

Permit #
Approved _____ Denied _____ Date _____

Submission Date _____
Date Complete _____

Fee Paid: _____
(amt) (date) (ck #)

Escrow Fee Paid: _____
(if applicable) (amt) (date) (ck #)

BOROUGH OF HIGH BRIDGE

ZONING PERMIT APPLICATION FOR STRUCTURE, USE, ACCESSORY STRUCTURE

A Zoning Permit is required for any new construction, reconstruction or modification of a structure. In order to ensure timely and thorough review of applications for Zoning Permits, the applicant is required to complete the below checklist and provide all requested information for the type of approval being sought. **No permit can be acted upon by the Zoning Officer without a fully completed application. Please Print.**

1. Contact Name of Applicant: _____
Mailing Address _____
Phone No. _____ day / night (circle the best time to call)
Property Owner*: _____ day / night
(if different from applicant) (name/company name) (phone no.) (circle best time to call)

(mailing address) * If applicant is other than Property Owner, then the Property Owner must sign below where indicated.

2. Location of Property Seeking Permit: Street Address: _____
Block: _____ Lot: _____ Zone: _____ Acres: _____

The following are required for ALL applications:

- Application Fee – check payable to “Borough of High Bridge” (see items below for amount)
- A letter signed by the Tax Collector of the Borough certifying that all property taxes are current and paid in full or signature of Tax Collector here _____ Date: _____
- A letter signed by the Utilities Dept. of the Borough certifying that all Borough Utility fees are current and paid in full or signature of the Utilities Dept. here _____ Date _____
- Property is/will be served by: Public Sewer; ___ Septic System; ___ Public Water; ___ Well; ___ (check one)
- Existing use of lot or structure: _____
- Proposed use of lot, structure or modified structure: _____
- Property survey delineating all existing buildings, yard setbacks, wells and septic systems, general topography, trees >8” diameter within 25 ft. of construction area, streams, floodplains, wetlands, and transition areas.

Please check off below (check all that apply) the purpose(s) of the Zoning Permit and attach the indicated information in addition to the information required above for all applicants. The Zoning Officer may also request additional information as needed to thoroughly review an application.

New Construction of Primary Structure. Fee \$70.00

- Submit plans showing all proposed construction, grading, driveways and tree removal.

Modification to Existing Building (including porches). Fee \$70.00

- Plans are to (check one) expand/ ___ alter/ ___ reconstruct/replace existing structure.
- Show footprint of proposed modification on the property survey.

Accessory Structure. Fee \$40.00 complete below items:

- Plans are to (check one) construct new/ ___ modify existing/ ___ reconstruct/replace existing accessory structure.
- Identify the type(s) of accessory structure proposed; ___ shed; ___ detached garage; ___ swimming pool; ___ gazebo; ___ other; _____
- Show the location of the proposed structure on the survey with distances to property lines, or critical areas (floodplains, steep slopes, wetlands, transition areas) when present.
- The size of the proposed structure is: _____ sq. ft. Number of existing accessory structures on property: _____
- For a pool, hot tub, Jacuzzi, etc., also complete the following: (check one) Permanent; ___ or Temporary (seasonal); ___ (check one) Below Ground Pool; ___ or Above Ground Pool; _____
- Proposed surface area of water = _____ sq. ft. Water depth below ground = _____ and Water depth above ground = _____

Deck (open with no roof) Fee \$40.00

- Show the location and size of the proposed deck on the survey with distances to property lines, or critical areas (floodplains, steep slopes, wetlands, transition areas) when present.

Hedge, Fence or Wall Fee \$40.00 [Note: No fee required for temporary fences.] Complete below items as applicable.

- Identify the type of barrier proposed: (check all that apply) Vegetation Hedge; ___ Fence; ___ Deer Fence; ___ Wall; ___ (incl. retaining walls 4 ft. or less in height – see below).
- Show the location of the proposed Hedge, Fence or Wall on the survey with distances to property lines, or critical areas, (floodplains, steep slopes, wetlands, transition areas) when present.
- Height of proposed fence or wall is: (check one) In Front Yard; ___ In Rear Yard; ___ In Side Yard; _____.
- Identify the type of plant material proposed for a hedge _____ and estimated width (diameter) of plant at maturity _____.
- Fence will be the following type: (check all that apply) Open Wire or Wood; ___ Closed-Sight (e.g. stockade); ___ Barbed Wire; ___ Plastic-Mesh Deer Fencing; ___ Temporary; (duration= _____).
- Identify the type of material proposed for construction of a wall: _____. [Note: Chap. 145, Section 304 of the Borough Code requires the following setbacks for these structures: closed-sight fence = 2 ft; open-sight fence = 6 in.; hedge = one-half the projected width of the plant at maturity; wall = 2 ft. from property line of critical area.]

Retaining Walls Higher Than 4 Feet. Fee \$70.00 Plus \$1000.00 Escrow Fee. Complete below items as applicable:

- Show the location of the proposed retaining wall on the survey with distances to property lines, or critical areas (floodplains, steep slopes, wetlands, transition areas) when present.
- Height of proposed wall is: In Front Yard; _____ In Rear Yard; _____ In Side Yard; _____.
- Identify the type of material proposed for construction of the wall: _____.
- Submit plans prepared by a licensed engineer showing details and specifications for how the wall will be constructed.
- Submit completed W9 form with tax payer identification number.
- Is a Fence Proposed at the Top of the Wall? (circle one) Yes / No If yes, check off and include information for fences in item above.

By signing this form, the applicant and/or owner of the subject property will take full responsibility for any incomplete, misleading, or inaccurate information, which may be cause for revocation of the permit.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____