

# Guide to Completing Zoning Permit applications



Make sure the application has been signed by the applicant and the property owner. A denial letter shall be issued if any of the signatures are missing or incorrect.



City of New Brunswick Certificate of Zoning Compliance Application Form  
 25 Kirkpatrick Street, PO Box 269  
 New Brunswick, NJ 08903-0269  
 732-745-5050

Please provide as much contact information as possible. Providing a legible 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.

Applicant Signature Information: \_\_\_\_\_ Owners Signature: \_\_\_\_\_ Application Number: (Office Use Only) \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone #: \_\_\_\_\_  
 Business Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Property Information:**

Address of Building to be Occupied: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

**Proposed Use:**

Single Family     Retail  
 Two Family     Office/Commercial  
 Three Family     Industrial  
 Multi-Family     Other \_\_\_\_\_

**Fee:**

1 Fam/2 Fam Residential    \$25  
 Other Residential    \$100  
 Place of Worship, Non-Prof Soc Serv Agy    \$25  
 Retail Stores, incl. restaurants & pers. serv    \$100  
 Office    \$100  
 Industrial incl. auto repair & auto body    \$150

**Property Owner Information:**

Owners Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Owners Phone #: \_\_\_\_\_

The applicant should provide a detailed statement regarding the proposed use/construction. If it is unclear what the applicant is proposing the application will be denied and the applicant will receive correspondence requesting clarification.

Provide the requested information.

Provide details regarding the proposed use/construction:

Provide details of the most recent use of the building:

Are there any other uses contained in the building? If so, please describe:

NOTICE:  
 (1) Application will be deemed incomplete until all required information is provided.  
 (2) Any approvals based upon false information are null and void.

Submission Checklist:

Current Boundary Survey  
 Existing Floor Plan labeled w/ dimensions  
 Proposed Floor Plan labeled w/ dimensions  
 Proposal Details

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 fence permit, please provide the height of the fence, type of fence, and show the location of the fence on a plan or survey.

This section should contain the information of the property owner. This section must be filled out even if the applicant and property owner are the same person/entity.  
**Note: if you are sub-leasing, the property owner is not the person/entity you are sub-leasing from.**

Ensure that the proper application fee has been paid.

These are some of the items that should be submitted with an application. This list is not exhaustive and will not apply to all applications, e.g. - an application submitted where one restaurant is replacing another restaurant may not necessarily need a boundary survey/floor plans.

This information can be used to determine if the proposed use is a continuation of a prior non-conforming use or other non-conformity, e.g. parking. Please provide to the best of your knowledge.