



TOWNSHIP OF HOPEWELL

201 Washington Crossing Pennington Road
Titusville, New Jersey 08560-1410
Phone 609.737.0605 Ext 6280

INSTRUCTIONS FOR ZONING PERMIT APPLICATION

1. A Zoning Permit Application must be completed and submitted to the Zoning Office.
2. A property survey showing the location of all existing structures must be included with every application. The survey does not have to be signed and sealed, however must be to-scale and legible. Well and septic locations should be shown and may be hand-drawn.
3. If the property is located within a Home Owners Association an HOA approval must be submitted along with the Zoning Permit Application.
4. Zoning Information and the Tax Map set can be found on the Zoning page of the Township website at <http://www.hopewelltpw.org/281/Zoning>.
5. For applications involving the addition/expansion of impervious cover; the attached **Lot Coverage Calculation Worksheet** must be completed and included with the Zoning Permit application.
6. Applications for pools and new structures greater than 200 square feet shall include existing and proposed grading contours at a minimum of 2' intervals.
7. Payment of all fees is required upon submission of the application. Fees are as follows:

Category	Fee
Fence	\$25
Residential:	
New house, addition or alteration	\$50
Accessory building or structure (shed, pool, generator, A/C condenser, etc.)	\$25
Conversion of residential structure to commercial use:	\$50
Commercial:	
New building, addition, alteration, change of use	\$100
Accessory building or structure	\$60
Temporary Activity Permit:	\$30
Stream Corridor Permit:	\$150 application fee in addition to zoning permit fee \$150 for every 100 SF of disturbance escrow fee (separate check)
Tree Removal Permit:	\$25 per lot application fee \$50 per lot inspection fee

8. NOTE: Creation of new bedrooms as defined in Township Code §16-12 requires approval by the Township Health Department.
9. NOTE: Any expansion or conversion of residential to commercial use first requires site plan approval.
10. NOTE: The approval of this permit does not relieve the applicant of the responsibility for obtaining any other required local, state and federal approvals including, but not limited to: construction, health, NJDEP Wetlands or Flood Hazard Area, D&R Canal Commission, Mercer County, etc.

**CALL FOR UTILITY LOCATIONS
BEFORE YOU DIG 1-800-272-1000**



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ZONING PERMIT APPLICATION

****Please complete both sides of this form****

Section A:

Date _____

Work Site Location / Street Address _____

Property Block _____ Lot(s) _____ Qual _____ (obtain from property survey)

Zoning District _____ (obtain from Zoning Map on Township website)

Owner Name _____

Owner Address _____

Owner Phone and Email _____

Owner Signature _____

Name of Applicant if different than Owner _____

Applicant Address _____

Applicant Phone and Email _____

Section B: Proposed Work

New building: Dwelling unit / Commercial building

New accessory building on residential property:

Shed / Pool house / Detached Garage / Gazebo / Pergola / Other _____

Accessory structure on residential property:

Generator – **Please indicate:** New Replacement Direct Replacement

LP Tank – **Please indicate:** New Replacement Direct Replacement

A/C Condenser – **Please indicate:** New Replacement Direct Replacement

At-Grade Patio Roof-top Solar / Ground-mtd. Solar / Other _____

New accessory building on commercial property: Storage building / Gazebo / Pergola / Other

Building addition: Residential or Commercial

Building alteration: Residential or Commercial

Fence: Height _____

*Please draw the location of the fence on a copy of the property survey and indicate height and type of fence.

Porch or Deck

Pool: in-ground or above-ground

Sign: Sign calculation: _____ ' Height x _____ ' Width = _____ sq. ft.

Description of sign: _____

Demolition

Tree Removal: If a permit is required, please attach page 1 of **Tree Removal Permit Attachment** and fee. You may skip to Section D, below on this form.

Temporary Activity: Please attach (1) a plan/sketch of the property showing the location of each amenity and (2) a completed **Temp. Activities Permit Attachment**. You may skip to Section D, below on this form.

FEMA Floodplain Development Permit or Flood Elevation Certificate (§12-2)

Other _____

Section C:

	<u>Proposed</u>	<u>Existing</u>
Building Height (ft.)	_____	_____
Building Height (stories)	_____	_____
Lot Coverage (sq. ft.)	_____	_____
Lot Coverage (% of lot area)	_____	_____

*******Please attach a completed Lot Coverage Calculation Worksheet**

Lot Area (sq. ft. or acres)	_____	_____
Lot Width (ft.)	_____	_____
Lot Depth (ft.)	_____	_____

Setback of structure applied for to property lines:

Front (ft.)	_____	_____
Check if lot is a Corner Lot:	<input type="checkbox"/> Yes	
Left Side (ft.)	_____	_____
Rear (ft.)	_____	_____
Right Side (ft.)	_____	_____

Present Use of Structure and Property: _____

Proposed Use of Structure and Property: _____

Additional Description of Proposed Use (optional): _____

Year Dwelling or Principal Structure Constructed _____

Section D:

Lot is served by (check all that apply): Septic Sewer Well Municipal Water

Is any tree removal required to complete the work? Yes or No

→If yes, please complete and attach page 1 of the Tree Removal Permit Attachment and required fee if the amount of tree removal is not exempt.

Is the work located in a FEMA Flood Zone? Yes or No

→If yes, please complete and submit a FEMA Floodplain Development Permit Application and pay the required additional fee.

Is the work located within 150 ft. of the centerline of a stream or river? Yes or No

→If yes, a Stream Corridor Permit may also be required from the Township’s Environmental Commission. Please pay the required additional fees to process that application.

Is the work located within 1,000 ft. of the Delaware & Raritan Canal? Yes or No

→Please be aware that D&R Canal Commission approval may be required for your project. Please contact DRCC for guidance. <http://www.dandrcanal.com/drcc/regulatory.html>

Are there any easements in the work area (conservation/drainage/utility)? Yes or No

Does lot contain a designated historic structure, or is it located in a designated historic district? Yes or No



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LOT COVERAGE CALCULATIONS ATTACHMENT

This Attachment will help determine Total Lot Coverage (sq. ft. and %) to be entered into a Zoning Permit Application.

Date: _____

Work Site Location / Street Address: _____

Total Lot Area (sq. ft.): _____ (convert from acres if necessary by multiplying by 43,560)

“*Lot Coverage*” (as defined in §17-181 of the Ordinance) includes any structure or material which prevents absorption of stormwater into the ground. (Buildings, structures, pools (include water surface and decks), asphalt and concrete patios and driveways, stone driveways, paver patios and walks are included. Uncovered, open-joint decks (with natural ground below) and ground-mounted solar arrays are not included.)

Use your to-scale property survey to measure and calculate the areas of the following features:

House and attached garage footprint	_____ sq. ft.
Detached garage	_____ sq. ft.
Sheds and outbuildings	_____ sq. ft.
All driveway areas	_____ sq. ft.
Patios and walkways	_____ sq. ft.
Pool	_____ sq. ft.
Other	_____ sq. ft.
Total Lot Coverage	_____ sq. ft.

Please complete the following calculation:

Total Lot Coverage (sq. ft.) _____ divided by

Total Lot Area (sq. feet) _____ = _____ **% Lot Coverage**

Township Use Only Below:

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