



ZONING AND PLANNING CHECKLIST FOR OBTAINING A ZONING PERMIT CONSTRUCTION/ SEWER

- A fee for \$50.00 (cash or check) is applicable for all zoning permits, to be paid when the application is submitted to the Zoning Office. An additional fee of \$100.00 (cash or check) is required for Grading and Drainage review on all new residential home construction. See requirements for a zoning permit application on page 2.
 - Revised application requires a \$25.00 fee for re-review
- Starting January 1, 2023 – All zoning permit applications submitted for new construction must be accompanied by the State of New Jersey Residential/ Non-residential Development Fee Certification.
- The construction permit application must be submitted with the Zoning Permit application, as well as all required pre-approvals.
- Tax Collector verification (page 3) must be signed off on by the Zoning or Construction Office prior to being submitted to the Tax Collector for verification. This verification MUST be signed by the Tax Collector prior to submitting the complete zoning permit application.
- Upon a fully completed zoning permit application, the zoning office shall have 10 business days to approve or deny a permit.
 - A) Note: construction office has 20 business days to review plans before issuing a construction permit. Construction review won't begin until Zoning is approved.

PERMITS REQUIREMENTS

THIS APPLICATION MUST BE ACCOMPANIED BY : A CURRENT, SEALED SURVEY BY A LICENSED SURVEYOR, DRAWN TO SCALE (WITH SCALE SHOWN) WITH DIMENSIONS SHOWING THE EXACT SIZE, SHAPE AND LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS AND STRUCTURES, AND SUCH ADDITIONAL INFORMATION AS MAY BE REQUIRED BY THE ZONING OFFICER TO ALLOW HIM/HER TO DETERMINE IF A ZONING PERMIT SHOULD BE ISSUED. THE ZONING OFFICER MAY WAIVE THE SURVEY REQUIREMENT FOR MINOR APPLICATIONS PROVIDED THAT SUFFICIENT AND SATISFACTORY INFORMATION IS SUBMITTED FOR HIM/HER TO MAKE AN INFORMED DECISION. **NOTE:** WHEN BOTH EXISTING AND PROPOSED BUILDINGS AND STRUCTURES ARE INVOLVED THE EXISTING BUILDINGS AND STRUCTURES SHALL BE CROSS-HATCHED IN ORDER TO AID IN THE REVIEW OF THE SURVEY.

GRADING/ DRAINAGE PLOT PLAN FOR NEW CONSTRUCTION

The following must be shown on the grading/ drainage plot plan for new construction:

- Proposed structure to be built (Must match submitted Architectural Plans)
- Zoning schedule listing the zone requirements and what is proposed
- Driveway apron and driveway apron detail must be shown
- Lot grading in accordance with Chapter 112-5 of the Township Ordinance



Application for Zoning Permit

Township of Middle

Date: _____

Block: _____ Lot: _____ Qual: _____ Zone: _____

Work Site Location: _____

Property Owner: _____

Address of Owner: _____

Email Address: _____

Existing Use: _____

Description and dimensions of work:

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all application laws of this jurisdiction.

Owner signature address phone

Name of the Applicant: _____

Signature of Applicant: _____



CERTIFICATION FROM TAX COLLECTOR

BLOCK: _____

LOT (S): _____

QUAL: _____

PROPERTY LOCATION: _____

OWNER: _____

To be signed by zoning office:

I have verified the above information is correct: _____

TAX AND SEWER COLLECTOR PORTION:

I hereby certify the taxes on the above-mentioned property(s) are current

thru _____ quarter of _____.

I hereby certify the sewer utility on the above-mentioned property(s) are current

thru _____ quarter of _____.

Date: _____

Tax Collector/Sewer Signature: _____

CHECK HERE IF TAXES ARE DELINQUENT _____

CHECK HERE IF SEWER IS DELINQUENT _____

*Amount delinquent: _____

*Number of quarters delinquent: _____

OPEN LIENS _____ CERT# _____

****NO ZONING PERMIT WILL BE ACCEPTED UNTIL TAXES AND SEWER ARE
CURRENT***



***NO ZONING PERMIT WILL BE ISSUED WITHOUT OWNERS SIGNATURE
REGARDING WETLANDS ON THE PROPERTY***

Address _____

Block _____

Lot (s) _____

Qual _____

I hereby certify that the above listed property HAS NO wetlands or other regulated issues.

Owner _____

I hereby certify that the above listed property HAS wetlands and other regulated issues.

NJDEP permit number _____ date of plan _____

Owner _____



DO NOT FILL OUT BELOW THIS LINE – TO BE COMPLETED BY APPLICABLE TOWNSHIP DEPARTMENT

Block: _____ Lot: _____ Qual: _____

Address: _____ # of Existing Bedrooms: _____

Description of work: _____ # of Proposed Bedrooms: _____

PART A: TO BE COMPLETED BY THE SEWER DEPARTMENT

Residential ☐ Application Fee \$ _____

Commercial ☐ Connection Fee \$ _____

Existing Sewer ☐

New Sewer ☐

Date sent to Construction: ____/____/____

Signature

PART B: TO BE COMPLETED BY SUPERINTENDENT OF PUBLIC WORKS

Road Moratorium: _____

Street Opening Permit Required: _____

Signature

PART C: TO BE COMPLETED BY THE CONSTRUCTION OFFICE

Description of Work Being Performed:

Type of Permit Applied for _____ Permit # _____

Date Construction Permit Issued ____/____/____ Date Inspected ____/____/____

Signature

PART D: TO BE COMPLETED BY TAX COLLECTOR

Date Forwarded to Tax Collection for Billing Date ____/____/____

Date Billing Initiated: ____/____/____ Account _____

Signature