



THE CITY OF NEW BRUNSWICK DEPARTMENT OF PLANNING,  
COMMUNITY AND ECONOMIC DEVELOPMENT  
**ZONING & FAÇADE/ SIGNAGE PERMIT GUIDANCE DOCUMENT**

If you are considering altering your property, whether it is a physical alteration or a change in the use, you will most likely need to submit at a zoning permit application to the City of New Brunswick Department of Planning, Community and Economic Development (DPCED) before you can begin your work. If you are unsure about whether your proposal requires a permit, please check with our office at 732-745-5050. Due diligence can save a lot of time and money down the road.

A zoning permit application is reviewed by the DPCED to ensure that your proposal meets the guidelines set forth in the City of New Brunswick Zoning Ordinance ([Zoning Ordinance](#)) and Land Development Code ([Land Development Code Title 16](#)).

A good rule of thumb to follow when preparing your permit application is to locate your property on the City of New Brunswick Zoning Map to determine what zoning district your property is located in. Each zoning district has specific uses which it permits. If your intended use is not permitted in the zoning district you are located in, a use variance is required from the Zoning Board of Adjustments.

The following pages of this document will focus on examples of different types of proposals that require zoning approval, the process of obtaining approvals, the signage approval process, and any information that may need to be submitted in order for your application to be properly reviewed.

ZONE	DESCRIPTION	
C-R	CORPORATE RETREAT	C-3B
R-1B	SINGLE-FAMILY RESIDENTIAL	C-4
R-2	SINGLE-FAMILY RESIDENTIAL	C-5
R-3	SINGLE-FAMILY RESIDENTIAL	C-6
R-4	SINGLE-FAMILY RESIDENTIAL	C-7
R-5A	SINGLE-FAMILY & TWO-FAMILY RESIDENTIAL	HI
R-5B	SINGLE-FAMILY & TWO-FAMILY RESIDENTIAL	D-HI
R-5C	SINGLE-FAMILY & TWO-FAMILY RESIDENTIAL DISTRICT	I-1
R-6	MULTI-FAMILY RESIDENTIAL	I-2
R-7	APARTMENT RESIDENTIAL	I-2E
C-1	NEIGHBORHOOD COMMERCIAL	IN-1
C-2A	COMMUNITY COMMERCIAL	IN-2
C-2B	COMMUNITY COMMERCIAL	WC
C-3A	COMMUNITY COMMERCIAL PROFESSIONAL/OFFICE	

0 0.15 0.3 0.6 0.9 1.2 Miles

THE CITY OF NEW BRUNSWICK

Revisions:  
9-11-2014 (Creation)  
10-23-2017

ZONING MAP

[Click on the map above to be taken to the Zoning Map](#)

**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)

**Applicant Information:**  
Applicant Name: \_\_\_\_\_  
Address (please include zip code): \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Business Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Method: \_\_\_\_\_

**Property Information:**  
Address of Proposed Project/Use: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Building/Unit: \_\_\_\_\_

**Proposed Use:**  
 Single Family  
 Two Family  
 Other Residential  
 Retail  
 Office/Commercial  
 Place of Worship/ Non-Profit/ Social Service Agency  
 Industrial/Auto Repair/Auto Body  
 Other

**Property Owner Information (If different from Applicant):**  
Owner Name: \_\_\_\_\_  
Owner Address (please include zip code): \_\_\_\_\_  
Owner Phone Number: \_\_\_\_\_

**Submission Checklist:**

Current Boundary Survey	
Existing Floor Plan	
Proposed Floor Plan	
Proposal Details	

*(If applying for a use permit, please provide the height, type, and show the location on a plan/survey.)*

**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
1-2 Family Driveways	\$50	Free	Free
Place of Worship/Non-Profit/Social Services Agency	\$25	Free	\$15
Retail/Restaurants/Personal Service Agencies	\$100	Free	\$60
Office	\$100	Free	\$60
Industrial/Auto Repair/Auto Body	\$150	Free	\$90

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

[Click on the application above to be taken to a downloadable version](#)



