

Borough of Englishtown

15 Main Street—Englishtown, N.J. 07726

## Zoning Application paperwork

**RESIDENTIAL:** 3 copies of the property survey (original size, do not reduce or enlarge) are required with the proposed structure shown clearly on each copy.

Setbacks – distances from the property lines clearly marked on each survey for the proposed structure, deck, shed, hot tub, pool etc. For fence permit show location of the fence and also note the height of the fence.

For basement improvements – a simple layout labeling each room as to its intended use must be provided.

Fee for zoning review is \$10.00 per individual item, (so if you are applying for a deck and shed cost is \$20.00) made out to Borough of Englishtown (no cash)

**Commercial:** New business – A letter of intent is required, describe in detail the day to day operation of the business. Include the square footage of the space, number of parking spaces, hours of operation, number of employees, parking or storage of vehicles and trucks and description of each vehicle w/gvw of each vehicle.

Signage – drawing of the proposed sign(s), with measurements and color description. Location of signs on building, or free standing include a survey (original size) with distances marked from all property lines.

Fee is \$10.00 made out to Borough of Englishtown (no cash)

Attached is the paperwork you will need to complete, leave a contact name and phone number I can reach you. Payment is not an automatic approval; begin no work or occupancy until you receive signed and approved paperwork from each Department or inspections are performed.



15 MAIN STREET-ENGLISHTOWN, N.J. 07726  
(732) 446-9235  
FAX (732) 446-4979

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## CONSTRUCTION AND ZONING REFERRAL FORM

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

NAME OF APPLICANT: \_\_\_\_\_

WORK SITE ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

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

.....  
(TO BE COMPLETED BY ZONING OFFICER)

BOROUGH OF ENGLISHTOWN      BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

\_\_\_\_\_ NO ACTION IS NEEDED

\_\_\_\_\_ ZONING PERMIT REQUIRED

\_\_\_\_\_ CERTIFICATE OF APPROPRIATENESS IS REQUIRED

\_\_\_\_\_  
SIGNATURE OF ZONING OFFICER

\_\_\_\_\_  
DATE



**ZONING CERTIFICATE**

**NO.** \_\_\_\_\_

The undersigned hereby applies for a Zoning Certificate, to be issued on the basis of the representations contained in this application.

Fees: \$10.00 – additions, decks, patios, fences, etc. \$25.00 – new buildings

1. Street Address of Property- \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_
2. Name of Owner- \_\_\_\_\_  
Address- \_\_\_\_\_
3. Name of Applicant - \_\_\_\_\_  
Address - \_\_\_\_\_
4. If applicant is not the owner, state the applicant's interest in this property - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Proposed:  
Use (circle) Fence / Deck / Pool / Shed / Addition / Other \_\_\_\_\_  
New Construction: \_\_\_\_\_
6. Survey of the entire property showing existing and proposed roads and/or existing and Proposed structures is attached. \_\_\_\_\_
7. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

RECORD OF PAYMENT: AMOUNT: \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_  
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**ZONING CERTIFICATE NO.** \_\_\_\_\_

On the basis of the representations made in the above application, which application is part hereof, the application for a Zoning Certificate is hereby approved.

\_\_\_\_\_  
John Marini, Zoning Officer Date

**DENIAL OF ZONING CERTIFICATE**

On the basis of the above application, the representations in which are a part thereof, the proposed usage is found to be not in accordance with the Borough Zoning Ordinance, and the application of a Zoning Certificate is hereby DENIED for the following reasons:

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

\_\_\_\_\_  
John Marini, Zoning Officer Date