



# ZONING PERMIT APPLICATION INSTRUCTIONS

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

*-See Application on Reverse Side-*

Welcome to the Hillsborough Township 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. Check the “Point of Contact” box for who this department should contact with any questions or concerns about the proposed work or application. If you have any questions, please call the Planning & Zoning Department at 908-369-4313, ext 7180 or email [cdavis@hillsborough-nj.org](mailto:cdavis@hillsborough-nj.org).

## **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.

## **Zoning Permit Checklist – Items to be Submitted, Residential Applications**

Please provide the following documentation and check off each to confirm that you have provided a complete application:

- Zoning Permit Application (See Reverse Side) and Attachment A
- Two (2)** copies of a survey location plan to scale with proposed improvement(s)
- Application Fee, \$25, as a check made payable to “Hillsborough Township”
- A Flood Zone Certification (FZC) for the property OR a **separate** check for \$10
- Impervious coverage calculation sheet for all projects involving impervious improvements
- One (1) copy of the building plan for the project
- Letter of approval from Home Owners’ Association, if applicable

## **Zoning Permit Checklist – Items to be Submitted, Non-Residential Applications**

Please provide the following documentation and check off each to confirm that you have provided a complete application:

- Zoning Permit Application (See Reverse Side) and Attachment B
- Letter of approval from Property Owner or Signature on reverse side
- One (1) copy of the building plan for the project, unless final plans are on file
- Application Fee, \$25, for all new structures and new tenants in new tenant space

## **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.

## **Review of Application**

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



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

Worksite Information
<b>Work Site Address:</b> _____ <i>(If applicable, please include building and suite #)</i> <b>Block:</b> _____ <b>Lot:</b> _____ <b>Zone:</b> _____ <b>Water (check one):</b> <input type="checkbox"/> Well <input type="checkbox"/> Public <b>Sewer (check one):</b> <input type="checkbox"/> Septic <input type="checkbox"/> Public <b>Is the premise listed as a historic property or located in a historic district?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Name of Development (if applicable):</b> _____ <b>Do you have an association that requires exterior approval?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, provide a copy of approval letter <b>Was Board approval required for this improvement and/or property?</b> <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	<b>Sign(s)</b>
<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	<input type="checkbox"/> Wireless Telecommunications	<input type="checkbox"/> Temporary
<input type="checkbox"/> Driveway (New/Pave/Expand)	<input type="checkbox"/> Clothing Bin	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Walkway / Patio / Landing	<input type="checkbox"/> Sidewalk Café	
<input type="checkbox"/> Other: _____ <i>Alteration, Conversion, Home Occupation, etc</i>	<input type="checkbox"/> Tenant Fit-Out	
	<input type="checkbox"/> Other: _____	

**By signing this application you are certifying that the above stated information is accurate 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: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY:**

Date Received: \_\_\_\_\_ Fee(s): \_\_\_\_\_ Receipt #: \_\_\_\_\_ Deadline Date: \_\_\_\_\_  
 Check #: \_\_\_\_\_ ZPAN #: \_\_\_\_\_ Decision Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_