

Township Use Only AMOUNT PAID \$ \_\_\_\_\_

CASH  CHECK # \_\_\_\_\_ DATE \_\_\_\_\_

RECEIPT # \_\_\_\_\_ REC'D. BY \_\_\_\_\_



Township - Stamp Date Received

### ZONING PERMIT APPLICATION

Please read instructions on reverse.

**WORKSITE:**  Residential or  Non-residential

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

Address \_\_\_\_\_ Apt./Floor/Suite/Unit/Etc. \_\_\_\_\_ City \_\_\_\_\_

**APPLICANT:**  Owner  Contractor  Tenant  Agent  Other \_\_\_\_\_

Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

**DESCRIPTION OF PROJECT (be specific):** \_\_\_\_\_

**TYPE OF APPROVAL REQUESTED (check all that apply/ Zoning fees due at time of submittal):**

- House (Individual) \$50  Commercial Bldg. \$50  Fence \$25  Accessory Structure over 200 sq. ft. \$50
- House (Tract) \$30  Home Occupation \$50  Pool/Spa/Hot Tub \$30  Accessory Structure 200 sq. ft. or less \$25
- House Addition \$30  Sign \$50  Deck/Porch/Gazebo \$30  Finished Basement \$25
- New/ Expanded Driveways, Patios, Walkways, etc. \$30  Garage Conversion \$30  Demolition - No Charge
- Solar (rooftop) \$25  Solar (ground-mtd.) \$25  Other (specify) \$25 \_\_\_\_\_
- Change of Tenant/ Use \$ 50 (if so, fill below)

Previous Tenant \_\_\_\_\_ Type of Service/Use \_\_\_\_\_

New Tenant \_\_\_\_\_ Type of Service/Use \_\_\_\_\_

Size of Unit \_\_\_\_\_ sq. ft. Unit/ Suite # \_\_\_\_\_ Number of Seats (Restaurant Only) \_\_\_\_\_

Is proof of Homeowner's Association (HOA) approval provided?  Yes  No  Not Applicable

All applications, check one for each: WELL -  Yes  No  Proposed // SEPTIC -  Yes  No  Proposed

Was this project the subject of approval before the Planning Board, Zoning Board of Adjustment, or Technical Review Committee?  Yes  No If so, provide Docket #: \_\_\_\_\_

**CERTIFICATION:**

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false the Township may void associated zoning approvals and/or issue zoning violations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Township Use Only COAH:  Yes  No Percent \_\_\_\_\_%

PRIOR APPROVALS, IF APPLICABLE:  ENGINEERING DEPT  HEALTH DEPT  HISTORIC COMMISSION

APPLICATION # Z-\_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

ZONING APPROVAL NOT REQUIRED \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

DENIED/INCOMPLETE \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

APPROVED \_\_\_\_\_

APPROVED WITH CONDITIONS \_\_\_\_\_

Zoning Officer \_\_\_\_\_ Date \_\_\_\_\_

NO ADDITIONAL PERMITS ARE REQUIRED TO BEGIN CONSTRUCTION

THE FILE IS FORWARDED TO THE BUILDING DEPARTMENT

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN BUILDING OR ANY OTHER REQUIRED PERMITS PRIOR TO COMMENCEMENT OF CONSTRUCTION

## **INSTRUCTIONS**

Please be sure to "print or type" all necessary information on the Application Form and to submit all required support materials (see below). Please note: These are general requirements only and may vary depending on the specific project or use. If you have any questions before submitting your application, please stop by the Zoning Office; call 732-873-2500 ext. 6277 *or* 6271; or email [matthew.galan@franklinnj.gov](mailto:matthew.galan@franklinnj.gov) or [mark.healey@franklinnj.gov](mailto:mark.healey@franklinnj.gov). It is kindly requested that you contact *only one member of our staff*. If you are attempting to contact one of us by phone and don't reach us, please leave a message. **We will get back to you!**

### **Application Submission**

All applications must be submitted in person or via mail to Zoning Department, Franklin Township 475 Demott Lane, Somerset, NJ 08873, no email submissions will be accepted.

### **ALL APPLICATIONS - Description of Project or Use**

- When completing the *Description of Project/Use* section, be very specific and detailed. For example: If a structure is proposed explain its use and note its dimensions (e.g., length, width, height). If a change of tenant and/or use is proposed include the previous and proposed tenant/use and the square footage to be used. The more information you provide, the less chance there will be of questions that could hold up your application.

### **New Structures & Any Other Exterior Projects**

- Applications need to include a copy of a survey or site plan that shows the boundaries of the site and that accurately depicts the existing condition of the site including existing improvements such as existing structures, driveways, patios, etc. and that depicts the location of any well and/or septic system, as applicable. All applicants must indicate the absence or presence of a well and/or septic on the property. All proposed structure(s) and/or other proposed exterior work (e.g., pools, decks, patios, fences, driveway expansions, etc.) must be drawn in clearly on the survey/ site plan, to the same scale as the survey/ site plan, and showing all proposed dimensions and/or distances from the property lines.
- If the property is in a community that requires approval from the Homeowners Association (HOA), proof of HOA approval must be provided with your submittal.

### **Finished Basements**

- Applications for a finished basement (or modifications to an existing finished basement) need to include a plan that depicts the full layout of the basement depicting: means of ingress/ egress; any room(s) or area(s) intended to be used for sleeping quarters; bathroom facilities (including any existing or proposed sink, toilet, tub/shower); and any existing or proposed area for the storage, preparation and/or cooking of food (including but not limited to cooking appliances, cabinets, sink, refrigerator).

### **Change of Use & Change of Tenant**

- These applications need to include a copy of each of the following: (1) A floor plan of the building indicating the use and square footage of each area used by each tenant; and (2) Depending upon the nature of the change of use/ tenant, the Zoning Dept. may require a property survey or site plan showing the property lines, all structures, driveways, and parking spaces; and a chart indicating the parking calculations

### **Construction Permit Applications**

- If your project requires a Construction Permit it is recommended that you submit that application along with your Zoning Application. In this case, as soon as your Zoning approval is obtained your application package will be sent directly to the Construction Office. Please note: If you do not submit the applications together you must include a copy of your Zoning approval with your Construction Permit Application.

### **Additional Review**

- Please be aware that your project/use may require review, approval, or permits from other Township departments such as Engineering, Fire Prevention, Health, Historical Commission, or the Police Department. If in doubt, check before you proceed. We will direct and assist you.

### **Engineering Review Fees (to be Submitted with Zoning Application)**

Please submit the following additional fees with the Zoning Application. Both the zoning fees (indicated on first page of form) and the fee indicated below are required at the time of initial submittal. The respective fees (i.e., Zoning and Engineering fees) must be provided on separate checks; each made out to "Franklin Township".

- 1) Addition to House - \$150
- 2) Ground Mount Solar Array - \$250
- 3) Accessory Structure over 200 sf or In-Ground Pool - \$150
- 4) New House - \$500