



Township of Raritan
 Application for Zoning Permit
See Attached for Fees

Permit #		1 Municipal Drive
Date Filed		Flemington, NJ 08822
		(908) 806-6100/806-8031 (fax)

Owner and Contractor Information

Owner:

Mailing Address:

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Contractor:

Address of Contractor:

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Construction Site Address and Information

Street Address: _____ Block: _____ Lot(s): _____

Development/Subdivision Name: _____ Unit #: _____

Homeowners Association	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Attach copy of HOA approval for project (if HOA requires approval)</i> Hunterdon County Health Dept. Approval is required for most applications serviced by Septic Systems and/or on-site wells.
Sewage Supply:	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Septic	
Water Supply:	<input type="checkbox"/> Public Water	<input type="checkbox"/> On-Site Well	

Construction Details

(3 Copies of each plan required, See Attached For Additional Requirements)

<input type="checkbox"/> Shed/ Detached Garage	Attach plot plans (survey) drawn to scale showing location, setback from property lines, and height and size of shed.
<input type="checkbox"/> Pool	Attach plot plans (survey) drawn to scale showing location and setback from property lines of pool, patio surround or decking, and equipment.
<input type="checkbox"/> Sprinkler System	Attach plot plan (survey) drawn to scale showing location of sprinkler system. System may not extend into road right of way.
<input type="checkbox"/> Deck	Attached plot plan (survey) drawn to scale showing location of deck on property and plan showing height and size of deck.
<input type="checkbox"/> Fence	Attach plot plan (survey) drawn to scale showing location of fence. Indicate height and type of fence on form.
<input type="checkbox"/> Finish Basement	Attach floor plan and letter indicating area will not be used as a bedroom.
<input type="checkbox"/> Addition	Attach plot plans (survey) drawn to scale, floor plans, building elevations and other information as necessary (see attached).
<input type="checkbox"/> New Construction	Attach plot plans (survey) drawn to scale, floor plans, and additional information as necessary (see attached).
<input type="checkbox"/> Repair/ Alteration	Attach plot plan (survey) drawn to scale and floor plan showing extent of alteration or repair.
<input type="checkbox"/> Demolition	Attach plot plan (survey) drawn to scale showing building(s) to be demolished. Hunterdon County Health Dept. approval is required.
<input type="checkbox"/> Fuel Tank Installation	Attach plot plan (survey) drawn to scale showing location of tank (for exterior only). Indicate size of tank in gallons on form, indicate total # of gallons on site.
<input type="checkbox"/> Other	Attach plot plans (survey) drawn to scale, floor plans, and other information as necessary (please call if you have any questions).



GUIDELINES FOR RESIDENTIAL ZONING PERMIT SUBMISSIONS

*****If you have any questions regarding these guidelines please contact the zoning office for clarification at (908) 806-6105.**

ALL ZONING PERMITS

1. One (1) copy of completed Zoning Permit Form.
2. Review fee (non-refundable) paid by cash or check.
3. Three (3) copies of the approved Hunterdon County Board of Health Form (if you are on a septic system).
4. If there is a homeowners association for your development you may be required to submit 3 copies of their approval. Please contact your homeowners association for their requirements.
5. See below for additional requirements based on the proposed improvement.

ZONING PERMITS FOR SHEDS

1. Three (3) copies of the property survey/plot plan with the location of the shed drawn to scale with the proposed setbacks shown from the property lines. In general sheds are not permitted in a front yard (please note that corner lots have two front yards) and the required setback from the side and rear property lines varies with the size of the shed and the particular residential zone you are located in. In most cases if the shed is less than 180 square feet and less than 10 feet high you must setback the shed at least 5' from the property line, otherwise a 15' setback is required.
2. Three (3) copies of pictures or plans that show what the structure will look like and indicate the proposed height of the structure.

ZONING PERMITS FOR DETACHED GARAGES

1. Three (3) copies of the property survey/plot plan with the location of the garage drawn to scale with the proposed setbacks shown from the property lines. Detached garages cannot exceed 20' in height, are limited in size to no larger than 1000 sq. ft., and cannot house more than 3 vehicles. In general they must be at least 15' from the side and rear property lines, but the setback does vary in some zones.
2. Three (3) copies of pictures or plans that show what the structure will look like and indicate the proposed height of the structure.

ZONING PERMITS FOR SWIMMING POOLS

1. Three (3) copies of the property survey/plot plan with the location of the pool drawn to scale with the proposed setbacks shown from the property lines. In general swimming pools are not permitted in a front yard (please note that corner lots have two front yards) and the required setback from the side and rear lot lines is at least 15'. This minimum setback is for all parts of the pool including any decking, patio, filter or heater and you must show the location of these items on your plot plan. Please note that if you are proposing an in-ground swimming pool in a location less than 30' from a property line, a surveyed foundation location plan will be required to be submitted and approved by the Zoning Department.
2. Many pools are required by the building code to be enclosed by a non-climbable fence. To save steps, you may wish to show the location, height and type of fence with the pool permit so it can be approved at the same time as the pool.

