

VERNON TOWNSHIP
PLANNING & ZONING DEPARTMENT
STEPS FOR OBTAINING A ZONING PERMIT

Complete the application in its entirety being specific to what is proposed, i.e. new construction of a single family home, addition, shed, porch, deck, hot tub, pool, etc. (with dimensions).

A location survey MUST accompany the zoning permit, regardless of what is being proposed. The survey must be of actual size (not photocopied to enlarge or minimize), and it must have the surveyors title block. On the survey, provide the location of what is being proposed with the dimensions and the setbacks being maintained.

The status of taxes for the property is required upon submission of the zoning permit application. This can be obtained from the Tax Collector's office. If the taxes are not paid and up to date, the zoning permit cannot be issued.

A copy of the Building Plans will be required to review the building height and any decks/porches being proposed for New Construction of Single Family Residences and/or Additions.

Upon submission of the zoning permit application, location survey and status of taxes, a Zoning Permit fee is required, which is \$50.00.

If the dimensions, setbacks, status of taxes are not provided or the Zoning Permit does not have a signature, the application will be deemed incomplete and a deficiency notice will be mailed to the owner. (This will delay the approval process.)

REMINDER: CHECK WITH OTHER REVIEWING AGENCIES TO SEE WHAT OTHER PERMITS AND/OR FEES MAY BE REQUIRED.

- ▶ TOWNSHIP ENGINEER (Lot Development Plan, Soils, Driveway)
- ▶ BUILDING DEPARTMENT (Construction permit requirements)
- ▶ COUNTY HEALTH DEPARTMENT (Septic/Well Approvals)

ZONING PERMIT APPLICATION TOWNSHIP OF VERNON

***Instructions: Provide all of the requested information. Note: if the information is not provided, the application will be returned to you as incomplete and will result in delays.**

***Attach one copy of **PROPERTY SURVEY** with location of existing and proposed structures, draw to scale on the survey any proposed structures. Provide distances to all property lines.**

Block _____ Lot _____ Daytime Telephone _____

Property Address _____

Applicant/Agent's Name _____

Applicant/Agent's address _____

Owner Name and Address (if different then applicant) _____

- (1) ☐ New Construction ☐ Addition ☐ Garage ☐ Shed ☐ Deck ☐ Porch
 ☐ Pool/Hot Tub ☐ Sign ☐ Change of Use ☐ Other

- (2) Describe in detail the intended use and dimensions of the building, addition, shed, sign, etc. that is proposed to be built or displayed: _____

- (3) State whether any of the activities described above are conducted as non-conforming uses: (if so please attach copies of any Board decisions, if available) _____

- (4) Has the premises been the subject of any prior application of the Land Use Board to the applicants knowledge? (If so, state the date of the application, results, and attach a copy of the decision): _____

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- I certify that the information submitted is correct and that the location of the proposed structure of addition will be shown on the submitted survey including setbacks, size of the structure and all other pertinent dimensions and information hereby provided. I also certify that the structure of addition will be built in compliance with all applicable provisions of the Vernon Township Subcode.
 - I understand that if it is determined that the information provided is not correct, or the proposed location of the structure of addition is not as shown on the submitted survey, Vernon Township may institute the appropriate action or proceedings to abate the violation and I will be subjected to penalties as per ART.I6, §1601 and 1605; ART.II, §1109 and 0 of the subcode.
 - Agent: in addition to certifying the above, I hereby certify the proposed work is authorized by the owner and I have been authorized by the owner to make this application as his agent.

♦ Date _____

♦ Owner/Agent's Name (print) _____ Signature _____

Check # _____ Cash _____ Receipt # _____

- Please submit a status of taxes (from the Tax Collectors Office) upon submission.
- FEE: \$50.00 (Fee is due upon submission of application, please make check payable to Vernon Township)
- Mail to Vernon Township 21 CHURCH Street, Vernon NJ 07462.

(Do not write on reverse side)

rev. 3/17/10