

BOROUGH OF WESTVILLE CONSTRUCTION OFFICE

165 Broadway, Westville

Phone: 856-456-0030 x116 (Press option 3)

Fax: 856-742-8190

Instructions for Zoning Permits:

MANDATORY: Department of Consumer Affairs, requires Contractors doing residential work must be registered with the State of New Jersey. If Home Improvement Contractor is not registered, they shall not be permitted to perform work in the State of New Jersey (this includes demolition, concrete, landscaping, etc.)

ZONING APPLICATION REVIEW - Construction of any structure(s), must meet the Borough's Zoning Setback distances from the property line, lot coverage and ensure you are not encroaching onto neighboring properties. Zoning Official will review. If not approved, may be referred to the Land Use Board. Survey must be submitted with Zoning Applications. **Brochure booklets/specs for improvements (Fence, pre-fab shed, carport, etc.) required. APPLICATIONS HAVE A 10 DAY REVIEW PERIOD.**

IF PROVIDING SETBACKS, please use a colored pencil/pen for review.

Draw in the location where the structure(s) fence, additions, new buildings, sheds, garages, pools, decks, signs, etc.

1. Show the setback distances on surveys. (colored pencil/pen)
2. Setbacks - measure the Front Yard/both side Yard property lines to a new structure.
3. Rear property line;

FENCING: Corner Property regulations are different than interior properties.

Fence must be located inside the property line; off an inch or more.

Privacy fence ~ good side must face out towards neighbors. Brochure of fence should be submitted with application.

If you were required to go before the Land Use Board, a copy of the Resolution approved is required.

All requested information **MUST** be submitted, or the application will be considered "incomplete".

FEES:

Zoning Setback & all other reviews: \$10.00

(Due at time of application submittal)

Fence Review: \$45.00

(Due at time of application submittal)

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APPLICATION FOR ZONING PERMIT

APPLICANT INFORMATION

LAST NAME _____ FIRST _____
COMPANY NAME _____
STREET ADDRESS _____ APT/UNIT # _____
CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL ADDRESS _____

OWNER INFORMATION

NAME _____
ADDRESS _____

SUBJECT PROPERTY

ADDRESS _____ BLOCK _____ LOT _____

Has there been any appeal, request or application to Land Use Board regarding this application?

Yes _____ No _____ If yes attach approval

TYPE OF DEVELOPMENT

New Construction _____ Addition _____ Garage _____ Fence _____ Pool _____ Temporary Sign/Banner _____
Sign _____ Use Permit _____ Other _____

Description of work(give dimensions, describe materials, etc.)

SETBACKS

FRONT _____ REAR _____ SIDE _____ SIDE _____
STREET FRONTAGE _____ LOT DEPTH _____ BUILDING HEIGHT _____

I swear that the above application is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

FOR OFFICE USE ONLY

DATE RECEIVED _____

PAYMENT _____ CASH _____ CHECK _____

BOROUGH OF WESTVILLE CONSTRUCTION OFFICE

165 Broadway, Westville
Phone: 856-456-0030, Ext. 16

COMPLETE IF APPLYING FOR A FENCE

[PRINT:]

Work Site(s): _____

Property Owner: _____

Address, if different: _____

Phone: _____ Cell: _____ Fax: _____

WHO WILL PERFORM THE WORK: _____ Homeowner _____ Business Owner _____ Contractor?

Name of Contractor: _____

Company Name: _____

Representative's Name: _____

Address of Company: _____

Office Telephone: _____ FAX: _____

WHEN PERMIT IS COMPLETED, NAME CONTACT: (Homeowner, Business Owner, and Contractor): _____

Fence is: _____ Replacement _____ New Installation _____ Estimated Cost: \$ _____

DESCRIPTION: Height of fence Front Yard: _____ Height/Front corners of house to enclose front yard:

REAR YARD: _____ Across Back Rear _____ Height and/or _____ down _____ Rear Sides
_____ Height

Type of Fence(s): Privacy _____ Picket: _____ Chain Link _____ Split Rail _____ Board on Board
_____ Solid _____

MATERIALS: Wood _____ Vinyl _____ Aluminum _____ Wrought Iron _____ Other _____

REMINDER: Home Improvement Contractor Registration Mandated by State of NJ Division of Consumer Affairs. If copy of card is not submitted with application, application is considered Incomplete.

AGENT Section: I further certify that the proposed work is authorized by the owner of the property stated above and I have been authorized by the property owner to make this application as their agent.

Signature of Authorized Contractor

Owner/Section:

I further certify, that I am the owner of the property stated above and _____ will be installing the fence OR _____ only completing paperwork to have a NJ Registered Home Improvement Contractor performs the work.

REMINDER: CALL BEFORE YOUR "DIG" It's the Law

I certify that the above information is true and correct to the best of my knowledge

Signature of applicant