



# Borough of METUCHEN



## ZONING PERMIT APPLICATION

**WHY A ZONING PERMIT?** The purpose of requiring a zoning permit is to assure that your proposed use, construction, or alteration will be in accordance with the provisions of the Borough's Land Use Ordinance.

**IS A BUILDING PERMIT STILL REQUIRED?** A zoning permit issued by the Zoning Officer is a separate approval and shows compliance with the Land Use Ordinance. A building permit is still required for those activities which necessitate issuance of a building permit to show compliance with provisions in the Uniform Construction Code.

**HOW DO I KNOW WHAT ZONE DISTRICT I AM IN?** You may determine or confirm which zoning district you are in by calling the Zoning Officer.

**WHERE DO I FIND THE ZONING REGULATIONS FOR MY PROPERTY?** The Land Use Regulations are available online and the Zoning Schedule of Density, Bulk, and Coverage Controls has been linked below.

[Zoning Schedule of Density, Bulk, and Coverage Controls](#)

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## Borough of Metuchen Zoning Permit Application

OFFICE USE ONLY		
DATE RECEIVED:	FEE AMOUNT:	ZONING APPLICATION NO.:

### 1. LOCATION

Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

### 2. APPLICANT/AGENT/CONTRACTOR

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 3. OWNER OF PROPERTY (IF OTHER THAN APPLICANT)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 4. APPLICATION TYPE (CHECK ONE AND/OR CIRCLE ONE)

<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> New Multi-Family Structure	<input type="checkbox"/> New Commercial Structure
<input type="checkbox"/> New Mixed Use Structure	<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Deck / Porch
<input type="checkbox"/> Shed	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Pergola / Pavilion
<input type="checkbox"/> Parking Lot / Driveway	<input type="checkbox"/> Patio / Walkway	<input type="checkbox"/> Fence / Wall / Retaining Wall
<input type="checkbox"/> Change of Use / Occupancy	<input type="checkbox"/> Sign	<input type="checkbox"/> Home Occupations
<input type="checkbox"/> A/C / Generators	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Swimming Pools

PRESENT USE OF SITE OR TENANT SPACE:

PROPOSED USE OF SITE OR TENANT SPACE:

\_\_\_\_\_

\_\_\_\_\_

## 5. PROJECT DESCRIPTION

(Describe all work to be completed. Please include as much detail as possible and use additional sheets, if necessary.)

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## 6. NON-RESIDENTIAL USE DATA

	Present	Proposed
Total Floor Area of Building	_____	_____
Floor Area to be Occupied	_____	_____
On-site Parking Spaces	_____	_____
Off-site Parking Spaces	_____	_____
Number of Employees	_____	_____
Days & Hours of Operation	_____	_____

## 7. BOARD APPROVAL?

Has the project been the subject of a prior application to the Board of Adjustment or Planning Board?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** - If YES, please identify which board, date of determination, and provide the resolution.

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## 8. OWNERS CONSENT

I, THE UNDERSIGNED, HEREBY MAKE AN APPLICATION FOR A ZONING PERMIT, PRESENTED TO THE ZONING OFFICER, ONLY FOR THE LOCATION AND THE WORK DESCRIBED HEREIN AND CERTIFY TO THE ACCURACY OF THAT INFORMATION. I FURTHER ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO BE AWARE OF AND COMPLY WITH ALL ZONING REQUIREMENTS OF THE BOROUGH OF METUCHEN RELATING TO THIS APPLICATION. I UNDERSTAND THAT FAILURE TO PROVIDE ACCURATE INFORMATION OR TO COMPLY WITH ANY PROVISIONS OF THE PERMIT RENDERS IT NULL AND VOID AND MAY RESULT IN AN ENFORCEMENT ACTION. BY SIGNING THIS APPLICATION, YOU ARE CERTIFYING THAT THE ABOVE STATED INFORMATION IS ACCURATE, AND THE SURVEY SUBMITTED WITH THIS APPLICATION IS A TRUE REPRESENTATION OF THE PROPERTY.

Owner's Consent Signature: \_\_\_\_\_

Owner Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Agent/Applicant Signature: \_\_\_\_\_

Agent/Applicant Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Note: THIS IS NOT AN APPLICATION FOR CONSTRUCTION PERMIT.** A Construction Permit may be required. Work without a permit from the Construction Code Official could result in substantial fines.

