

This form must be submitted with the site plan drawing. A site inspection is required. Thank you.
Leave a message with the date and time to do a site inspection. Call zoning at 609-448-0539 ext. 47

ZONING PERMIT APPLICATION (1 year limit)

Borough of Roosevelt
POB 128
Roosevelt, NJ 085555
(609) 448-0539

Date ____/____/____
Amt Pd: _____
Check # _____
R ec'd B y: _____

Application is hereby made to build, make additions, alterations, sheds, fences or replacement of driveways, aprons, sidewalks, some parking areas with concrete and/or blacktop.

Owner/Applicant: _____ **Phone #:** _____
(circle one)

Address: _____ **PO Box** _____

Block: _____ **Lot #:** _____ **Zone:** **R-40 R-100 R-AG400 C-40 I-80 AH** (circle one)

Job Site Address (if different from above): _____

Cost of Job: est. _____ **Owner's Name:** _____

I PROPOSE TO DO THE FOLLOWING WORK:

Fees: Permit \$25 - Fence \$10 – Other fees may apply

****NOTE: This application is for a ZONING PERMIT ONLY! Construction permits are required for certain types of work and are a **COMPLETELY SEPARATE PERMIT**.**

Please see the Construction Official or Technical Assistant for information regarding building, plumbing, electrical, etc. (All types of building permits are required BEFORE construction).

Permission is hereby [] **Granted** [] **Denied** (check one) to the above applicant to erect or alter the building(s) described herein in accordance with said Application, as to the location, dimensions and occupancy only.

WORK NOT TO COMMENCE BEFORE PROPER CONSTRUCTION PERMITS ARE GRANTED
(where applicable) This permit is good for 1 year. If project not started or complete must re-apply.

_____/_____/_____
DATE Zoning Officer Signature Print Name

~ DEADLINE IS 2:00 P.M. ON MONDAY ~

Other zoning permits applied for (check one) [] **Yes** [] **No** if Yes Date ____/____/____

Site Plan Received _____ Drawing Date _____ Revised Date _____ Approved Date _____ Final Approval _____

Right of Entry- Property Owner Permission

I, the undersigned, hereby grant the designated officer of the Borough of Roosevelt the right to enter my property for the purpose of the inspection and monitoring for Compliance with the approved Site Plan for this project.

Signature _____ Print _____ Date ____/____/____

**** Contact the Zoning Officer when project is complete for final approval ****

Site Plan Review - Instructions

Example of a site plan for a residential property to submit to zoning officer.

Residential Plan All to fit on 8 ½ x 11 sheet of paper

Use your Survey Report drawing if possible.

Please provide the following information on the site plan.

All code information must be included in order for the plan to be accepted for review.

Insert measurements at letter indications.

- Indicate the scale of the plan (engineering scale ie: 1" = 40')
- Indicate the name of the owner and the address, lot#, block# of the property
- Brief description of project – use of structure, floor plan
- Show the square footage of each of the following:
 1. Lot _____ sq. ft.
 2. Existing dwelling(s) _____ sq. ft.
 3. Addition(s) to dwelling(s) _____ sq. ft.
 4. Accessory structures (ie: garage, storage etc.) _____ sq. ft.
 5. Addition(s) to accessory structure(s) _____ sq. ft
- Show the location, square footage and use of the new structure(s) _____ sq ft
- Indicate the maximum height of the new structure(s) (Use Elevation diagram) _____ feet Hgt.
- Provide lot coverage (the area of the site occupied by buildings, storage areas and vehicular use areas) information for the following:
 1. Square footage of vehicular use area _____ sq. ft (Driveway) _____ % coverage of yard
 2. Total square footage of building area & vehicular use area.
 - **Provide the current lot coverage calculation _____ sq. ft. _____ % coverage**
 - Identify any applicable overlay zone and indicate how this project complies.
 - Show at least one street perimeter setback measured from the carport or garage and one measured from the front of the dwelling
 - Show all easements of record on the property _____
 - Indicate the zoning on the property and the surrounding properties _____
 - Provide a legal description of the property (ie: subdivision name and lot number or metes and bounds legal if not a subdivision)
 - Also need approval from State building inspector & state construction inspector.

Officials at the Borough Hall Monday from 1 to 2 pm.

Site-Plan Drawing. Your survey if you have it.

