



Zoning Permit Application

42 Shore Drive
Highlands, N.J. 07732
732-872-1224 Ext. 202

APPLICATION FOR ZONING PERMIT — Z _____

Note: All applications must be accompanied by a property survey showing the sizes of the structure(s) and their location. Applications involving businesses must show the scope of the business and include all activities that will be a part of the business.

The Following Fees Shall Apply:

Residential Applications: New Construction single or two-family - **\$50** Fence - **\$15.00**
Renovations/Additions/Alterations/Repairs - **\$10**, Other Residential - **\$100/unit** Shed - **\$25.00**
Non-Residential Applications - New Construction - **\$100**, Renovations/Additions - **\$25**

OWNER/APPLICANT

Name: _____
Address: _____
Telephone: Home: _____ Work: _____
Date: _____ Fee: \$ _____ Check _____ Cash _____

LOCATION OF THE WORK

Block: _____ Lot(s): _____ Zone _____ Street Address _____

DESCRIPTION OF THE WORK TO BE PERFORMED (OR USE PROPOSED)

CHECK ONE: New _____ Addition: _____ Alteration _____ Repair _____ Other _____

To the applicants knowledge, has this property ever been the subject of any prior application to the Planning Board of the Borough of Highlands? _____ Yes _____ No

Signature: _____ Date: _____

FLOOD HAZARD AREA DETERMINATION

Check Applicable Flood Zone:: AE: _____ VE: _____ X: _____

All applications within the AE and VE Flood Zoned, as indicated upon the most recent FEMA Flood Maps, require submission to an applicability determination from the NJDEP.

FOR BOROUGH USE ONLY

Determination: APPROVED _____ DENIED _____

If your application has been **DENIED**, it is due to the following:

Ordinance Section _____ Allowed/Required _____ Proposed _____

Remarks:

Zoning Officer _____ **Date** _____

NOTE: A Zoning Permit indicates that the proposed project conforms to the planning/zoning regulations of the Borough of Highlands; A building permit is required (per the requirements of the Uniform Construction Code of NJ) **BEFORE** beginning work. The zoning permit is valid for one year, and may be extended for three years by action of the Planning Board.

If you application has been denied, you may appeal this denial to the Planning Board as provided by the New Jersey Municipal Land Use Law. You must submit letter of appeal to Planning Board secretary within 20 days.

If your application has been denied, you may seek relief from the Highlands Planning Board.

Note: If the following box is checked, you must submit a Flood Review Application to the Borough Flood Administrator prior to submitting to the Planning Board.

Local Flood Review Required



42 Shore Drive
Highlands, NJ 07732
County of Monmouth
Phone (732)872-1224
Fax (732)872-0670

Requirements

In order to process your application in an expedient manner, the following information and documentation is required. Failure to provide all information of documentation may result in a processing delay or denial of the application.

- Name of owner
- Address of owner
- Name of applicant if different than owner
- Point of contact telephone number
- Site plan or survey to include:
 - Written and graphic scale
 - Locations and names of adjacent rights-of-way
 - Sufficient description of information to define precisely the boundaries of the property.
 - Sufficient description or information to define precisely the location of any and all primary and accessory structures.
 - Sufficient description or information to define precisely the size (length, width, and height) of all existing buildings and structures.
 - Sufficient description or information to define precisely the (length, width, and height) of all proposed buildings, structures and additions on the parcel.
 - Sufficient description or information to define precisely the location of any and all proposed buildings, structures and improvements.
 - North point
- Photograph of property from street address frontage.
- Lot and block of the property taken from the latest tax records.