



Sign

# **Zoning Permit Application**

## **Minimum requirements**

### **A. COMPLETED ZONING APPLICATION**

1. FILL IN Entire Zoning Permit
2. Application must be signed by BOTH the applicant and the owner of the property (landlord, homeowner, management company, etc.)
3. Briefly describe the work that is being conducted (#5)

### **B. THREE (3) COPIES OFFICIAL PROPERTY SURVEY/KEY MAP**

1. Survey must be drawn to scale- not reduced or enlarged
2. Survey must indicate property as it presently exists, showing all updates or improvements.
3. Survey must show all proposed work, also drawn to scale, indicating all dimensions and measurements

### **C. THREE (3) COPIES OF REQUIRED CONSTRUCTION DRAWINGS.**

1. Construction drawings must correspond with what is on the property survey or key map
2. Two (2) copies will stamped and returned to the applicant to be submitted to the Building Department for construction permits.

### **D. RESIDENTIAL**

\*\*\* All Additions, sunrooms, enclosed porch, new SFD, ETC. \*\*\*

1. All of the Above
2. FAR (Floor Area Ratio) Certification Sheet - signed & sealed

### **E. PAYMENT IS DUE AT TIME OF RECEIPT OF APPLICATION**

1. Check, Money Order, or Cash (EXACT CHANGE)
2. NO DEBIT OR CHARGE CARDS will be accepted.

### ***Additional Information that may be needed:***

- \* Zoning or Planning Board Resolutions
- \* Final Compliance letters
- \* Engineering reports
- \* Approvals from any outside agencies (Somerset Soil, etc.)

Incomplete Applications **WILL NOT** Be accepted. If you have any questions, you may reach our office at (908) 276-5802. Thank you



## Borough of Kenilworth

567 Boulevard

Kenilworth , New Jersey 07033

# ZONING PERMIT

APPL. NO: \_\_\_\_\_

DATE: \_\_\_\_\_

FEE: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

**PERMIT FEE \$100.00**

**\*\*COMPLETE APPLICATIONS MUST INCLUDE PLANS INACCORDANCE WITH THE INSTRUCTION SHEET AND APPLICABLE FEES.\*\***

### TYPE OF APPLICATION

☐ Minor Residential Alteration

☐ Residential Alteration

☐ New Single Family Structure

☐ New Multi Family Structure

☐ New Two Family Structure

☐ Other : Describe \_\_\_\_\_

☐ Alterations to Multi-Family and/or

☐ Non-Residential structures ; SIGNS\*

☐ New Non-Residential Structure Const.

☐ Certificate of Non-Conformity

☐ Change of Occupancy

**ALL SIGN PROPOSALS REQUIRE THE ADDITIONAL SIGN FORM TO BE COMPLETED & SUBMITTED WITH THIS FORM.**

### PLEASE PRINT CLEARLY

1. Applicant's Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

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

2. Property Owner's Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

3. Location of property for which Zoning Permit is desired: Zone \_\_\_\_\_

Street Address: \_\_\_\_\_

4. Use of Property: Residential ☐ ; Commercial ☐ ; Office ☐ ; Industrial ☐ ; Other ☐

Describe present use: \_\_\_\_\_

Describe proposed use: \_\_\_\_\_

Describe proposed construction, alterations, additions or changed at the subject site: \_\_\_\_\_



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5. Is a change of occupancy or tenancy involved in this application: Yes [ ] No [ ]

If yes, describe \_\_\_\_\_

5. Has the subject premises been the subject of prior application to the Zoning Board of Adjustments or Planning Board to the applicant's knowledge. Yes [ ] No [ ]

If Yes, state date: \_\_\_\_\_ Board \_\_\_\_\_ Resolution # \_\_\_\_\_

Disposition of Application: \_\_\_\_\_

### **ALL APPLICATIONS MUST BE SIGNED:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Applicant

\_\_\_\_\_  
Property Owner Signature or Designated Agent

\_\_\_\_\_  
Print Name (Owner)

=====

### **OFFICE USE ONLY:**

Based on the information submitted and the requirements of the Borough Zoning Ordinance, your application for Zoning Permit is hereby:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Comments on Decision: \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date



## Sign

### **SIGN INFORMATION SHEET**

This information sheet must be completed and submitted with the completed Zoning Permit Application for ALL signs.

PLEASE PRINT:

1. Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

2. Site location for proposed sign: (Address) \_\_\_\_\_

3. Number of signs proposed:

Freestanding: \_\_\_\_\_ Signs attached to building: \_\_\_\_\_ Awing Signs: \_\_\_\_\_

#### **FREESTANDING SIGNS:**

Height (above grade) of freestanding sign(s): \_\_\_\_\_

Dimensions of freestanding sign(s): \_\_\_\_\_

Setback from closest property sign(s): \_\_\_\_\_

Height of principal building on lot: \_\_\_\_\_

Total sign area proposed: \_\_\_\_\_

Method of illumination: \_\_\_\_\_

#### **SIGN ON BUILDINGS**

Width of building front fascia: \_\_\_\_\_

Height of building front fascia: \_\_\_\_\_

Dimensions of proposed wall signs(s): \_\_\_\_\_

Height of signs(s) (above grade): \_\_\_\_\_

Total area proposed: \_\_\_\_\_

Method of illumination: \_\_\_\_\_

#### **AWING SIGNS:**

Dimensions of awing area covered by letters: \_\_\_\_\_

Total area of signage on awnings: \_\_\_\_\_

4. Is this application for the replacement of an existing sign? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe: \_\_\_\_\_

5. Are you replacing an existing sign lens with a new or different message? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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