



The Borough of Hightstown

Construction and Zoning Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 617

Website: www.hightstownborough.com

ZONING PERMIT APPLICATION

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PROPERTY/BUSINESS ADDRESS IF DIFFERENT FROM ABOVE: _____

EMAIL ADDRESS: (Notification will be emailed.) _____

PHONE# (DAY): _____ **CELL#:** _____

PROPERTY BLOCK: _____ **LOT:** _____ **ZONE:** _____

Subsection 28-18-2 Zoning Permit Required; Fee.

- a. No building or structure in any district shall be erected, enlarged or altered, nor may land be used or improved, unless and until a Zoning Permit has been duly issued by the Zoning Officer. No Zoning Permit shall be issued by the Zoning Officer except in conformity with the provisions of this chapter unless he receives a written order from the Board of Adjustment or Planning Board.
- b. The fee for issuance of a Zoning Permit shall be **fifty (\$50.00) dollars**. (1991 Code § 233-42; Ord. No. 2000-29; Ord. No. 2004-31 § 9; Ord. No. 2022-02).

No Application will be reviewed until payment is made.

I, the owner of the property upon which the above work is to take place, grant the Zoning Officer of the Borough of Hightstown permission to enter the above property for the purpose of any and all inspections required pursuant to this Zoning Permit Application.

APPLICANT'S SIGNATURE

DATE

WORK MAY NOT BEGIN UNTIL THE APPROPRIATE BUILDING PERMIT IS OBTAINED.

_____ Based upon the documents attached to this Application, a Zoning Permit is APPROVED.

_____ Based upon the documents attached to this Application, a Zoning Permit is DENIED for the following reason(s): _____

DATE

GEORGE CHIN, Zoning Officer

FOR OFFICE USE ONLY

Date Received: _____ Fee: _____ Check No. / Cash _____

STEP 1 - DESCRIPTION OF WORK _____

NUMBER OF EMPLOYEES (BUSINESS): _____

STEP 2 - PLEASE ATTACH A COPY OF A SURVEY OF THE EXISTING CONDITIONS ON THE PROPERTY SHOWING THE LOCATION OF THE WORK AND ALL EXISTING BUILDINGS, SIDEWALKS AND OTHER STRUCTURES ON THE PROPERTY.

STEP 3 - PLEASE COMPLETE THE FOLLOWING IF A STRUCTURE IS BEING CONSTRUCTED OR PLACED ON THE PROPERTY OR AN ADDITION IS BEING BUILT.

Lot Area of property (in square feet) _____
Lot Width of property (in feet) _____
Lot Depth of property (in feet) _____
Square footage of existing buildings _____
Square footage of proposed buildings _____
Square footage of existing parking area _____
Square footage of proposed parking area _____

PRINCIPAL STRUCTURE

EXISTING

PROPOSED

Front yard setback _____
Side yard setback _____
Rear yard setback _____
Height of existing structure _____
Height of proposed structure _____

ACCESSORY STRUCTURE

Front yard setback _____
Side yard setback _____
Rear yard setback _____
Height of existing structure _____
Height of proposed structure _____
Building Coverage (% of lot area) _____
Impervious Coverage (% of lot area) _____

STEP 4 – REQUIRED ONLY FOR CHANGE OF USE

Present Use of Property _____
Proposed Use of Property _____