

ZONING APPLICATION

EFFECTIVE IMMEDIATELY -- ABSOLUTELY UNDER NO CIRCUMSTANCES WILL A ZONING APPLICATION BE ACCEPTED WITHOUT AN ATTACHED SURVEY OF THE PROPERTY. DRAWINGS ARE NOT ACCEPTABLE. ALL APPLICATIONS, WHEN SUBMITTED, REQUIRE AN ATTACHED SURVEY.

ZONING APPLICATION CHECKLIST -- PLEASE MAKE SURE THE FOLLOWING ITEMS ARE COMPLETED BEFORE TURNING IN YOUR APPLICATION OR IT WILL NOT BE ACCEPTED.

____ TAXES MUST BE CURRENT IN ORDER FOR AN APPLICATION TO BE PROCESSED!

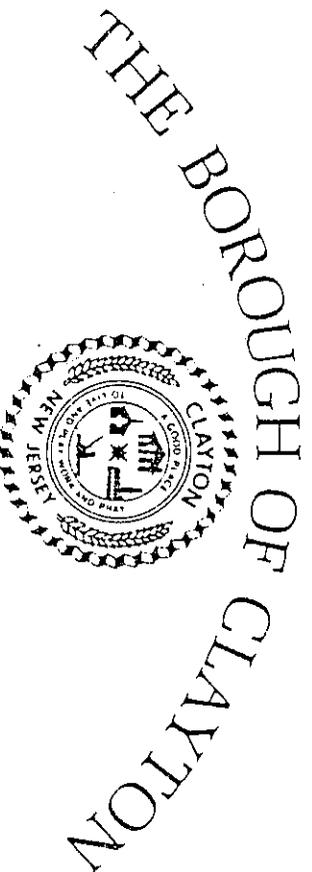
____ PLEASE COMPLETE ALL HIGH-LIGHTED AREAS ON YOUR APPLICATION.

____ WHEN SUBMITTING FOR SOLAR PANELS, A PLAN MUST ALSO BE SUBMITTED SHOWING THE ROOF

____ PLEASE DRAW ON YOUR SURVEY WHAT YOU ARE ADDING AND WHERE IT IS GOING ON YOUR PROPERTY (I.E., SHED, FENCE, POOL, ETC...). THE ZONING OFFICER NEEDS TO KNOW THIS INFORMATION.

____ IF YOU ARE A CONTRACTOR APPLYING ON BEHALF OF A RESIDENT, THE RESIDENT ALSO HAS TO SIGN THE APPLICATION AS THE OWNER.

____ PLEASE ALSO CHECK WITH THE CONSTRUCTION OFFICE TO SEE IF CONSTRUCTION PERMITS ARE REQUIRED FOR THE PROJECT YOU ARE APPLYING FOR.



125 NORTH DELSEA DRIVE, CLAYTON, NEW JERSEY 08312

Fax: (856) 881-0153

Phone: (856) 881-2882

www.claytonnj.com

**PLEASE READ INSTRUCTIONS
&
KEEP FOR YOUR RECORDS**

INSTRUCTION SHEET FOR FILING OF ZONING PERMIT APPLICATION

APPLICATION FEE\$25.00

Section I.

1. This section must be filed out entirely by applicant. Failure to give all necessary information will make application null and void.
2. If applicant is not the owner of the premises, a copy of a lease or rental agreement must be attached to the application.
3. If permit is for the construction or renovation of dwellings or other buildings, the owner of the property must also sign application.

NOTE: CALL BEFORE YOU DIG IN NJ, TOLL FREE 1-800-272-1000 FOR FREE MARKOUTS TO LOCATE UNDERGROUND UTILITIES. "IT'S THE LAW"

GENERAL INFORMATION:

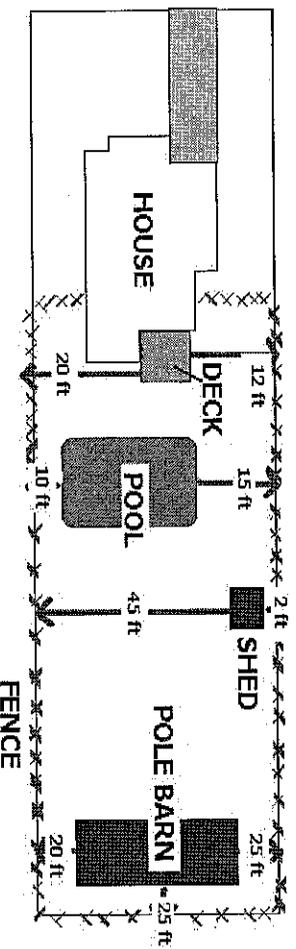
Permits shall be granted or denied within ten (10) days of receipt by the Zoning Clerk of complete application provided tax payments are current.

