



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
(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.

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 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	<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: _____



ZONING PERMIT APPLICATION ATTACHMENT A RESIDENTIAL

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The sections below are project specific; most projects will require that you only complete one of the sections. Please read the project descriptions below to determine which section(s) applies to your project.

Project Description

Are you expanding an existing structure or constructing a new building, addition, or deck?

Are you building a new above ground accessory structure like a shed or an above ground pool?

Are you building a new in-ground accessory structure like an in-ground pool or propane tank?

Are you installing, paving or expanding a driveway, walkway, or patio?

Is your project not listed on this attachment?

If yes,

Complete Section 1: New Principal Structure, Addition or Deck

Complete Section 2a: Accessory Structure (Above-ground)

Complete Section 2b: Accessory Structure (In-ground)

Complete Section 3: Driveway, Walkway or Patio

Contact the Planning & Zoning Department

Section 1: New Principal Structure, Addition, or Deck

1. Proposed Use/Specific description of structure: _____

2. Dimensions and/or square footage of structure: _____

3. **Complete for Deck Only** – Rear Yard Setback Reduction – Input Applicable Formula:

Note: Use this formula if the established rear yard setback cannot be met for decks only.

$$\frac{\text{Lot Area}}{\text{Ratio}} \times \frac{0.001}{\text{Ratio}} = \text{Min. Permitted RY Setback}$$

4. Bulk Standards (Setbacks indicated on property survey):

	Front Yard	Side Yard	Side Yard	Rear Yard	Height/Stories
Required					
Proposed					

Section 2a: Accessory Structure (Above-ground)

1. Proposed Use/Description of Structure: _____

(What is the structure and what will it be used for / stored in it? Please be specific.)

2. Dimensions and/or square footage of structure: _____

3. Minimum Setback: 1.5 x _____ feet = _____
Height Minimum Setback for Side and Rear (See #4 & #6) Property Lines

4. Does your rear yard face a street? No Yes, as a result the minimum rear yard setback is the same as the front yard setback.

Front Yard Setback = _____

Continue on reverse side -->

Section 2a: Accessory Structure (Above-ground) – continued

5. **Complete for Shed Only (≤ 200 sq ft)** – Rear Yard Setback Reduction to 5 feet
 Check if applicable, lot is less than 25,000 square feet, reduce rear yard setback to 5 feet.

6. Bulk Standards (Setbacks as calculated on previous page):

	Side Yard	Side Yard	Rear Yard	Height (in feet)
Required				
Proposed				

7. Garage proposed? No Yes, answer the following:
of garage bays/capacity proposed: _____ *# of existing garage bays/capacity on property:* _____

8. Farm/agricultural use proposed? No Yes, answer the following:
Storing hay or other flammable material No Yes
Fowl & Farm livestock shelter No Yes
Backyard flock shelter No Yes

Section 2b: Accessory Structure (In-ground)

1. Minimum Setback for Side and Rear Property lines is 25 feet.
 2. Does your rear yard face a street? No Yes, as a result the minimum rear yard setback is the same as the front yard setback.
Front Yard Setback = _____

3. **Complete for In-Ground Pool Only** – Rear Yard Setback Reduction – Input Applicable Formula
 Note: This flexibility only applies when the established rear yard setback cannot be met.

$$\frac{\text{Lot Area (square feet)}}{\text{Ratio}} \times \frac{0.001}{\text{Ratio}} = \text{Min. Permitted RY Setback}$$

4. Bulk Standards (Setbacks as noted above):

	Side Yard	Side Yard	Rear Yard
Required			
Proposed			

Section 3: Driveway, Walkway, or Patio

1. **Driveway:**

- New Pave Existing Expansion (*Driveway expansions require an Engineering Permit*)

Expansion size: _____ square feet

Total driveway size: _____ square feet

Describe size & type of new curbing proposed with driveway: _____

2. **Walkways:**

Front walkway size: _____ square feet

Back walkway size: _____ square feet

3. **Patio:**

- Ground Level Patio Raised Patio New Steps Proposed (*Steps & raised patios require a Building Permit*)

Total patio size: _____ square feet