

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. **It is up to the applicant to provide a copy of their survey which you get when you close on the property. The Borough does NOT keep copies of surveys on file. Please DO NOT ask.**

___ Please also check with the construction office to see if construction permits are required for the project you are applying for.

___ A check made payable to the Borough of Clayton in the amount of \$25.00 which is the required fee.

****IF AREA CONTENT IS OVER 600 SQUARE FEET (I.E., 601 SQUARE FEET OR OVER), YOU ARE REQUIRED TO GET GRADING. YOU WILL NEED THE FOLLOWING:**

___ Request copy of Grading Ordinance #18-2008 which lists all of the requirements.

___ Copy of 2 grading plans.

___ One check made payable to Borough of Clayton for \$35.00 – grading application fee;

___ One check made payable to Borough of Clayton for \$400.00 – required escrow fee;

YOU CAN SUBMIT BOTH GRADING AND ZONING AT THE SAME TIME. ZONING WILL BE HELD UNTIL APPROVAL OF GRADING. IF YOU ARE SUBMITTING BOTH, YOU WILL ALSO NEED THE FOLLOWING:

___ Zoning Application;

___ Check made payable to Borough of Clayton for \$25.00 – zoning application fee.

DO NOT SCHEDULE ANY APPOINTMENTS FOR DELIVERY/INSTALLATION OF SHEDS, FENCES, POOLS, ETC., WITHOUT HAVING YOUR ZONING APPROVED FIRST. THE ZONING OFFICER HAS 10 DAYS TO REVIEW FROM THE DATE IT IS DROPPED OFF.