

**Town of Phillipsburg
Office of Planning & Zoning
120 Filmore Street
PHILLIPSBURG, NJ 08865**

Phone: 908-454-5500 ext 341
Email: planningboard@phillipsburgnj.org
Town Website: www.phillipsburgnj.org

**BUILDING DEPT HOURS:
Mon through Fri 8:00 AM – 4:00 PM**

ZONING PERMIT APPLICATION INSTRUCTIONS

PRIOR to construction, moving, altering or changing the use of any building (structure) or use any land, an approved zoning permit must be obtained.

(For example: if you are applying for permit for a: deck; porch; permanent pool; fence; addition to an existing building; construct a new building; create off street parking; erect a sign on the ground or attached to a building or use vacant land with or without existing structures; you will be required to file an application for a zoning permit.)

***All applications must be review by the Historic Preservation Commission when the property is of historical significance.**

To obtain a copy of the town code, go to www.phillipsburgnj.org (search town code).

- 1) A **\$25.00 non-refundable** fee is required to be submitted with the zoning permit application.
- 2) **Provide a copy of the survey.** On that **copy** please indicate where you will be constructing or erecting, the fence, shed, porch, etc. You will also need to indicate all **dimensions of the project**; how far from your home and/or property lines, your project will be.

If a survey is not available, please draw a plot plan of the property and structures on the property- on the last page of this application, indicate all **dimensions**; how far from your home and/or property lines, your project will be. **PLEASE BE VERY SPECIFIC.**

****If you do not provide enough information, your application will be denied based on lack of information, which will delay your project. ****

- 3) Submit the Zoning Permit Application (with the \$25 fee, the survey or drawing of the plot plan, and proposed project information as described above):

FOR OFFICE USE ONLY:

Date Received: _____

Application # _____

Fee: **\$25.00**

(Payable at time of submission of application)

TOWN OF PHILLIPSBURG
APPLICATION FOR A ZONING PERMIT

The Zoning Ordinance of the Town of Phillipsburg requires that any person, corporation or agent must apply for a zoning Permit **PRIOR** to constructing, moving, altering or changing the use of any building (structure) or use any land.

Property Address: _____

Block: _____ Lot: _____

Owner(s) of Property: _____ Phone: (_____)_____

Owner(s) Address: _____

City: _____ State: _____ Zip Code: _____

Applicant's Name (if different than owner): _____

Phone: (_____)_____

Applicant's Address: _____

City: _____ State: _____ Zip Code: _____

I hereby certify to the filing of the application as the owner of the above referenced property.

Property Owner's signature: _____

Applicant's signature: _____

Email Address _____

PROPERTY INFORMATION

Property Road Frontage: (Lineal Feet) _____ Corner Lot: _____ Interior Lot: _____

Property dimensions: _____ X _____

Property Area: Square Footage: _____ Acreage: _____

Zoning District: R-50 ___ R-75 ___ B-1 ___ B-2 ___ B-3 ___

B-4 ___ B-5 ___ I-1 ___ I-2 ___ RRA-1 ___ RRA-2 ___

RRA-3 ___ RRA-4 ___ RRA-5 ___ RRA-6 ___ RRA-7 ___ Historical District _____

Current Use of the Property:

Check off the appropriate box(s) and describe below the **EXACT** nature and locations of the use(s) currently existing in the building or on the property.

Single Family Home: _____ Two Family Home: _____ Multi-Family: _____

Number of Units: _____

Rooming House: _____ Number of Units: _____

General Office Use: _____ Professional Office: _____ Medical Office: _____

Retail Sales: _____ Service Business: _____ Restaurant/Tavern: _____

Auto Fuel Sales: _____ Automotive Repair: _____ Warehouse: _____ Storage Yard: _____

Transportation/Trucking Business: _____ Factory: _____ Mixed Use: _____

Religious Assembly: _____ Recreational Assembly: _____ Other Uses: _____

Description of the proposed project:

This application is hereby made for the purpose of obtaining a Zoning Permit in accordance with Chapter 72 of the Municipal Zoning Ordinance 0:93:4 to:

(PLEASE CIRCLE ONE)