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*Examples:*

Residential:

- Any proposed addition/expansion\* – Including steps, porches, decks, etc.
- Using a basement or attic for additional bedrooms or an additional unit
- Adding additional bedroom(s) and/or unit(s)
- Erection of a fence
- Construction of expansion of a driveway
- Changing the use of the dwelling i.e.- Converting from a one family to a two-family dwelling, vice versa
- Construction of an accessory structure\*
- Facade modifications (multifamily only)

Commercial/ Industrial:

- Any proposed addition/expansion\*
- Erection of a fence
- Change in tenancy
- Change in use\*\*
- Conversion of a residential use into a commercial use
- Facade modifications
- Installation of a sign or awning (see page 4 of this document for further information)

Please note that subsequent permits may be required from other departments after you have received your zoning permit approval. It is good practice to contact the following departments to determine if a permit is required:

Construction Code Official: (732) 745-5075  
Department of Engineering: (732) 745-5055  
City Clerks Office (merchants licenses): (732) 745- 5041  
Division of Housing Inspections: (732) 745-5075  
Division of Fire Safety: (732) 745-5075

Notes:

\*- All non-single/two family dwellings are subject to site plan review. Additions, expansions, or the construction of accessory structures larger than 80 square feet shall require site plan review.

\*\* - If the change of use is from a permitted use to a non-permitted use, a use variance shall be required.

\*\*\* - Please note that this list is for guidance purposes and by no means is exhaustive of all the possible proposals which require zoning permit approval.



Application Fee Schedule:

Residential: (1 and 2 Family) \$25

Other Residential: \$100

Office/Commercial: \$ 100

Industrial incl. auto repair/body: \$150

Place of Worship/Non-Profit Soc Serv: \$25

Fees shall be in the form of a check or money order made payable to the City of New Brunswick



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The installation of signs, awnings, window vinyl, and other forms of advertisements require a permit from our office.

- o Note: Modification of existing signage requires a permit from our office.
- o Generally, there are the following sign types:
  - o Facade
  - o Freestanding
  - o Projecting
  - o Awning
  - o Window Vinyl

The applicant shall indicate what type of signage they intend on installing and provide a dimensioned photo-rendering of the proposed installation. An example of a photo rendered drawing can be found below. Your sign company can usually provide this.





**CITY OF NEW BRUNSWICK DEPARTMENT OF PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT**  
SIGN & FAÇADE PERMIT APPLICATION

Applicant's Signature:															
Property Owner's Signature:															
Project Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sign Type (Select All That Apply)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Facade</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Freestanding</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Awning</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Window Vinyl</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Projecting</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> </table>	Sign Type (Select All That Apply)		<input type="checkbox"/>	Facade	<input type="checkbox"/>	Freestanding	<input type="checkbox"/>	Awning	<input type="checkbox"/>	Window Vinyl	<input type="checkbox"/>	Projecting	<input type="checkbox"/>	Other
Sign Type (Select All That Apply)															
<input type="checkbox"/>		Facade													
<input type="checkbox"/>		Freestanding													
<input type="checkbox"/>	Awning														
<input type="checkbox"/>	Window Vinyl														
<input type="checkbox"/>	Projecting														
<input type="checkbox"/>	Other														
Block:															
Tot:															
Zoning District:															
Applicant's Name:															
Applicant's Address:															
City, State, Zip Code:															
Applicant's Phone #:															
Applicant's E-mail Address:															
Property Owner's Name:															
Property Owner's Address:															
City, State, & Zip Code:															
Property Owner's Phone #:															

Fee: Check or Money Order made payable to the City of New Brunswick in the amount of \$100

Please fill out the application completely and obtain all appropriate signatures.

