




# Guide to Completing Zoning Permit Applications



## Certificate of Zoning

**COMPLIANCE APPLICATION FORM**  
 City of New Brunswick  
 Department of Planning, Community  
 & Economic Development  
 25 Kirkpatrick St., PO Box 269  
 New Brunswick, NJ 08903-0269  
 732.745.5050

Application Number:  
(Office Use Only)

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**Applicant Information:**

Applicant Name: \_\_\_\_\_

Address (please include zip code): \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Business Number: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Method: \_\_\_\_\_

**Property Owner Information**  
(If different from Applicant):

Owner Name: \_\_\_\_\_

Owner Address (please include zip code): \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

**Submission Checklist:**

Current Boundary Survey	<input type="checkbox"/>
Existing Floor Plan	<input type="checkbox"/>
Proposed Floor Plan	<input type="checkbox"/>
Proposed Details	<input type="checkbox"/>

If applying for a fence permit, please provide the height, type, and show the location on a plan/survey.

I certify that any attached plans or surveys showing current / proposed locations of structures, new construction or additions, their distances, elevations and other such measurements that will be involved with the above, including front, rear and side yard distances and property lines are true and accurate.

Applicant's Signature: \_\_\_\_\_

**Property Information:**

Address of Proposed Project/Use: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Building/ Unit: \_\_\_\_\_

**Proposed Use:**

Single Family	<input type="checkbox"/>
Two Family	<input type="checkbox"/>
Other Residential	<input type="checkbox"/>
Retail	<input type="checkbox"/>
Office/ Commercial	<input type="checkbox"/>
Place of Worship/ Non-Profit/ Social Service Agency	<input type="checkbox"/>
Industrial/ Auto Repair/ Auto Body	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Fee Schedule:**

Use	Fee	Resubmission in fewer than 45 days	Resubmission in greater than 45 days
1-2 Family Residential	\$25	Free	\$15
Other Residential	\$100	Free	\$60
Place of Worship/ Non-Profit/ Social Services Agency	\$25	Free	\$15
Retail	\$100	Free	\$60
Stores/Restaurants/ Personal Service Agencies	\$100	Free	\$60
Office	\$100	Free	\$60
Industrial/ Auto Repair/ Auto Body	\$150	Free	\$90

Owner's Signature: \_\_\_\_\_

**Applicant:** The person/ corporation who:

- Owns the property, is the contract purchaser, 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.

**Contact Information:** Providing a contact # and/or email address allows us to be able to contact the applicant if there are any questions and could help minimize the time it takes to complete the application review process.

- Please note your preferred contact method.

**Summary of Proposal:** If the detailed summary is unclear, then the application will be denied and the applicant will receive correspondence requesting clarification.

**Summary of History:** Provide as much detail as possible regarding the current and most immediate past use or occupancy of the property, this includes:

- How long the current or prior use has been in existence at this location
- If the property is subject to any variance granted by the Zoning Board of Adjustment

This information is used to determine whether or not the proposed use is a continuation of a prior non-conforming use or other non-conformity, e.g. parking.

**\*\*\* Not all applications need every submission item, e.g. an application for a change of ownership may not necessarily need a boundary survey/ floor plans.**

Provide details regarding the proposed use/construction:

Provide details of the most recent use of the site:

Are there any other uses contained on this site? If so, please describe:

Notice:

If applying for the use of an attic or basement as habitable space, please provide the floor to ceiling height.

If applying for a change of ownership, please note that any proposed signage, including changes to existing signage, will require a sign/ facade permit.

Application will be deemed incomplete until all the required information is provided.

Any approvals based upon false information are null and void.

\*\*\* Your permit will be processed in 10 business days or less. If approved, our office will contact you via the phone number provided on this form. If denied, our office will mail you a denial letter detailing the reason for denial.