



ZONING PERMIT APPLICATION

-See Instructions on Reverse Side-

HILLSBOROUGH TOWNSHIP
 Planning & Zoning Department
 Hillsborough Municipal Complex
 The Peter J. Biondi Building
 379 South Branch Road
 Hillsborough, NJ 08844
www.hillsborough-nj.org
 (908) 369-8382

Applicant Information	
Property Owner <input type="checkbox"/> Point of Contact Name: _____ Address: _____ City, State, Zip: _____ Phone: _____	Contractor OR Business Owner <input type="checkbox"/> Point of Contact Name: _____ Address: _____ City, State, Zip: _____ Phone: _____
Preferred Delivery: <input type="checkbox"/> US Mail <input type="checkbox"/> E-mail, Provide: _____	

Worksite Information
Work Site Address: _____ <i>(If applicable, please include building and suite #)</i> Block: _____ Lot: _____ Zone: _____ Water (check one): <input type="checkbox"/> Well <input type="checkbox"/> Public Sewer (check one): <input type="checkbox"/> Septic <input type="checkbox"/> Public Is the premise listed as a historic property or located in a historic district? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of Development (if applicable): _____ Do you have an association that requires exterior approval? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide a copy of approval letter Was Board approval required for this improvement and/or property? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide application #: _____

Proposed – Select Type of Improvement(s) below:

Residential (Attachment A)	Non-Residential (Attachment B)	
<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> New Tenant / Use	Sign(s)
<input type="checkbox"/> Addition	<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> Wall
<input type="checkbox"/> Deck	<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Accessory Structure (Shed, pool, etc)	<input type="checkbox"/> Site Work	<input type="checkbox"/> Temporary
<input type="checkbox"/> Driveway (New/Pave/Expand)	<input type="checkbox"/> Wireless Telecommunications	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Walkway / Patio / Landing	<input type="checkbox"/> Sidewalk Café	
<input type="checkbox"/> Certificate of Nonconformity to the Zoning Officer (N.J.S. § 40:55D-68)	<input type="checkbox"/> Certificate of Nonconformity to the Zoning Officer (N.J.S. § 40:55D-68)	
<input type="checkbox"/> Other: _____ <i>Alteration, Conversion, Home Occupation, etc</i>	<input type="checkbox"/> Other: _____	

By signing this application, you are certifying that the above stated information is accurate (along with supporting documentation) and the survey (if applicable) submitted with this application is a true representation of the property with the exception of any work proposed by this application. The Zoning Officer reserves the right to inspect all improvements to verify compliance with the authorized zoning permit.

Property Owner Signature & Name: _____ Date: _____
 Applicant Signature & Name (if different): _____ Date: _____

OFFICIAL USE ONLY:			
Date Received:	Fee(s): _____	Receipt #: _____	Deadline Date: _____
	Check #: _____	ZPAN #: _____	Decision Date: _____
Comments: _____			

Welcome to the Hillsborough Township Planning & Zoning Department's Permit Process. Our goal is to make your experience as simple and efficient as possible. You can help us by ensuring that your application is correct and complete. Please clearly print or type all necessary information on the Application and submit all required support materials. The support documentation is outlined below. If you have any questions, please call the Planning & Zoning Department at 908-369-4313, ext 7180.

Zoning Permit Required

A Zoning Permit is a document signed by the Zoning Officer which is required by Section 188-17 of the Hillsborough Development Regulations Ordinance as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure or building and which acknowledges that such use, structure or building complies with the zoning provisions of this chapter or a variance therefrom duly authorized by a municipal agency pursuant to the Municipal Land Use Law.