**THIS IS NOT AN APPLICATION FOR TREE REMOVAL PERMIT.** A Tree Removal Permit may be required. Tree removal without a permit from the Forestry Supervisor could result in substantial fines.\*

# **CHECKLIST**

**\*Please review the checklist to see what needs to be submitted with your application for a Zoning Permit\***

**For all applications, you must submit TWO (2) copies of the following items mentioned in the checklist, along with one original zoning permit application. ONE (1) copy will be provided back to the applicant, and one will be retained in the Planning and Zoning Office with your zoning approval or denial.**

**Proposed:**

**Provide:**

<p>New Principal Structure</p>	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Landscape Plan</li> <li><input type="checkbox"/> Architectural plans with elevation drawings and dimensions</li> <li><input type="checkbox"/> Electronic Copy of Site / Plot / Grading Plan</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 checks in the amounts of \$500 &amp; \$250</li> <li><input type="checkbox"/> W-9</li> </ul>
<p>New Multi-Family Structure</p>	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Board Approved Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Board Approved Landscape Plan</li> <li><input type="checkbox"/> Board Approved Architectural plans with elevation drawings and dimensions</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Resolution of Approval</li> <li><input type="checkbox"/> Electronic Copy of Board Approved Site / Plot / Grading Plan</li> <li><input type="checkbox"/> 2 checks in the amounts of \$500 &amp; \$250</li> </ul>
<p>New Commercial Structure</p>	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Board Approved Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Board Approved Landscape Plan</li> <li><input type="checkbox"/> Board Approved Architectural plans with elevation drawings and dimensions</li> </ul>

	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Resolution of Approval</li> <li><input type="checkbox"/> Electronic Copy of Board Approved Site / Plot / Grading Plan</li> <li><input type="checkbox"/> 2 checks in the amounts of \$500 &amp; \$250</li> </ul>
<p>Addition / Alteration</p>	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Architectural plans with elevation drawings and dimensions</li> </ul> <p><b>*Provide this paperwork along with the other required documents.*</b></p> <p><b>If addition exceeds 500 SF provide as well:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Landscape Plan</li> </ul> <p><b>If addition includes a basement:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic Copy of Site / Plot / Grading Plan</li> <li><input type="checkbox"/> 2 checks in the amounts of \$500 &amp; \$250</li> <li><input type="checkbox"/> W-9</li> </ul>
<p>Deck / Porch</p>	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Architectural plans with elevation drawings and dimensions</li> </ul>
<p>Accessory Structure (Shed, Detached Garage, Pergola / Pavillion, etc.)</p>	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Architectural plans with elevation drawings and dimensions</li> </ul>
<p>Parking Lot / Driveway</p>	<p><b>For a 1 or 2 Family Driveway, Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Site / Plot / Grading Plan</li> </ul> <p><b>For a Parking Lot, Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Resolution of Approval</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Board Approved Site / Plot / Grading Plan</li> <li><input type="checkbox"/> Electronic Copy of Site / Plot / Grading Plan</li> <li><input type="checkbox"/> 2 checks in the amounts of \$500 &amp; \$250</li> </ul>
Patio / Walkway	<p><b>Signed and Sealed Survey:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Marked Survey showing location of proposed Patio / Wall</li> </ul>
Fence / Wall / Retaining Wall	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Marked Survey showing location of proposed Fence / Wall(s)</li> </ul> <p><b>*Provide this paperwork along with the other required documents.*</b></p> <p><b>For Retaining Walls:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevation Plans</li> <li><input type="checkbox"/> Site Plan for proposed location and stating heights (top of wall &amp; bottom of wall)</li> </ul>
Change of Use / Occupancy	<p><b>*Provide only if proposing internal work, needing construction permits, and/or for all eating and drinking establishments.*</b></p> <p><b>Signed and Sealed Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Architectural plans with elevation drawings and dimensions</li> </ul>
Sign	<p><b>Signed and Sealed Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevations drawings and dimensions</li> <li><input type="checkbox"/> Sign Plans</li> </ul>
A/C / Generator	<p><b>Signed and Sealed Survey:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li> <li><input type="checkbox"/> Marked Survey showing location of proposed A/C / Generator</li> <li><input type="checkbox"/> Equipment Specs</li> </ul>
Solar Panels	<p><b>Signed and Sealed Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Solar Panel Plans</li> </ul>

Swimming Pools	<p><b>Signed and Sealed Survey &amp; Plans:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Scalable Property Survey showing all existing conditions</li><li><input type="checkbox"/> Site / Plot / Grading Plan</li><li><input type="checkbox"/> Pool Plans</li></ul> <p><b>*Provide this paperwork along with the other required documents.*</b></p> <p><b>For inground Pools:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Electronic Copy of Site / Plot / Grading Plan</li><li><input type="checkbox"/> 2 checks in the amounts of \$500 &amp; \$250</li><li><input type="checkbox"/> W-9</li></ul>
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**REMINDER!** Fees may be made payable by check to the “Borough of Metuchen.” Within 10-business days of submission, you will receive either an approval or denial.