

## BOROUGH OF ALLENHURST

### ZONING PERMIT AND IMPERVIOUS SURFACE COVERAGE DETERMINATION APPLICATION INFORMATION SHEET

As per the Borough of Allenhurst Land Development Ordinance Section 26-11.8, a Zoning Permit and Impervious Surface Coverage Determination shall be issued by the Zoning Officer prior to construction at, or change of use of, a property, building or structure; for a change of use for occupancy of any building or structure; or for the issuance of a Certificate of Appropriateness (Major and Minor), including for ALL exterior remodeling of a property, including new and replacement of siding, railing, roof, windows, etc.). No decision can be made on any application without these decisions.

With each Zoning Permit and Impervious Surface Determination Application you are required to submit: (for all projects) two (2) copies of a current survey/site plan & two (2) sets of preliminary or construction plans, dated and sealed if prepared by a licensed professional. To be considered current, Surveys must show ALL existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys must be prepared by a land surveyor. Survey information may be transposed to a site plan if the date of the survey and by whom it was prepared is noted on the site plan. Vegetation, general flood plain determinations or general location of existing utilities, building or structures may be shown by an architect, planner, engineer, land surveyor, certified landscape architect or other person acceptable to the reviewing governmental body. ALL plans must show the actual shape and dimensions of the lot to be built upon or to which changes will be made, the exact location & size of substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street loading areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Ordinance.

1. Indicate the block, lot and Zoning District of the property.
2. Indicate the street address of the property in question.
3. Fill in Owner and Applicant information in its entirety.
4. Indicate the current and existing use, and provide the current Zoning Use permitted in the Zone, as described in the Borough of Allenhurst Land Development Ordinance. Indicate the proposed Zoning use as described in the Borough of Allenhurst Land Development Ordinance.
5. For all exterior work pertaining to additions and accessory structures, excluding fences, provide the current percent calculations, displaying compliance with the Zoning District Bulk Ordinance.

6. In detail, describe all work, activity or activities you are proposing on the property. For example, if you are proposing construction or exterior remodeling, describe in detail the dimension of any and all proposed structures and their setbacks from all the proximal property lines, or proposed renovations, including materials and dimensions and exposure for siding, railings, windows, roof, etc. If you are proposing a change in use, describe operations of the proposed use.

i.e.= I plan to construct a 12' X 20' garage, 15' in height, located 5' from rear lot line and 10' from side lot line; Siding to be replaced has 4" reveal and proposed siding has 4" reveal.

7. Indicate if the property in question has ever been subject of any prior application to the Planning Board, or for a Certificate of Appropriateness, Minor/Major. If yes, indicate the respective board along with the resolution number. You are also required to submit a copy of said resolution and signed site plan with each submitted application.

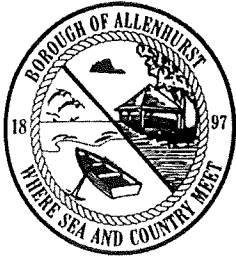
**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**BOTH APPLICANT & OWNER MUST SIGN ALL APPLICATIONS**

**ZONING APPLICATION RECEIVE AFTER 3PM WILL BE MARKED AS RECEIVED THE FOLLOWING BUSINESS DAY**

**ALL APPLICATIONS REQUIRE THE AUTHORIZATION OF THE PROPERTY OWNER IN A NOTARIZED CERTIFICATION OR THROUGH A LICENSED LEGAL REPRESENTATIVE. APPLICANTS REMAIN ULTIMATELY RESPONSIBLE FOR THE ACTIONS OF ANY AUTHORIZED CONTRACTOR.**

Before Temporary or final Certificate of Occupancy is issued the Zoning Officer & the Board Engineer must approve completed work



# BOROUGH OF ALLENHURST

## ZONING PERMIT & IMPERVIOUS SURFACE DETERMINATION APPLICATION

**DETERMINATION IS A REQUIRED PRECEDENT TO ANY BOROUGH OF ALLENHURST PLANNING BOARD APPLICATION AND CONSTRUCTION**

SEE FEE SCHEDULE ON PAGE 3 - CHECK EACH APPLICABLE

(FEE IS NON-REFUNDABLE)