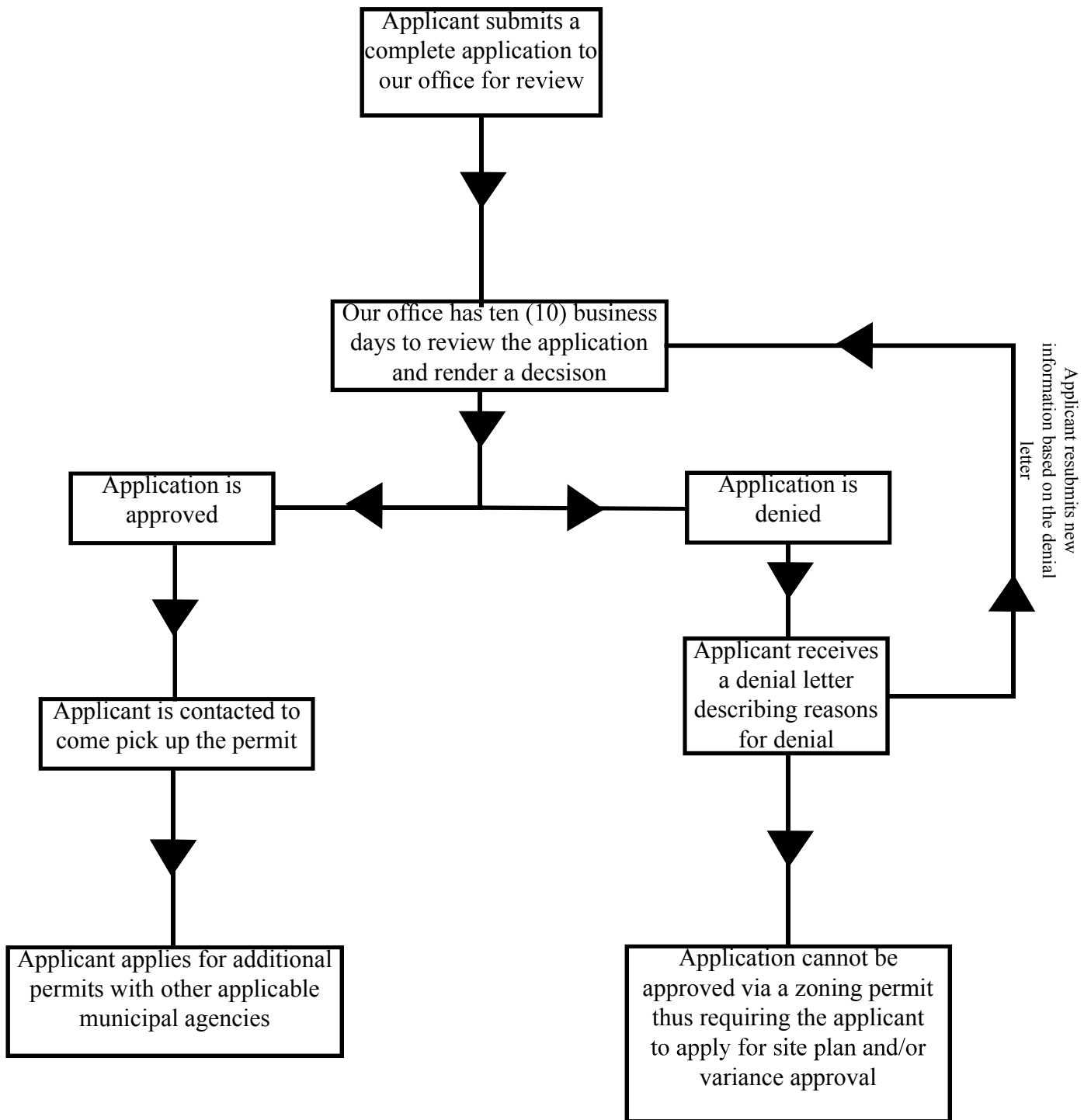
[Click on the application above to be taken to a downloadable version](#)

A signage/facade permit shall also be required for facade modifications such as the installation of new or different sized windows & doors and other structural alterations to the facade .

The application fee is \$100 in the form of a check or money order made payable to the City of New Brunswick.



# PERMIT APPROVAL PROCESS



If you have any questions or comments we can be reached at 732-745-5050 or by clicking the City of New Brunswick seal below:

