



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) | |
|--|--|---------------------------------------|
| <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.



ZONING PERMIT APPLICATION ATTACHMENT A RESIDENTIAL

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

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.

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

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 = _____

Continued on reverse ->

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 above):

| | Front Yard | Side Yard | Side Yard | Rear Yard |
|----------|------------|-----------|-----------|-----------|
| Minimum | | | | |
| 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.

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

4. Bulk Standards (Setbacks as noted above):

| | Side Yard | Side Yard | Rear Yard | Height (in feet) |
|----------|-----------|-----------|-----------|------------------|
| Minimum | 25ft | 25ft | | |
| 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