\*\*\*\*\*DETERMINATION REQUIRES SUBMISSION OF CALCULATION\*\*\*\*\*

Date: \_\_\_\_\_ Control Number: \_\_\_\_\_

**CHECK TYPE OF APPLICATION (CHECK ALL THAT APPLY):**

- |                                                           |                                                                  |                                                             |
|-----------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Adding a new use to a property   | <input type="checkbox"/> Certificate of Appropriateness          | <input type="checkbox"/> Garage                             |
|                                                           | <input type="checkbox"/> MINOR or <input type="checkbox"/> MAJOR |                                                             |
| <input type="checkbox"/> Air Condenser unit(s)/ Generator | <input type="checkbox"/> Interior Remodel                        | <input type="checkbox"/> Signs                              |
| <input type="checkbox"/> Addition                         | <input type="checkbox"/> New Accessory Structure                 | <input type="checkbox"/> Solar                              |
| <input type="checkbox"/> Changing Use                     | <input type="checkbox"/> New Commercial Business                 | <input type="checkbox"/> Storage Shed                       |
| <input type="checkbox"/> Deck/Balcony/ Porch              | <input type="checkbox"/> New Ownership of Property/Business      |                                                             |
| <input type="checkbox"/> Driveway/Sidewalk/Apron          | <input type="checkbox"/> New Residence                           | <input type="checkbox"/> Swimming Pool/Hot Tub**            |
| <input type="checkbox"/> Fence/Retaining Wall*            | <input type="checkbox"/> Railings                                | <input type="checkbox"/> Change of Roofing, Siding, etc.*** |
| <input type="checkbox"/> Other _____                      |                                                                  |                                                             |

\*Indicate location, height, & type of fence/wall on survey/plot plan

\*\*Pools require a fence. Indicate type, height of fence & location of pool equipment

\*\*\*Roofing/Siding applications must include sufficient details of existing and proposed conditions to determine Historic Preservation compliance

**To ensure timely processing, please review the Zoning Permit & Impervious Surface Coverage Determination Application Information Sheet prior to completing this Application**

As per the Borough of Allenhurst Land Development Ordinance Section 26-11.8, a Zoning Permit and Impervious Surface Coverage Determination shall be issued by the Zoning Officer prior to commencement of construction or change of use of a property, building or structure; for a change of use for occupancy of any building or structure; or for the issuance of a Certificate of Appropriateness (Major and Minor), including for ALL exterior remodeling of a property, including new and replacement of siding, railing, roof, windows, etc. No decision can be made on any application without this determination.

***Borough Ordinances require a Certificate of Appropriateness for ALL exterior construction***

**PLEASE NOTE: If any of the required information is submitted incomplete, this application shall be returned unprocessed and without a decision by the Zoning Officer.**

1. Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. OWNER INFORMATION (required):

APPLICANT INFORMATION (required)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

4. Present Zoning Use: \_\_\_\_\_ Proposed Zoning Use: \_\_\_\_\_

5. Impervious Coverage: Building Coverage Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Lot Coverage Existing: \_\_\_\_\_ Lot Coverage Proposed: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ CASH/ CHECK CK# \_\_\_\_\_ Received By \_\_\_\_\_

6. In detail, describe all work to be performed under this permit. If you are proposing facade, window, roof, siding, railings or any other building modifications/additions please provide all material specifications/spec sheets for existing and proposed materials (i.e. siding replacement shall require information on the existing siding material, exposure and proposed material and exposure before the Zoning Officer can determine whether the Applicant needs a Certificate of Appropriateness, Minor or a Certificate of Appropriateness, Major):

---

---

---

---

---

---

---

---

---

---

---

7. Has the above referenced premises been the subject of any prior application to the Planning Board?      ☐ YES                      ☐ NO                      IF YES, DATE: \_\_\_\_\_ \*

\* Please provide a copy of the resolution

N.J.S.A. 40:55D-68.3 Penalty for False Filing. Any person who knowingly files false information under this act shall be liable to a civil penalty not to exceed \$1000 for each filing. Any penalty imposed under this section may be recovered with costs in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58- 1 seq., Adopted. L. 1989, c. 67,3, effective 4/14/89. The applicant certifies that all statements and information made and provided as part of this application are true to the best of his/her knowledge, information and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property, shall be complied with. All zoning permits will be granted or denied within ten (10) business days from the date of complete application, provided the submission is complete.

\_\_\_\_\_  
Owner Name – Please PRINT

\_\_\_\_\_  
Applicant Name- Please PRINT

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**ZONING APPLICATION FEE SCHEDULE**  
**PLEASE CHECK ALL FEES BEING PAID**

| Type of Application                                      | Fee      |  | Escrow    |  |
|----------------------------------------------------------|----------|--|-----------|--|
| Zoning Determination                                     | \$465.00 |  | No Escrow |  |
| Zoning Determination for Fence ONLY                      | \$155.00 |  | No Escrow |  |
| Zoning Determination for Driveways/Patios/PCD ONLY       | \$155.00 |  | No Escrow |  |
| Zoning Determination for Generators/AC Condensers ONLY   | \$155.00 |  | No Escrow |  |
| Zoning Determination, resubmission due to incompleteness | \$155.00 |  | No Escrow |  |
| Zoning Inspection                                        | \$275.00 |  | No Escrow |  |
| Zoning re-inspection due to incompleteness               | \$110.00 |  | No Escrow |  |
| Pool Permit Application per §26-5.11                     | \$310.00 |  | \$1500.00 |  |
| Drainage System Application                              | \$310.00 |  | \$1500.00 |  |
| Patio and Porch Inspection                               | \$155.00 |  | \$1500.00 |  |
| Determination of Percentage of Impervious Surface        | \$155.00 |  | No Escrow |  |