



TOWN OF
Hackettstown
NEW JERSEY

THE TOWN OF HACKETTSTOWN

Zoning Department

Phone: (908) 852-3702

Fax: (908) 852-2538

Email: zoning@hackettstown.net

Hours: Tuesday & Thursday: 9 a.m.-3:00 p.m.

ZONING PERMIT APPLICATION

Please submit all of the following information to the Zoning Office in person, or by mail to: Zoning Officer, Town of Hackettstown, 215 Stiger Street, Hackettstown, NJ 07840 and make your **check payable to "Town of Hackettstown"**.

FEE (schedule on back) _____ Received _____ Check _____ Cash _____

TO SCALE: Show approximate locations for all existing and proposed structure, dimensions, heights and setback from other buildings and lot lines.

- ☐ ENGINEERING APPROVAL (if applicable) ☐ SITE PLAN / copy of PROPERTY SURVEY
- ☐ BUILDING PLANS / FLOOR PLAN SKETCH (required for new homes, offices, and additions)

APPLICATION COMPLETE: Ready for maximum 10-day review _____
Zoning Official's Signature _____ Date _____

A. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone No. _____
(Daytime only, please)

Email: _____

B. PROPERTY INFORMATION

Property Owner: _____

Location: _____

Block: _____ Lot(s): _____

Lot size: _____ Zone: _____

C. PROPOSED STRUCTURE OR USE (Example: open deck, addition, shed, new business)

Description: _____

\$ _____ Proposed Cost Check one: ☐ Principal Use ☐ Accessory Use

- Applications for new business or change of use will require an additional application obtained from this office.
- The property owner shall be responsible for the accuracy of the setback as noted below and on the survey for all additions, accessory structures (including pools) and accessory buildings.

Dimensions _____ Height _____ Square Footage _____

Setbacks (in feet) Front _____ Rear _____

Distance of proposed structure from lot lines: Right Side _____ Left Side _____

D. HAVE YOU RECEIVED A VARIANCE / SITE PLAN APPROVAL FOR THIS PROPERTY IN THE PAST? _____
(If YES, please attach copy of resolution, approval site plan and/or other approvals).

E. I hereby certify that everything presented in this application package is true to the best of my knowledge and grant permission to inspect subject premises, if necessary, for review. **An As Built Survey may/will be required for any new building/structure and/or additions.**

Applicant's Signature _____ Date _____ Property Owner's Signature _____ Date _____

THIS PERMIT IS: ☐ ISSUED ☐ DENIED PERMIT NO. _____

Zoning Official's Signature _____ Date _____

COMMENTS / CONDITIONS: _____

PLEASE NOTE: In addition to applicable building permits, applicant is responsible for obtaining all associated local, county and/or state approvals as required by law.



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Please be advised that a Zoning Application / Permit cannot be processed or deemed complete until the appropriate fee has been paid. Please make check payable to "Town of Hackettstown". The fee schedule is as follows (proposed cost for renovation / additions):

Zoning Permits	Fee
Residential renovations/additions and accessory structures/buildings (less than \$10,000)	\$40.00
Residential renovations/additions and accessory structures/buildings (greater than \$10,000)	\$75.00
New Single-Family Dwelling Units	\$100.00
Commercial – New Business or Change of Use	\$75.00
Commercial renovations/additions and accessory structures/buildings (less than \$100,000)	\$100.00
Commercial renovations/additions and accessory structures/buildings (greater than \$100,000)	\$150.00
Residential – Resubmitted/Amended Zoning Application OR Work Commenced / Completed without prior zoning approval	\$25.00
Commercial – Resubmitted/Amended Zoning Application OR Work Commenced / Completed without prior zoning approval	\$50.00
Commercial renovations / additions and accessory structures / buildings when covered by Ordinance Section 802 (B) (3) and (4)	\$250.00

PLEASE NOTE: In addition to applicable building permits, applicant is responsible for obtaining all associated local, county and/or state approvals as required by law.