



# Zoning Permit Application

**Borough of Highlands**  
151 Navesink Avenue  
Highlands, NJ 07732  
Phone: (732) 872-1224  
[www.highlandsborough.org](http://www.highlandsborough.org)

All applications must be submitted with a property survey showing structure(s) size & location. Businesses must show the scope of the business and include all activities as part of the business

**AN INITIAL ESCROW FEE OF \$425 IS REQUIRED ON APPLICATIONS REQUIRING A GRADING REVIEWS**

### ZONING PERMIT FEES

Addition: \$300	Garage: \$300	Renovation: \$50
Alteration: \$50	Generator: \$50	Retaining Wall: \$50
Antenna: \$300	HVAC: \$50	Single/Two Fam Dwell: \$300
Bulkhead: \$300	New Construction: \$300	Shed: \$50
Change of Use: \$50	Pavers: \$50	Sign: \$50
Driveway/Walkway: \$300	Pool: \$50	Storage Pod: \$50
Fence: \$50	Porch/Deck/Patio/Steps: \$50	Other: \$50

[CLICK HERE FOR FEE ORDINANCE](#)



**APPLICANT** Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

### LOCATION OF THE WORK

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this property received a Land Use Board Resolution? [ ] YES [ ] NO

If YES, Provide the Resolution Number: \_\_\_\_\_

Check one: \_\_\_\_\_ New\* \_\_\_\_\_ Addition\* \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_ Other

I certify the attached survey is accurate relating to existing and proposed improvements. In addition, I grant permission to the Borough of Highlands and their Agents to come onto the subject property, for the purposes of conducting inspections, relating to the application.

YES \_\_\_\_\_ NO \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GRADING REVIEW

A Grading Review is required for all New Construction, Additions, In-ground Pools, and Accessory Structures that exceed 500 square feet.

#### **Resubmission of a Grading Plan is \$175**

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

\*NOTE: Applications for new construction, additions, and substantial improvements will require a [Floodplain Development Permit](#) to be submitted with the is Application.

# ZONING APPLICATION CHECKLIST

## DOCUMENTS required:

Received	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Zoning Permit Application with appropriate fees.
<input type="checkbox"/>	<input type="checkbox"/>	Current Survey of Property: <b>DETAILS REQUIRED ON CURRENT SURVEY OF PROPERTY</b> <ul style="list-style-type: none"><li>• Required to be within five (5) years of this application unless discussed with Zoning Official</li><li>• Show existing and proposed conditions including lot dimensions, structures, parking spaces, lot coverage (all structures including decks, steps, walkways, driveways, etc.) and setback dimensions.</li><li>• Floodplains, wetlands and water bodies must be shown if the application is within 300 feet of such items. Freehold Soil Conservation District, NJDEP and/or CAFRA permits may be required.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	Existing Floor Plans indicating the existing layout, dimensions, and type of use in each room.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Floor Plans indicating the proposed layout, dimensions, and type of use in each room
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Plans showing front and side views of the proposed construction plus existing and proposed heights of the structure measured from the existing ground to the highest peak.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copies (PDF) of all surveys and plans.

## MAJOR CONSTRUCTION (i.e. new construction, in-ground pools, new home, large additions) also require:

Received	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Grading and Drainage Review Application: Complete plan with information as required on Grading Plan Checklist.
<input type="checkbox"/>	<input type="checkbox"/>	Initial Grading Plan Review Fee: \$425 check or money order made out to Highlands Borough. * If an Additional/Revised Grading Plan is required, Review Fee: \$175

## PREVIOUS LAND USE BOARD APPLICATIONS also require:

Received	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Memorialized Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Final Resolution Compliance Letter from Board Engineer
<input type="checkbox"/>	<input type="checkbox"/>	Final plans signed by the Land Use Board Professionals

## DOCUMENTS PRIOR TO FINAL APPROVAL (i.e. new construction, in-ground pools, new home, large additions) also require:

Received	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of Foundation Location Survey and/or;
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of a signed and sealed FINAL survey