

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.** Surveys 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 block, lot, and Zoning District of the property in question.

NUMBER 2

Indicate the street address of the property in question.

NUMBER 3

Fill in Owner and Applicant information to its entirety.

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, 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, 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, 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, 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, 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: 278), 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. For questions or assistance with completing an application please contact our offices at 732.988.5200, Monday–Friday 8: 00 am – 4:00 pm.

Calculating Building and Lot Coverage Percentages

Definitions

Building coverage – The percentage of the lot area that is covered by building area, which includes the total horizontal area when viewed in plan.

Impervious cover – Any structure, surface or improvement that reduces and/or prevents infiltration into the surface shall be considered impervious; Driveways or other similar areas that experience loading that are constructed of open cell pavers or stone shall be considered impervious. Patios that are constructed at grade are impervious. Decks that are twelve (12) inches or more above average grade shall be considered pervious. Porous paving, gravel, crushed stone, crushed shells and similar surfaces not utilized in driveways or other areas that experience heavy loading shall be considered pervious. Open cell pavers shall be considered fifty percent (50%) pervious if filled with vegetation. Grass, lawns or other similar vegetation shall be considered pervious. Water area of pools shall not be counted as impervious.

lot coverage - The percentage of lot area that is covered by impervious cover.

Example

Property Description:		
Lot Dimension	Lot Area	
100'X100'	10,000 square feet	
How to Calculate Building Coverage Percentage		
Structure	Dimension	Square Footage
House	30'X60'	1,800 square feet
Garage	10'X12'	120 square feet
Shed	10'X10'	100 square feet
	Total Building Coverage	2,020 square feet
Building Coverage Percentage	$(\text{Total Building Coverage}) / (\text{Lot Area}) \times (100\%) = 20.2\%$	
How to Calculate Lot Coverage Percentage		
Structure	Dimension	Square Footage
Crushed Stone Garden		1,400 square feet
Side Walks		288 square feet
Driveway	20'X40'	800 square feet
Building Coverage		2,020 square feet
	Total Lot Coverage	4,508 square feet
Lot Coverage Percentage	$(\text{Total Lot Coverage}) / (\text{Lot Area}) \times (100\%) = 45.1\%$	



Fee \$35.00

ZONING DEPARTMENT
 PHONE 732-988-5200 .x. 217
 FAX 732-988-4259

Control Number: _____

Date: _____

Zoning Permit Application

- | | | |
|---|---|--|
| <input type="checkbox"/> ADDING A NEW USE TO A PROPERTY | <input type="checkbox"/> HOME OCCUPATION | <input type="checkbox"/> PRIVATE GARAGE |
| <input type="checkbox"/> AIR CONDENSER UNIT(S) | <input type="checkbox"/> INTERIOR REMODEL – COMM / RES | <input type="checkbox"/> RESIDENTIAL ADDITION |
| <input type="checkbox"/> COMMERCIAL ADDITION | <input type="checkbox"/> NEW ACCESSORY STRUCTURE | <input type="checkbox"/> SIGNS |
| <input type="checkbox"/> CONTINUING / CHANGING USE | <input type="checkbox"/> NEW COMMERCIAL BUSINESS | <input type="checkbox"/> SOLAR |
| <input type="checkbox"/> DECK / BALCONY | <input type="checkbox"/> NEW OWNERSHIP OF PROPERTY/BUSINESS | <input type="checkbox"/> STORAGE SHED |
| <input type="checkbox"/> DRIVEWAY / SIDEWALK / APRON | <input type="checkbox"/> NEW RESIDENCE | <input type="checkbox"/> SWIMMING POOL / HOT TUB** |
| <input type="checkbox"/> FENCE / RETAINING WALL* | <input type="checkbox"/> PORCH | <input type="checkbox"/> ZONING DETERMINATION |
| <input type="checkbox"/> OTHER: _____ | | |

*Indicate location, height, and type of fence or wall on survey / plot plan. **Pools require a fence. Please indicate type, height, and area of fence, and location of filter.

PLEASE READ THE ZONING PERMIT INFORMATION SHEET PRIOR TO COMPLETING THIS APPLICATION

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.

The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be found online at www.neptunetownship.org/departments/land-use.

ALL APPLICATIONS FOR PROPERTY WITHIN THE HISTORIC DISTRICT REQUIRE HPC APPROVAL

PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.

Please print clearly:.

1. **BLOCK:** _____ **LOT:** _____ **ZONE:** _____

2. **ADDRESS:** _____

<p>3. <u>OWNER INFORMATION (required):</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><u>APPLICANT INFORMATION (required):</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>
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4. **PRESENT APPROVED ZONING USE OF THE PROPERTY:** _____

5. **PROPOSED ZONING USE OF THE PROPERTY:** _____ **OR** UNCHANGED

