

# Zoning Permit Application Information Sheet



As per the Neptune Township Land Development Ordinance Section 1102 a zoning permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any building or structure; the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure; or the issuance of a Certificate of Appropriateness, where applicable.

With each Zoning Permit Application you are required to submit: **(for all projects within the Historic Zoning Districts) three (3) copies of a current survey/site plan and three (3) sets of construction plans; (for all projects outside of the Historic Zoning District) two (2) copies of a current survey/site plan and two (2) 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\*.

## 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. You are also required to submit a copy of said resolution and signed site plan with each submitted Zoning Permit Application. In the event you are unable to locate the current resolution please contact Kristie Armour, Administrative Officer of the Planning and Zoning Boards(732-988-5200 ext: 78), to assist you in obtaining the most recent resolution available on the property.

## NUMBER 8

For all exterior work pertaining to additions and accessory structures, excluding fences, provide the building and lot coverage percentage calculation, displaying compliance with the Zoning District Bulk Regulations.

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**BOTH APPLICANT AND OWNER MUST SIGN ALL APPLICATIONS.**

# Zoning Department Flow Chart

**SUBMIT ZONING PERMIT APPLICATION FOR THE FOLLOWING:**

- New Dwelling/Commercial Bldg, Residential/Commercial Addition
- Accessory Building
- Interior Remodeling
- Sheds, Pools, Hot Tubs, Gazebos
- Occupancy of an Building or Structure
- Fence, Air Condenser Units
- Signs and Awnings
- Changes of Use
- Porch/Deck
- Garage
- Home Occupation

**Please refer to the Neptune Twp. Land Development Ordinance section 1102 to see if your project requires zoning approval.**

**APPROVED**

If Engineering or a Certificate of Appropriateness approval is required, applicant must wait to proceed with construction until permits until approvals are given.

If HPC or Engineering is NOT required, the applicant can proceed to the Construction Department for the proper permits prior to beginning construction.

**DENIED**

**Resubmit**

Revised Zoning Permit Application with requested information.

**Appeal Decision**

File Notice of Appeal within 20 calendar days as per MLUL 40:55D-72(a).

Kristie Armour, Planning & ZBA Admin.  
732-988-5200, Ext 278

**Required Variance**

**Application to ZBA.**

All application and fees are available at the Municipal Complex or online at [www.neptunetownship.org](http://www.neptunetownship.org). For questions or assistance with completing an application please contact our offices at 732.988.5200, Monday–Friday 8: 00 am – 4:00 pm.