

Borough of Stanhope

77 Main Street, Stanhope, NJ 07874

Tel: 973-347-0159 (x-11) Fax: 973-347-6058

ZONING APPLICATION

1. APPLICANT'S NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

2. OWNER'S NAME (if different): _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

3. PROPERTY LOCATION: BLOCK _____ LOT(S): _____ ZONE: _____

ADDRESS: _____

4. Describe proposed improvements _____

If change of use please describe _____

5. **DOCUMENTATION – THESE ITEMS MUST ACCOMPANY YOUR APPLICATION:**

A. Survey/Site Plan - Using a photocopy of your survey, draw in your proposed improvements, showing dimensions and distances from property lines. Environmental/topographic features including steep slopes and wet lands must also be located on the site plan.

B. Sketch - On a separate page, make a sketch of the improvements from the front and side, showing dimensions.

C. Payment – See attached fee schedule. (Checks are made payable to: Stanhope Borough)

6. If this property has, to your knowledge ever been the subject of an application before the Land Use Board, (formally known as the Planning Board and Zoning Board), please state below.

Approved _____ Denied _____ Date _____ Description _____

7. If this property has a right of way, easement, or buffer it must be shown on the survey/site plan along with the distances to the proposed improvement.

Review by Public Works Superintendent: Approved _____ Rejected _____ Date _____

8. I hereby certify, to the best of my knowledge, that the information supplied hereon by me is true and correct.

Signed: _____ Date: _____

**** FOR OFFICIAL USE ONLY ****

APPROVED: _____ PERMIT#: _____ ORDINANCE NO: _____

REJECTED: _____ VARIANCE REQUIRED: _____

ZONING PERMITS

All applications for development must be submitted to the Zoning Officer for review before building permits can be issued. The applicant must submit a copy of the property survey along with a completed and signed zoning application before the review process can begin. If the project involves an addition to the residence or an accessory structure, the survey should show the size of the project, distances to the property lines, the distance to the residence, and all impervious coverage on the property. If the application involves a home occupation or interior renovation, a floor plan showing the change must accompany the application.

PLANNING A HOME PROJECT? It is wise to contact the office regarding permits before you start. Some retailers give incorrect information telling customers permits are not needed, when they are, putting you at risk for a violation.

There is a fee required prior to the issuance of a zoning permit. If work is done without a permit there may also be additional penalties, which may include issuance of a summons for work done without a permit. Occasionally, a permit cannot be approved by this office because it requires review and approval from the Land Use Board. In those instances, following submission and review of the zoning application, a letter will be sent informing you that you need an additional approval and how to proceed.

FEE SCHEDULE – RESIDENTIAL (Make check payable to: Stanhope Borough)

- Construction costs up to \$20,000 the fee is \$30.00 (for work done without a permit the fee is \$50.00)
- Construction costs between \$21,000 and \$50,000 the fee is \$40.00 (for work done without a permit the fee is \$65.00)
- Construction costs over \$50,000 the fee is \$50.00 (for work done without a permit the fee is \$80.00)
- Construction costs for a new home the fee is \$75.00 (for work done without a permit the fee is \$105.00)
- Home Occupation the permit fee is \$40.00 (without a permit the fee is \$60.00)

FEE SCHEDULE – COMMERCIAL (Make check payable to: Stanhope Borough)

- Construction costs up to \$10,000 the fee is \$40.00 (for work done without a permit the fee is \$60.00)
- Construction costs between \$20,000 and \$100,000 the fee is \$75.00 (for work done without a permit the fee is \$100.00)
- Construction costs over \$100,000 the fee is \$100.00 (for work done without a permit the fee is \$150.00)