



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 ☐ Point of Contact

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Contractor OR Business Owner ☐ Point of Contact

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Preferred Delivery: ☐ US Mail ☐ E-mail, Provide: _____

Worksite Information

Work Site Address: _____ (If applicable, please include building and suite #)

Block: _____ Lot: _____ Zone: _____

Water (check one): ☐ Well ☐ Public Sewer (check one): ☐ Septic ☐ Public

Is the premise listed as a historic property or located in a historic district? ☐ No ☐ Yes

Name of Development (if applicable): _____

Do you have an association that requires exterior approval? ☐ No ☐ Yes, provide a copy of approval letter

Was Board approval required for this improvement and/or property?

☐ No ☐ Yes, provide application #:

Proposed – Select Type of Improvement(s) below:

Residential (Attachment A)	Non-Residential (Attachment B)	Sign(s)
<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> New Tenant / Use	<input type="checkbox"/> Wall
<input type="checkbox"/> Addition	<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Deck	<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Temporary
<input type="checkbox"/> Accessory Structure (Shed, pool, etc)	<input type="checkbox"/> Site Work	<input type="checkbox"/> Other:
<input type="checkbox"/> Driveway (New/Pave/Expand)	<input type="checkbox"/> Wireless Telecommunications	
<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: _____ Alteration, Conversion, Home Occupation, etc	<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.



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ATTACHMENT B

NON-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.

Is your business moving into a newly constructed or existing non-residential retail office space?

Complete Section 1: Change Use/Tenant -Existing Building & New Use/Tenant - New Structure

Are you installing a new sign, or changing location, sign face, or message of existing sign?

Complete Section 2: Permanent Signs

Are you requesting a temporary sign to advertise a business or event?

Complete Section 3: Temporary Signs

Is your project not listed on this attachment?

Contact the Planning & Zoning Department

Section 1: Change Use/Tenant – Existing Building & New Use/Tenant – New Structure

1. Business Name: _____
2. Doing Business As (If different from business name): _____
3. Principal Use for which permit is requested: _____
This is the primary use the business will conduct. Accessory uses (uses that are subordinate, incidental to or customarily found in connection with the principal use) should not be listed. For example, the principal use may be warehousing, shipping, and receiving while the accessory use is an office.
4. Specific nature of business to be conducted (description): _____

If more space is needed, please provide an attachment

5. Would you like your personal contact information found on the application forwarded to the Business Advocate? The Business Advocate may contact you to assist you throughout the permitting process.
☐ No ☐ Yes
6. Existing tenant moving locations in the same development?
☐ No ☐ Yes
7. State and/or Local License associated with use?
☐ No ☐ Yes, indicate type and license#: _____
8. Is this the same business with a different owner and/or business name?
☐ No ☐ Yes, new owner ☐ Yes, indicate old name: _____
9. Outdoor storage proposed? ☐ No ☐ Yes, explain: _____
Storing toxic or highly flammable chemicals or gases?
☐ No ☐ Yes, explain: _____
Storing gasoline, fuel oils, gases, chemicals or other flammable, corrosive or toxic substances?
☐ No ☐ Yes, indicate quantities in total liquid gallons or equivalent: _____

(Max ≤: 30,000 liq. Gal.)

Section 2: Permanent Signs

1. Does your location have a sign manual/plan? ☐ No ☐ Yes, answer the following:
Name of Development/Project: _____
2. Sign Type:
☐ Wall mounted
Choose **one**: ☐ New or ☐ Alteration of Sign Face
☐ Freestanding
Choose **one**: ☐ New or ☐ Alteration of Sign Face
3. Total size of sign: _____ square feet
Height of sign: _____ feet
4. Will your sign be illuminated? ☐ No ☐ Yes, check all that apply:
☐ Internal (Dark background & light lettering required) or ☐ External
5. Please provide **two (2) color images** along with the specs of the proposed sign(s) with your application.

Section 3: Temporary Signs

1. Sign type:
☐ Business Advertising (Max: 4SF)
☐ Event (Max: 12SF)
☐ Political Campaign (Max: 12SF)
☐ Grand Opening Banner (Max: 24 SF)
Choose **one**: ☐ Attached to Ground or ☐ Attached to Establishment
Will there be a search light display? ☐ Yes ☐ No
2. Total size of sign: _____ square feet
Height of sign: _____ feet
3. Dates on which sign(s) will be displayed: _____ to _____
Advertising signs & Grand Opening banners may be displayed for a maximum of 30 days. Event signs may be displayed a maximum of 15 days before the event. Campaign signs may be erected no earlier than 30 days before the election.
4. Complete for **Business Advertising or Event Sign Only**
Number of street frontages _____ (Example: Corner lots have 2 street frontages)
Note: Not more than one sign shall be located on each street frontage.
5. Please provide **one (1) picture or mock-up** of the proposed sign(s) with your application. This *can* be hand drawn and must include dimensions and message that will be displayed.