ZONING PERMITS FOR HOUSE ADDITIONS AND DECKS

1. Three (3) copies of the property survey/plot plan with the location of the addition drawn to scale with the proposed setbacks from the property lines. The setbacks from the property lines vary for each residential zone, so you will want to confirm with the Zoning Department your zone and required setbacks. Please note that all lot lines that abut a street are considered a front yard.
2. Three (3) copies of proposed floor plans and building elevations that include the height of the proposed addition. For decks the plans must indicate the height of the proposed deck surface above the grade.

ZONING PERMITS FOR FINISHED BASEMENTS

1. Three (3) copies of the proposed floor plan that shows the work to be completed. Please label the proposed use of each room such as a family room, bathroom, etc...
2. Three (3) copies of a letter signed by the homeowner indicating that additional bedrooms will not be added to the house in the basement. (There are some cases where an additional bedroom can be added, but you must confirm that with the Zoning Officer.)

ZONING PERMITS FOR FUEL OIL TANKS OR CENTRAL AIR CONDITIONING

1. Three copies (3) of a plan showing the location of the proposed fuel oil tank or air conditioning unit. If it is located above or below ground (not in a basement) it must meet the required setbacks for a principal structure for the particular zone the property is located. If it is located above ground, it should not be located in a front yard.
2. For fuel oil tanks you must indicate the size of the tank in gallons on the zoning permit application.

ZONING PERMITS FOR FENCES AND UNDERGROUND SPRINKLERS

1. Three (3) copies of the property survey/plot plan with the location of the proposed fencing or sprinklers accurately shown. Please note that fencing in a front yard setback area cannot exceed 4' in height. In general, fencing elsewhere on a residential lot cannot exceed 7' in height. You must specify the height and type of fence that you are proposing on the zoning permit. The zoning ordinance does not specify a minimum back from the property line, however you must be able to maintain the fence or sprinkler system from your own property.
2. **You are not permitted to install a fence, wall or sprinkler system in a road right-of-way.**

ZONING PERMITS FOR A NEW HOUSE

1. One (1) copy of completed Zoning Permit Form.
2. \$150.00 review fee (non-refundable) paid by cash or check.
3. Three (3) copies of the survey/plot plan accurately showing the proposed location of the house with the proposed setbacks from the property lines. The required minimum setbacks vary depending on the zone. Please contact the Zoning Department to determine the correct zone and setbacks. If any decks are proposed they should be shown on this plan.
4. Three (3) copies of a driveway permit that has been approved by either the Township Engineer or County Engineer depending on the road.
5. If the property is to be served by an on-site septic system, you must submit 3 copies of a Township Board of Health approved permit to construct an individual sewage disposal system. In addition you must submit 3 copies of the Hunterdon County Health Department Permit to construct an individual subsurface sewage disposal system which indicates that the county has approved the permit (page 1) and the page of the permit which indicates the number of bedrooms that the system is designed for (usually one of the last pages of the permit). If you will be tying into the public sewer system, provide 3 copies of your connection permit.
6. If you will be using an on-site well you must submit 3 copies of the approved Township Board of Health permit to construct or alter a water supply system. If you will be tying into public water, 3 copies of a letter from the water company should be submitted.
7. Three (3) copies of the architectural floor plans and elevations.
8. In most cases you will be required to make a COAH payment at the time of the Zoning Permit. (Please see the resolution for the subdivision which created the lot to determine if this payment will be required). If this payment is required you must submit an affordable housing development fee calculation worksheet completed by the tax assessor along with the check. This must also be submitted at the time of the Certificate of Occupancy.

9. If you will be building on a lot with frontage on an existing Township street which does not meet the minimum required road improvements you will be required to either put in the required road improvements or make a payment in lieu of putting in the improvements. This payment varies from \$8,000 to \$14,600 per lot. You should contact the Township Engineer to determine if a payment will be required and what the payment amount will be for the particular lot.
10. Prior to framing inspections you will be required to submit 3 copies of a surveyed foundation location plan along with a completed foundation location approval form to the Zoning Department for approval.

FEE SCHEDULE FOR ZONING PERMITS

<u>FEE</u>	<u>APPLICATION TYPE</u>
\$30	DECKS, SHEDS, FINISHED BASEMENTS, INTERIOR ALTERATIONS, A/C UNITS, FENCES, OIL TANKS AND OTHER ACCESSORY STRUCTURES
\$50	ADDITIONS, BOTH RESIDENTIAL AND NON-RESIDENTIAL
\$150	NEW SINGLE FAMILY RESIDENTIAL STRUCTURE
\$100/UNIT	MULTI FAMILY/ATTACHED RESIDENTIAL
\$250	NEW NON-RESIDENTIAL STRUCTURE