

JAMES DALY, Mayor

BOROUGH COUNCIL MEETS  
1<sup>st</sup> & 3<sup>rd</sup> Tuesdays @ 7:00 p.m.  
Community Center  
13 Asbury Avenue  
Farmingdale, NJ 07727



MUNICIPAL BUILDING  
11 Asbury Avenue  
Farmingdale, NJ 07727

Borough Office Hours  
8:30 a.m. to 4:00 p.m.  
Phone 732-938-4077  
Fax: 732-938-2023

**ZONING PERMIT APPLICATION**

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_  
(If different)

**Site Address:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_  
(If different)

**Phone:** Cell: \_\_\_\_\_ **Email:** \_\_\_\_\_

**Current Use of Property (Single Family Residential, Multi-Family, Rental, Commercial):**

\_\_\_\_\_

**Proposed Project:**

Accessory Structure (shed, garage)

Commercial Construction

Residential Construction (addition or new)

Commercial Change in Tenancy/Use

Fence (Type: \_\_\_\_\_)

Patio or Deck

Swimming Pool (Above or In-ground)

Commercial Signage

**Other:** \_\_\_\_\_

**Description of Project (type/dimensions of structure, general location of project on property, description of commercial use)**

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

**Setback Information (in feet):**

**Front Yard:** \_\_\_\_\_

**Impervious Coverage:** \_\_\_\_\_

**Side Yard:** \_\_\_\_\_ & \_\_\_\_\_

**Building Coverage:** \_\_\_\_\_

**Rear Yard:** \_\_\_\_\_

<u>Fee</u>	
___ Residential:	\$25.00
___ Commercial:	\$50.00
___ Other:	
___ Cash	___ Check
	Check # _____

**Required Materials:**

Please provide any and all supporting materials necessary to evaluate the project. If the necessary supporting material is not provided, the application may be denied which will require resubmittal and cost additional time. Below are some of the documents that may need to be provided for some example projects:

- **Fence:** survey or sketch of property showing proposed location, note on type of fence
- **Residential Construction:** survey with addition shown, must show setbacks on survey; addition may need to be drawn to scale, building/impervious coverage calculations (calculated by engineer); floor plan showing interior proposal
- **Accessory structure/patio/deck:** survey or sketch with dimensions of structure and setbacks
- **Swimming Pool:**
  - above ground = survey or sketch showing location and setbacks
  - in-ground = pool plot plan drawn to scale, impervious coverage calculation (calculated by engineer)
- **Commercial change in tenancy/use:** name of business, detailed description of new business and use on company letterhead. Statement of use should include hours of operation, number of employees and any other important details about use of site

**Applicant Signature:**

By signing below the applicant has acknowledged that the information provided is truthful and accurate to the best of their knowledge. Any untrue or misleading information may result in the application and any subsequent approval being deemed null and void. The applicant is aware of the requirement to provide sufficient information for Borough officials and is aware that failure to do so may result in a delay in the decision or denial of the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Decision Information (to be filled out by Zoning Officer):**

PERMIT IS: \_\_\_\_\_ APPROVED      \_\_\_\_\_ DENIED      \_\_\_\_\_ REQUEST FOR MORE INFO

For Denied Permits: The following Planning Board/Zoning Board of Adjustment approval(s) are required prior to the issuance of a Zoning Permit:

	<u>Ordinance Reference</u>
_____ Site Plan	_____
_____ Minor/Major Subdivision	_____
_____ Use Variance	_____
_____ Bulk Variance	_____

Decision Notes/Conditions:

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**ZONING OFFICER**

DATE: \_\_\_\_\_