



City of New Brunswick ZONING PERMIT APPLICATION

Department of Planning,
Community & Economic Development
25 Kirkpatrick Street
PO Box 269
New Brunswick, NJ 08903-0269
732.745.5050 732.565.7532 (fax)

Directions:

Applicant: The person/corporation who:

- Owns the property, or
- Is a contract purchaser of the property, or
- Is a commercial tenant leasing the property
- Applicant **IS NOT** the architect, engineer or contractor. Applications listing contractors, architects, etc. as the applicant **WILL BE DENIED**

Owner: The person who legally owns the property. Applications must be signed by the property owner. Unsigned applications **WILL BE DENIED**.

Fee: Fee must be paid by check or money order in the exact amount payable to the City of New Brunswick

Property Information:

Address: Location of the property
Block/Lot: Official block and lot designation of the property. Please check with the Tax Assessor for the current block/lot designation
Zoning District: Zoning district designation for your property, for example:
R-5A Single/Two Family
C-2 Neighborhood Commercial

- Zoning maps for the public's use are posted on the walls at the front desk where this application can be picked up and dropped off

Action For Approval: Check the appropriate box

Proposed Use: Check the appropriate box

Rent Control: If the property is a residential rental, check off whether the property is registered with the City's Rent Control Office

Proposed Use Details: Provide as much detail as possible regarding the use or project you are seeking approval for

Immediate Prior Use: Provide as much detail as possible regarding the current or most immediate past use or occupancy of the property

Length of Prior Use: State how long the current or prior use has been in existence at this location

Other Uses: State any other uses that are currently operating at the property

Use Variance History: State if the property has ever been subject to a use variance

Other Required Information:

- Provide a boundary survey showing the location of any additions, new buildings, expanded buildings, new or expanded driveways, new pools, new or expanded fences, etc.
- For any applications dealing with the interior of the building provide a floor plan of the **current** layout of all floors. Examples: attic or basement habitable space, new bedrooms, new layouts of commercial space.
 - Plans are to be drawn to scale with dimensions provided
 - All rooms are to be labeled as to the use.
- For any applications dealing with the interior of the building provide a floor plan of the **proposed** layout of all floors. Examples: attic or basement habitable space, new bedrooms, new layouts of commercial space.
 - Plans are to be drawn to scale with dimensions provided
 - All rooms are to be labeled as to the use.
- NEW CONSTRUCTION, STRUCTURAL CHANGES OR ADDITIONS MUST HAVE DRAWINGS SIGNED AND SEALED BY A LICENSED N.J. ARCHITECT.

Applicant's Signature: The applicant must sign the application.