



CRANBURY TOWNSHIP

Middlesex County, New Jersey

The following information is provided to help residents and businesses more clearly understand the requirements for obtaining approvals for various types of projects in Cranbury Township. In most cases more than one approval is necessary. It is the obligation of the applicant to seek and receive all approvals prior to the start of the project.

APPROVAL REQUIREMENTS

PROPOSED CONSTRUCTION OR USE	HPC Gina Hill (609) 664-3122 ghill@cranbury-nj.com	ZONING Andrei Alexeev (609) 664-3167 aalexeev@cranbury-nj.com	ENGINEERING Thomas R. Decker (908) 359-8291 tdecker@vancleefengin-eering.com	CONSTRUCTION John Muselli (609) 664-3125 jmuselli@cranbury-nj.com
New Home	Yes	Yes	Yes	Yes
Additions	Yes	Yes	No	Yes
Exterior Construction	Yes	Yes	No	Yes
Interior Renovations	No	Yes, if change in use/ altering layout	No	Yes
Driveways, Paving	Yes	Yes	Yes	No
Fences	Yes	Yes	No	Yes, if pool enclosure or higher than 6 ft.
Generator, A/C	Yes	Yes	No	Yes
PV (Solar)	Yes	Yes	No	Yes
Roofing	Yes	No	No	Yes, commercial only
Satellite Dishes	Yes	Yes	No	No
Signs	Yes	Yes	No	Yes
Sidewalks	Yes	No	Yes	No
Storage Sheds	Yes	Yes	No	Yes, 200 sf or over
Swimming Pools/Spas	Yes	Yes	No	Yes
Tennis Courts	Yes	Yes	Yes, for drainage	Yes, for fence
Windows and Doors	Yes	No	No	Yes, if new opening

HPC (Historic Preservation Commission) review and approval are required for all types of construction that require a Building Permit if the subject property is either within the Historic District or is within the Buffer Zone. HPC approval is a prior approval to construction and zoning permits. HPC reviews all Planning and Zoning Board applications that may result in the construction of a building or buildings within or visible from the Historic District. HPC requires a completed application available from the HPC Office. A map of the Historic District and Buffer Zone is available in the Planning and Zoning office and is included with the HPC application, which can be found at www.cranburytownship.org

Zoning review and approval are required for Certificates of Occupancy and for Change in Use as well as various types of construction. Zoning approval is a **prior** approval to a construction permit. A zoning permit application, zoning map, and other forms and ordinances are available in the Planning and Zoning or Construction offices. The Municipal Code is available online at www.cranburytownship.org

A copy of the property survey with drawings of the proposed improvements, dimensions, and setbacks from the property lines must be submitted with a zoning permit application. A zoning permit application and supporting documents should be emailed to **Andrei Alexeev, Zoning Officer** (aalexeev@cranbury-nj.com) or delivered to: Zoning Officer, Town Hall, 23A North Main Street, Cranbury, NJ 08512. Any questions about zoning permits should be directed to the Zoning Officer at **609-664-3167 or aalexeev@cranbury-nj.com**.

If the proposed use, activity or construction is not in compliance with the Municipal Land Development Ordinance the application will be denied by the Zoning Officer, and any interested party affected by such decision to deny the application may appeal it in accordance with the provisions of § 150-70 (E) within 20 days of the issuance of the decision. If the applicant wishes to apply for permission to depart from the literal requirements of the zoning ordinance ("Variance"), a variance application form may be obtained from **Gina Hill, Planning and Zoning Board Secretary**, at **(609) 664-3122 or ghill@cranbury-nj.com**.

Engineering review requirements are dependent on the type of work proposed and specific requirements should be confirmed in communications with the Cranbury Township Municipal Engineer, Thomas Decker, P.E.

Construction requires completion and approval of construction permit applications. The nature of the proposed construction will dictate the forms necessary to complete your application. Construction applications and forms are available in the Cranbury Township Construction Office.



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ZONING PERMIT APPLICATION

Date of Application: _____ **Block(s)** _____ **Lot(s)** _____ **Zone** _____

Site Address: _____

Existing Use: ☐ Single-Family ☐ Two-Family ☐ Commercial – Specify _____

Proposed Use: ☐ Single-Family ☐ Two-Family ☐ Commercial – Specify _____

Name of Applicant: _____ Email: _____

Applicant's Mailing Address: _____ Phone #: _____

Name of Owner (if different from Applicant): _____ Email: _____

Owner's Mailing Address: _____ Phone #: _____

DESCRIPTION OF PROPOSED CONSTRUCTION PROJECT OR USE:

- | | | |
|--|--|--|
| ☐ New Residential/Commercial Building | ☐ Above/Inground Pool | ☐ Finished Basement/Garage Conversion |
| ☐ Building Addition | ☐ Deck/Porch | ☐ Fence |
| ☐ Accessory Building (Shed, Garage, Gazebo) | ☐ Patio/Driveway | ☐ Rooftop Solar Panels/Generator |
| ☐ Change of Commercial Use/Tenant | ☐ Sign | ☐ Other (Specify) _____ |

Provide brief description of the project or use, including dimensions, materials, name of tenant, etc.:

Has the proposed project been subject to prior ☐ Zoning or ☐ Planning Board approval? ☐ No ☐ Yes (Approval Date: _____)

I certify that I am the property owner or authorized by the owner to file this application, and 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, and the permit may be revoked. I hereby give permission for the Zoning Official to come upon and inspect the subject premises with respect to this application.

Applicant's Signature _____ **Date:** _____

Office Use Only: _____ **Date Received:** _____

This is to certify that the above described premises, together with any building thereon, are proposed to be used for as:

And the proposed project/use is a:

☐ Use/structure permitted by Ordinance ☐ Use/structure permitted by Variance approved on: _____

☐ Use/structure approved as part of ☐ ZBA or ☐ PB site plan approval, resolution(s) dated: _____ file(s) # _____

☐ Use/structure approved with the following conditions: _____

Andrei Alexeev, Zoning Officer: _____ **Approval Date:** _____