Residential Applications – Zoning Permit Application Checklist

Please provide the following documentation in order to provide a complete application:

- Zoning Permit Application (See Reverse Side) and Attachment A
- One (1) copy of property survey to scale with proposed improvement(s) drawn on it
- Application Fee, **\$25**, cash in the exact amount or check made payable to “Hillsborough Township”
- Flood Zone Certification fee, **\$10**, cash in the exact amount or separate check made payable to “Hillsborough Township” OR Flood Zone Certification less than 7 years old for the property
- Impervious coverage calculation sheet for all projects involving impervious coverage
- One (1) copy of the building plans, if applicable
- Letter of approval from Home Owners' Association, if applicable

Non-Residential Applications – Zoning Permit Application Checklist

Please provide the following documentation in order to provide a complete application:

- Zoning Permit Application (See Reverse Side)
- Letter of approval from Property Owner
- Attachment B, for new tenant and sign applications only
- One (1) copy of the plans or specs for the project, unless final plans are on file
- Application Fee, **\$25**, check made payable to “Hillsborough Township” **for the following applications only:**
 - Site work (e.g. new construction, new paving, sidewalk café, wireless communications)
 - Tenants moving into newly constructed tenant spaces

Certificates of Nonconformity A **\$50** application fee is required. Flood zone certifications are not required.

Submission of Application

Please check with the Engineering and Building Departments to determine if your project requires additional approvals. Each department has their own policies for accepting applications. For most residential applications, Zoning and Engineering approvals need to be obtained before the Building Department will accept an application for the project. Please be aware that the Planning & Zoning Office cannot retain the Building jacket while you await approval.

Review of Application

Upon receipt of a complete Zoning Permit application or a request for a Certificate of Nonconformity, the Zoning Officer shall have ten (10) business days to review and act upon said application. A Zoning Permit / Certificate of Nonconformity or a denial will be issued to the applicant through the US Postal Service or email upon completion of review.



CERTIFICATE OF NONCONFORMITY APPLICATION TO THE ZONING OFFICER ATTACHMENT C

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Welcome to the Hillsborough Township Planning & Zoning Department’s Certificate of Nonconformity Application to the Zoning Officer process. The following description provides a general overview of the instructions for making an application. When a municipality adopts a zoning ordinance or when an existing zoning ordinance is changed, inevitably there will be uses that are newly prohibited and structures that do not conform with the new bulk conditions – these are known as preexisting nonconforming uses and structures. The rules and procedures that address these uses and structures derive from the principle that it is inequitable to strip away a person’s lawfully asserted property rights retroactively. In recognition of this principle, the Municipal Land Use Law (MLUL) contains provisions designed to protect landowners from losing property rights that pre-date land use regulations. In that respect, the Zoning Officer is authorized to consider whether a particular use or structure qualifies for the protection afforded to legal, pre-existing nonconforming uses and structures when a party applies for it within one year from adoption of the ordinance making a use non-conforming. However, an application beyond the one-year time limit must be made to the Zoning Board of Adjustment as regulated by N.J.S. § 40:55D-68 of the MLUL.

I. MANDATORY SUBMISSION ITEMS & APPLICATION CHECK LIST

Information Regarding the Property
<p>Certificate of Nonconformity Being Sought for Nonconforming: <i>(please check all that apply)</i></p> <p><input type="checkbox"/> Use <input type="checkbox"/> Structure</p> <p>Existing Use of Property: _____</p> <p>Year Structure Built or Use Commenced: _____</p> <p>Date of Ordinance Which Changed the Zone, if Applicable: _____</p> <p>Ordinance Number: _____</p> <p>Describe the Non-Conformity:</p> <p>_____</p>

-Application continues on reverse-

II. SUPPORTING CLAIM OF NONCONFORMITY

The burden of proof of the nonconformity lies with the applicant. You must submit sufficient evidence to support your application in order to be issued such Certificate.

Possible examples of accepted evidence or documentation of proof supporting a claim of Nonconformity include, but are not limited to:

- Property Record Card
- Certificate of Occupancy
- Building Permits
- Zoning Permits
- Board Resolution / Site Plan Approval
- Township Minutes
- Rental Property Registration
- Fire Safety Inspection Reports
- Previously Recorded Deeds
- Advertisements or Telephone Directory
- Other Township, County or State documents

Applicants are not precluded from submitting personal documents which may support the claim of Nonconformity. Applicants are cautioned, however, that this category of documents may or may not be accepted by the Zoning Officer. Examples include, but are not limited to:

- Property Survey
- Utility Bills
- Lease Agreements and/or Rent Receipts
- Fire and/or Flood Insurance Policies
- Private Inspection Reports
- Third Party Affidavits

*Please be aware that due to the potential complexity of your request,
you may want to consider professional assistance.*