

# Township of Hope

Office of the Zoning Official

P.O. Box 284

Hope, New Jersey 07844

(908) 459-5011 ext. 3 / FAX (908) 459-5336

## *Instructions for Zoning Permit Application*

Please be prepared to submit a scaled map/survey of property with this application. You will then be requested to indicate the location/dimensions of any proposed new structures. **(Note: If you shrink the copy of the original survey, you must identify the appropriate scale.)**

Please be prepared to pay the required zoning permit fee upon submittal of the application.\* The nonrefundable fee for zoning permits is according to the following schedule:

<b>New Resident Construction (Single Family Dwellings)</b>	<b>\$100.00</b>
<b>Residential Renovations/Additions and Accessory Structures/Buildings</b>	<b>\$ 50.00</b>
<b>Commercial – New Business, Change of Use</b>	<b>\$ 50.00</b>
<b>Commercial Renovations/Additions and Accessory Structures/Buildings</b>	<b>\$100.00</b>

All sections must be filled in or marked not applicable with an “N/A”.

When obtaining a zoning permit for construction of a new house, addition, garage, shed or similar that requires a building permit, building/floor plans **must be** submitted with this application.

Please provide either the exact street address and/or the block and lot designation. The Zoning Department can provide the ZONE classification.

Please provide the applicant’s name, address and phone number (daytime contact number). It is also recommended that contractors provide a phone number and a contact person on the application form.

Describe in detail the proposed use and/or square footage of any proposed structures, their location and intended use. For example: “16 x 10 ft. first floor, open deck” OR “200 sq. ft. in-ground pool with 3 ft. patio surround”.

Applications for new business or change of use will require an additional application from this office.

Submit a copy of site plan/property survey that shows the approximate location for all existing and proposed structures, septic and well, dimensions and heights. Setbacks from other buildings, lot lines and public right-of-ways must also be shown “to scale” on this plan.

**\*Please note that Hope residents which are active members of Volunteer Fire Departments or Emergency Squads and Hope residents that are active-duty military or were honorably discharged from a prior term of service are exempt from the above-referenced Zoning permit fees**