

Zoning Permit Application Information Sheet

With each Zoning Permit Application you are required to submit: **(for all projects within the Historic Zoning Districts) four (4) copies of a current survey/site plan and four (4) sets of construction plans; (for all projects outside of the Historic Zoning District) three (3) copies of a current survey/site plan and three (3) set of construction plans.** Survey's must show the existing conditions and exact location 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 and for whom it was prepared is noted on the site plan. Vegetation, general flood plain determinations or general location of existing utilities, buildings or structures may be shown by an architect, planner, engineer, land surveyor, certified landscape architect or other person acceptable to the reviewing governmental body. On all plans you are responsible for showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of all existing and proposed structures and substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street parking spaces and 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.

Number 1:

Indicate the street address, block, lot, and Zoning District of the property in question.

Number 2:

Fill in the applicant's information to its entirety*. If you are applying under a business or corporation name, submit a copy of your certification of corporation or partnership interest pursuant to N.J.S.A. 40:5D-48.1 et seq. With each Zoning Permit Application, if you are applying under a business or corporation name you are required to submit a current copy of your certificate of corporation.

Number 3:

Fill in the owner's information to its entirety*. If you are applying under a business or corporation name, submit a copy of your certification of corporation or partnership interest pursuant to N.J.S.A. 40:5D-48.1 et seq. With each Zoning Permit Application, if you are applying under a business or corporation name you are required to submit a current copy of your certificate of corporation.

Number 4:

Indicate the current approved zoning use, as described in the Township of Neptune Land Development Ordinance. If a resolution had been granted by the Planning Board or Zoning Board of Adjustment, then fill in the approved zoning use indicated by the respective board.

Number 5:

Indicate the proposed zoning use, as described in the Township of Neptune Land Development Ordinance. Please refer to the steps taken in Number 4. If the proposed use is not found on the list, within the respective Zoning District, then indicate the use you propose for the property.

Number 6:

Describe in detail the activity or activities you are proposing on the property. If you are proposing construction, then describe in detail the dimension of any and all proposed structures and their setbacks from all proximal property lines. If you are proposing a use, then describe operations of the proposed use.

i.e. = I plan to construct a 10 ft. X 8 ft. storage shed, 15 ft. in height. This will be located 5 ft. from the north side of the rear of the property, and 5 ft. from the east side of the rear of the property.

Number 7:

Indicate if the property in question has ever been the subject of any prior application to the Planning Board or Zoning Board of Adjustment. If yes, then indicate the respective board along with the resolution number, and a copy of said resolution.

If you indicate that the property in question has been subject of any prior application to the Zoning Board of Adjustment or Planning Board, then you are required to submit a copy of said resolution with each submitted Zoning Permit Application. Please submit a copy of the indicated resolution. In the event you are unable to locate the current resolution please contact Nancy Abbott, Administrative Officer of the Planning Board (732-988-5200 ext:224), or Rose Havey, Administrative Officer of the Zoning Board of Adjustment (732-988-5200 ext:278) to assist you in obtaining the most recent resolution available on the property.

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 \$1,000 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 et seq. Adopted. L. 1989, c. 67, §3, effective April 14, 1989.

Applications missing any information will be returned unprocessed.
Faxed applications will not be accepted.

*Both applicant and owner must sign all applications.