



Office of Planning and Zoning
Dominic Maiese Municipal Complex
125 S. Route 73, Braddock NJ 08037

609-567-0700 ext. 6, 8006, 8007, or 7101

Applications must be submitted with:

1. \$25.00 fee- cash, check, or credit/debit card
2. 1 copy of a sealed NJ licensed land survey, not tax map. The survey must be dated within 5 years. This will show the layout of the property with any improvements. The proposed work and setbacks must be shown on this survey.
*FOR ROOF MOUNT SOLAR, SOLAR ARRAY PLAN SHOWN ON ROOF REQUIRED.
3. HOA approval, if applicable.

Date: _____ **Block:** _____ **Lot:** _____ **Zone:** _____

Owner/applicant: _____ **Address:** _____

Phone #: _____ **Email:** _____

Address for permit to be issued: _____

Description of work and proposed use: _____

NOTE: HAS THE PROPERTY BEEN THE SUBJECT OF PRIOR APPROVALS BY THE PLANNING OR ZONING BOARD?

YES OR NO **RESOLUTION #:** _____ **MEETING DATE:** _____

Please be advised, if a permit is placed on hold for any reason, the office will contact the applicant with the reason it cannot be processed and hold the permit for 30 days. After the period of 30 days, the application will be denied and require re-submission.

Applicants signature: _____ **Date:** _____

FOR DEPARTMENT USE ONLY

RECEIPT#: _____

COAH FEE: REQUIRED EXEMPT (ZONES RM, RH, PR-3 & PR-4)

This application has been examined and found in compliance with the zoning requirements:

Zoning Officer: _____ **Date:** _____

Zoning permits shall be valid for one year from the date of issuance; if work does not commence within the time, the application becomes void.

This application is DENIED due to NON-COMPLIANCE with zoning requirements:

Zoning Officer: _____ **Date:** _____

TO BE COMPLETED UPON SUBMISSION: _____ WATER/SEWER BILLS PAID _____ ALL TAXES DUE HAVE BEEN PAID _____ THE FOLLOWING ARE DELINQUENT AND PAST DUE:	returned to applicant _____ requires construction permits? Y or N _____ sent to construction _____
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Lot coverage calculations
Only required for decks, additions, and sheds/garages/pole barns
For department use only

Lot coverage is the maximum amount of the lot permitted to be covered by buildings/impermeable/impervious surfaces by zone per the ordinance.

Zone of Lot: _____ Lot size: _____ Maximum amount of lot to cover _____

Structure 1: _____ Sq Footage: _____

Structure 2: _____ Sq Footage: _____

Structure 3: _____ Sq Footage: _____

Structure 4: _____ Sq Footage: _____

Structure 5: _____ Sq Footage: _____

Total Sq Footage: _____

Lot conforms to zoning requirement OR Lot DOES NOT conform to zoning requirement

WHAT TO DO IF PERMIT IS DENIED FOR LOT COVERAGE

If the permit is denied due to lot coverage, you may apply for a C- Variance to the Zoning Board of Adjustment to seek relief. The Zoning Board is the only entity able to grant relief from the Zoning Ordinance for Single Family Dwellings/Multi- Family Dwellings. A C-Variance application and instructions are available if you wish to review them. Please contact the office for more information, thank you.

SITE INSPECTION

REQUIRED

EXEMPT

DATE OF INSPECTION: _____

COMMENTS: _____

FINAL SIGNATURE OF APPROVED WORK: _____