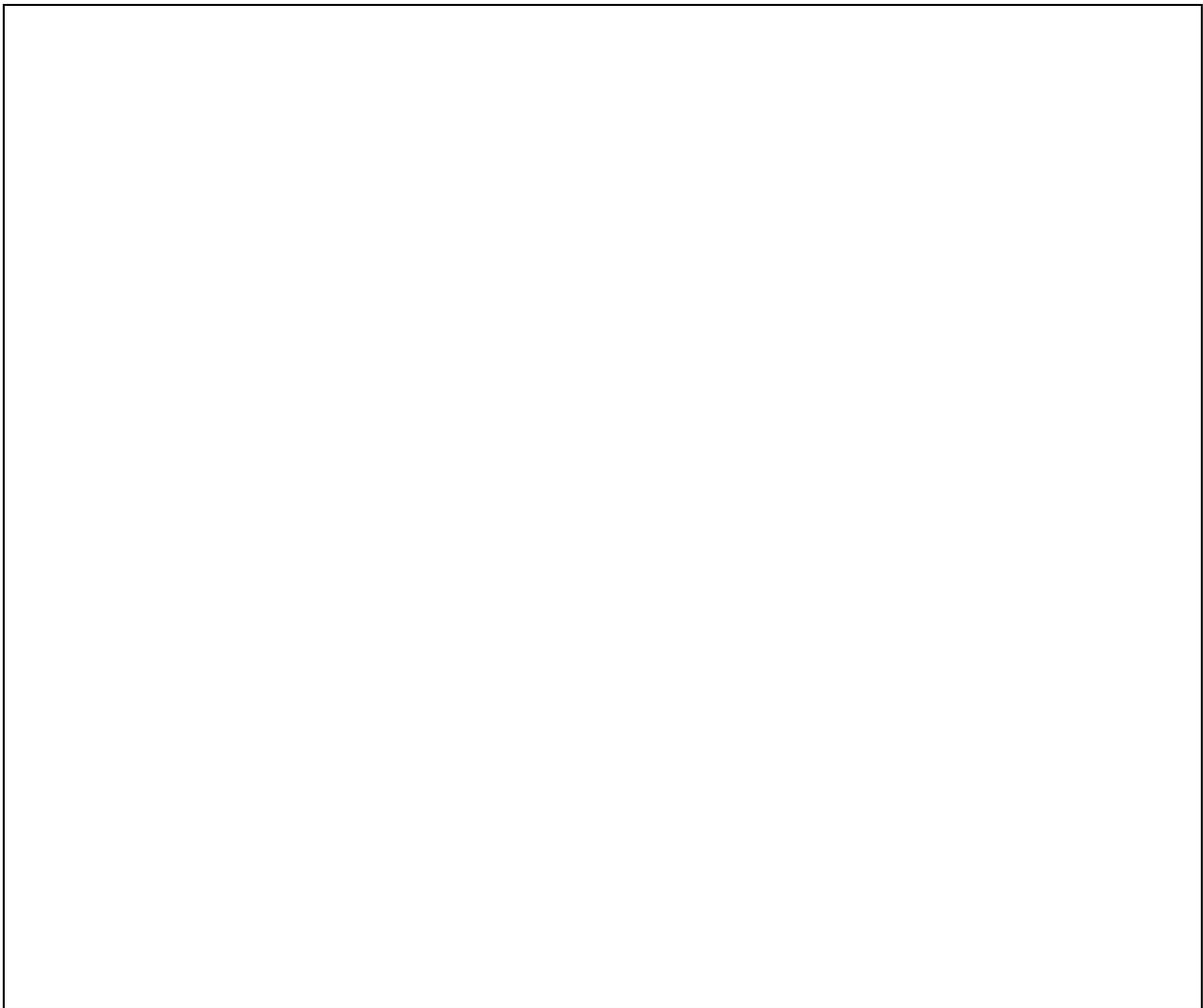
- (A) Construct a new building
- (B) Construct an addition to an existing building
- (C) Erect a swimming pool
- (D) Erect a fence
- (E) Construct a deck or a porch
- (F) Erect a sign on the ground or attached to the building
- (G) Change the use of the building
- (H) Introduce additional uses into the building or on the property
- (I) Use vacant land
- (J) Operate a home occupation
- (K) Park vehicles on vacant land
- (L) Demolish a building or structure
- (M) Change the site characteristics of the property
- (N) Subdivide or re-subdivide the property
- (O) Create new or additional parking spaces or parking pad
- (P) Other

Describe the **exact** nature of your request for the (1),construction, alteration, erection, repair, remodeling, conversion, removal or destruction of any building or structure; (2) use and occupancy of any building, structure, or land and (3) subdivision or re-subdivision of any land.

Along with this application you **MUST** provide adequate information in the way of plans, specifications, dimensions, details, surveys, plot plans, floor plans, building elevation plans, or site plans for a determination by the Zoning Officer/Administrative officer as to whether your proposal conforms to the Land Use Regulations of the Town of Phillipsburg.

ADDITIONAL COMMENTS:

AREA FOR DIAGRAM



***Or attach copy of survey, drawing, etc.

FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN A DENIAL OF THIS APPLICATION FOR A ZONING PERMIT.