Any issued permit which has not been pursued and acted upon by the recipient for a continuous period of six (6) months shall lapse and be null and void.

All applications with accompanying proofs, plans and documents shall become a public record.

APPLICATION MUST INCLUDE A COPY OF THE PROPERTY SURVEY SHOWING PROPOSED IMPROVEMENTS AND ALL RELATIVE DIMENSIONS AND DISTANCES OF THESE IMPROVEMENTS TO ALL PROPERTY LINES. FENCE HEIGHTS AND LOCATION MUST BE INCLUDED WHEN RELEVANT. SHEDS SHALL BE PLACED AT LEAST 2' FROM PROPERTY LINES, AT LEAST 5' BEHIND THE FRONTMOST PORTION OF THE PRINCIPAL BUILDING AND MAY NOT EXCEED 12' IN HEIGHT. SWIMMING POOLS SHALL BE LOCATED IN REAR YARD AND AT LEAST 10' FROM PROPERTY LINES.

LOOK AT THE SAMPLE BELOW





THE BOROUGH OF CLAYTON

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APPLICATION FOR ZONING PERMIT

CASH _____ CHECK # _____ BLOCK _____ LOT _____ DATE _____

APPLICANT OR TENANT/TLESSEE: _____

ADDRESS: _____

PHONE #: _____

ADDRESS FOR WHICH PERMIT IS TO BE ISSUED: _____

Type of work: _____ **Commercial** _____ **Residential**
Addition* _____ Deck _____ Patio _____ Sunroom _____ Fence _____ SFD* _____ Shed
Pole Barn _____ In Ground Pool _____ Above Ground Pool _____ Accessory Use* _____ Other

Change of Occupant: Previous Occ. _____ New Occ. _____
Change of Use: Previous Use: _____ New Use: _____

Sign _____ New _____ Replacement _____ Temporary _____ Banner _____

Signs must include a Color Rendition and Dimensions with the application

Please Note: This permit is for Borough Roads Only. A separate permit is needed from the County or State for signs on County or State Roads.

APPLICATION MUST INCLUDE PROPOSED IMPROVEMENTS (i.e., fence, deck) AND ALL RELATIVE DIMENSIONS AND DISTANCES TO ALL PROPERTY LINES (see sample). FENCE HEIGHTS AND LOCATION MUST BE INCLUDED WHEN RELEVANT. SHEDS SHALL BE AT LEAST 2' FROM PROPERTY LINES & AT LEAST 5' BEHIND THE FRONTMOST PORTION OF THE PRINCIPAL BUILDING AND MAY NOT EXCEED 12' IN HEIGHT.

Description of work and use: _____

In accordance with plans as set forth in attached diagram, the applicant agrees such work will be done as described and that it will comply with all provisions of the Building Code, Zoning Ordinance, **Chapter 61-Grading Ordinance #18-08, and other applicable ordinances of the Borough of Clayton.

****If area content is over 600 square feet (i.e., 601 square feet and over), you must also submit \$35.00 Application Fee and have an escrow set up for inspections and review fees. See Chapter 61-Grading Ordinance #18-08. ****

The above premises have been the subject of prior approvals before the Combined Planning/Zoning Board. Resolution Number _____ dated _____

Applicant: _____ Print Name _____ Signature _____

Owner: _____ Print Name _____ Signature _____

NOTE: ANY ISSUED PERMIT WHICH HAS NOT BEEN PURSUED AND ACTED UPON FOR A CONTINUOUS PERIOD OF SIX (6) MONTHS SHALL BE LABELED NULL AND VOID.

Zoning Permit Fee of \$ _____ has been paid by: _____

Taxes on Property are _____

Permit Number _____ Date: _____

(Zoning Officer)
Ordinance #18-08 fee of \$ _____ has been paid by _____

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