u>Zoning Packet</u>) |
| ☐ Commercial Building \$50 | Walkways, etc. \$30 | ☐ Other - _____ \$25 |
| ☐ Home Occupation \$50 | ☐ Sign \$100 | |

By signing below, I hereby certify and acknowledge that if any of the above statements are willfully false, the permit may be revoked and penalties may be issued.

Print Applicant Name: _____ Signature: _____
Print Owner Name: _____ Signature: _____

The property owner's signature is required; applications submitted without the owner's signature will be rejected.

Applications requiring a Coverage Calculation Form will not be accepted for review until the required Coverage Calculation Form is submitted.

PDF copies of the fully executed application and all supporting materials must be emailed to elagrua@southboundbrook.com. Review will not commence until all PDF copies are received.

----- OFFICE USE ONLY -----

Paid Amount: _____ ☐ Cash ☐ Check #: _____

ZONING PERMIT APPLICATION INSTRUCTIONS
(PLEASE READ CAREFULLY – INCOMPLETE APPLICATIONS MAY BE REJECTED)

- A. Any misleading, false, or inaccurate information will lead to a denied application or revocation of any permit issued under misleading, false, or inaccurate information.
- B. The property owner's signature is required; applications submitted without the owner's signature will be rejected.
- C. PDF copies of the fully executed application and all supporting materials must be emailed to elagrua@southboundbrook.com. Review will not commence until all PDF copies are received.
- D. A Zoning Permit is required as a condition precedent to the commencement of a **use** or the **erection, construction, reconstruction, alteration, conversion or installation of a structure or a building**. A Zoning Permit acknowledges that such use, or proposed use, structure or building complies with the provisions of all land use/zoning ordinances/codes of the Borough or an approved variance there from the duly authorized Land Use Board.
- E. All applicants must submit appropriate non-refundable application fees upon submission of the application. The fee shall be provided for each proposed structure or use, and one payment (check, cash, money order) in the total amount shall be submitted along with the permit application form and supporting documents.
- F. **New Structures or & Any Other Exterior Projects:** Applications need to include a copy of a survey or site plan that shows the boundaries of the site and that accurately depicts the existing condition of the site including existing improvements such as existing structures, driveways, patios, etc. and that depicts the location of any well and/or septic system, as applicable. All applicants must indicate the absence or presence of a well and/or septic on the property. All proposed structure(s) and/or other proposed exterior work (e.g., pools, decks, patios, fences, driveway expansions, etc.) must be drawn in clearly on the survey/ site plan, to the same scale as the survey/ site plan, and showing all proposed dimensions and/or distances from the property lines.
- G. **New Business / Change of Commercial Tenancy:** Applicant must provide architectural drawings signed and sealed by a licensed architect. In addition, complete the Commercial Zoning Packet.
- H. **Please complete the following checklist below and provide applicable documents:**
1. Is a copy of the **Property Survey / Plot Plan / Site Plan** provided? ☐ Yes ☐ No
 2. Are **Architectural Drawings** provided? ☐ Yes ☐ No
 3. Is a completed **Coverage Calculation Form** provided, if applicable? ☐ Yes ☐ No ☐ N/A
- NOTE:** A Coverage Calculation Form is required for applications proposing new structures, additions, decks, porches, patios, driveways, walkways, pools, accessory buildings, or other improvements that may affect building coverage or impervious coverage.
- A Coverage Calculation Form is not required for fence installations or replacements, attached signs, interior alterations, demolition permits, or other improvements that do not affect building coverage or impervious coverage.
4. Has a variance/site plan/subdivision approval been granted for the proposed work? ☐ Yes ☐ No
- If **YES**, provide application no. _____
5. Do you have a Homeowners Association or other organization? ☐ Yes ☐ No
- If **YES**, is a written permission **OR** Declaration of No Jurisdiction from the Association provided?
☐ Yes ☐ No
6. Are **Construction Plans** or **Company Brochures** provided? ☐ Yes ☐ No
- Construction plans (or company brochures) must show details and dimensions of all proposed structures, indicating the square footage, height and material types, and existing and intended use of each building and structure.
7. Do any **Easements** exist on your property? ☐ Yes ☐ No
- I. **All required information and PAYMENT must be received BEFORE the application is deemed valid and submitted. Once an application is reviewed and a decision is made, approved permits or denial letters will be emailed to the applicant.**

If you have any questions, please call the Office of Planning & Zoning at 732-356-0258 before submitting your application.