



# Zoning Permit Application Information Sheet

**PLEASE REVIEW THE ZONING PERMIT INFORMATION SHEET, AND ALL APPLICABLE LAND DEVELOPMENT ORDINANCE REQUIREMENTS, PRIOR TO COMPLETING THIS APPLICATION**

**The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at [www.neptunetownship.org/departments/land-use](http://www.neptunetownship.org/departments/land-use).**

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**

Indicates the Property Owner Information as identified on the Tax Assessors Record and the Applicant Information. PLEASE PRINT CLEARLY.

## **NUMBER 4**

Indicate the zoning use of the property, as identified on the permitted use list as described in the Township of Neptune Land Development Ordinance, the immediate prior zoning

determination issued, or Resolution issued by the Board of Jurisdiction. 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**

Please refer to the steps taken in Number 4. Indicate the proposed zoning use, as identified on the permitted use list as described in the Township of Neptune Land Development Ordinance, the immediate prior zoning determination issued, or Resolution issued by the Board of Jurisdiction. If the proposed use is not found on the list, within the respective Zoning District, indicate the proposed use of 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 (**AS DEFINED IN THE NEPTUNE TOWNSHIP LAND DEVELOPMENT ORDINANCE**) and their setbacks from all proximal property lines. If you are proposing a use, describe operations of the proposed use, and provide the proposed business name with the contact person and the contact person's information.

## **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 required to submit a copy of the resolution (with Board signed plans) with each Zoning Permit Application submission.**

## **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.

**APPLICATIONS ARE NOT PRESENTLY ACCEPTED VIA FAX OR EMAIL.**

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



## Calculating Building and Total Lot (Impervious) Coverage

### 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 Dimension		Lot Area	
100 Feet x 100 Feet		10,000 Square Feet	
Building Coverage			
Structure	Dimension	Square Footage	
House	30 Feet x 60 Feet	1, 800 Square Feet	
Private Garage	10 Feet x 12 Feet	120 Square Feet	
Storage Shed	10 Feet x 10 Feet	100 Square Feet	
Total Building Coverage (Square Feet)		2,020 Square Feet	
Formula to Calculate the Building Coverage			
Step 1.	[(Total Building Coverage) / (Lot Area) ] = 0.202		
Step 2.	(0.202) x (100%) = 20.2%		
The Building Coverage is 20.2%			
Total Lot Coverage			
Structure	Dimension	Square Footage	
Crushed Stone Pathways		1,400 Square Feet	
Side Walks		288 Square Feet	
Driveways	22 Feet x 30 Feet	660 Square Feet	
Building Coverage		2,020 Square Feet	
Total Lot Coverage (Square Feet)		4,368 Square Feet	
Formula to Calculate the Total Lot Coverage			
Step 1.	[(Total Lot Coverage) / (Lot Area) ] = 0.4368		
Step 2.	(0.4368) x (100%) = 43.68%		
The Total Lot Coverage is 43.68%			

# Zoning Permit Application



<input type="checkbox"/> ACCESSORY STRUCTURE (\$35)	<input type="checkbox"/> PORCH/DECK/BALCONY/ENTRY PLATFORM (\$35)
<input type="checkbox"/> COMMERCIAL/RESIDENTIAL ADDITION (\$35)	<input type="checkbox"/> RETAINING WALL (\$35)
<input type="checkbox"/> CONTINUING THE USE/OCCUPANCY OF A PROPERTY, BUILDING OR STRUCTURE UNDER NEW BUSINESS/PROPERTY OWNERSHIP (\$35)	<input type="checkbox"/> SIGN (\$35)
<input type="checkbox"/> DRIVEWAY (\$35)	<input type="checkbox"/> SOLAR PANEL (\$35)
<input type="checkbox"/> FENCE (\$35)	<input type="checkbox"/> STARTING/CHANGING A USE/OCCUPANCY OF A PROPERTY, BUILDING, OR STRUCTURE (\$35)
<input type="checkbox"/> HISTORIC DISTRICT: AC UNIT/GENERATOR/EXHAUST FAN (\$35)	<input type="checkbox"/> STORAGE SHED (\$35)
<input type="checkbox"/> IMPERVIOUS COVERAGE (\$35)	<input type="checkbox"/> SUBDIVISION (\$35)
<input type="checkbox"/> INTERIOR REMODELING (\$35)	<input type="checkbox"/> SWIMMING POOL/HOT TUB/TENNIS COURT (\$35)
<input type="checkbox"/> NEW PRINCIPAL STRUCTURE (\$35)	<input type="checkbox"/> ZONING DETERMINATION LETTER (\$35)
<input type="checkbox"/> OTHER: _____ (\$35)	

\*Indicate location, height, and type of fence or wall on survey / plot plan.

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**The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at [www.neptunetownship.org/departments/land-use](http://www.neptunetownship.org/departments/land-use).**

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.

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

**PLEASE PRINT CLEARLY:**

- Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_
- Property Address: \_\_\_\_\_
- Current Property Owner Information:  
(AS IDENTIFIED ON THE TAX ASSESSORS RECORD)      Applicant Information:  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Present zoning use of the property: \_\_\_\_\_
- Proposed zoning use of the property: \_\_\_\_\_ ☐ Unchanged

# Zoning Permit Application

6. Describe in detail all zoning related activities you are proposing.

(PROVIDE DETAILED DESCRIPTION ON ADDITIONAL PAGES IF NECESSARY)

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7. Has the above referenced premises been the subject of any prior application to the **ZONING BOARD OF ADJUSTMENT** or **PLANNING BOARD**?

Yes \_\_\_\_ No \_\_\_\_ If Yes, state date: \_\_\_\_\_ Board: \_\_\_\_\_ Resolution #: \_\_\_\_\_

(SUBMIT A COPY OF THE RESOLUTION WITH THE BOARD SIGNED PLANS WITH THIS APPLICATION SUBMISSION)

8. For all exterior work pertaining to additions and accessory structures, excluding fences, please provide:

Building Coverage: \_\_\_\_\_% Lot Coverage: \_\_\_\_\_%

(SUBMIT A COPY OF YOUR COVERAGE CALCULATIONS WITH THIS APPLICATION SUBMISSION)

**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.

The applicant and property owner certify that all statements and information made and provided as part of this application are true to the best of their knowledge, information and belief. All pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property, shall be complied with. All zoning permits will be granted or denied within ten (10) business days from the date of complete application submission.

\_\_\_\_\_  
PROPERTY OWNER NAME – Please PRINT

\_\_\_\_\_  
APPLICANT NAME – Please PRINT

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**PLEASE CONTACT THE FOLLOWING NEPTUNE TOWNSHIP DEPARTMENTS AS ZONING MAY NOT BE THE ONLY REQUIRED APPROVALS NECESSARY:**

- CODE ENFORCEMENT DEPARTMENT - 732-988-5200, EXT. 213
- CONSTRUCTION DEPARTMENT - 732-988-5200, EXT. 260
- ENGINEERING DEPARTMENT - 732-897-4162, EXT. 200
- HISTORIC PRESERVATIONS COMMISSION (HPC) - 732-897-4162, EXT. 200
- MERCANTILE - 732-988-5200, EXT. 246