

ZO Application Counter #:
 UCC Control #:
 Engineering permit #:
 Zoning Board App #:

Zoning Permit #: _____

ZONING PERMIT APPLICATION

WORK SITE ADDRESS: _____ Summit, NJ

Please check all that apply.

WORK TYPE: (please check all that apply)

<input type="checkbox"/> AC / Generator	<input type="checkbox"/> Solar Panel	<input type="checkbox"/> Shed (200 square feet or less, 10 ft tall or less, see below)*
<input type="checkbox"/> Fence (6ft or less) with Specifications		<input type="checkbox"/> Play Structure
<input type="checkbox"/> Patio	<input type="checkbox"/> Pool	*Sheds (NJAC 5:23-2.14.8) - A construction permit for building work shall not be required for garden-type utility sheds and similar structures that are 200 sq ft or less in area, 10 ft or less in height, and accessory to buildings of Group R-2, R-3, R-4 or R-5 and which do not contain a water, gas, oil or sewer connection. A construction permit for electrical work shall be required, when applicable.
<input type="checkbox"/> Driveway	<input type="checkbox"/> Walkway	
<input type="checkbox"/> Accessory Structure (garage, pool house, etc.)		
<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hot Tub	
<input type="checkbox"/> New Build	<input type="checkbox"/> Addition	
<input type="checkbox"/> Deck	<input type="checkbox"/> Signage	
<input type="checkbox"/> Other:		
*Highlighted items require 2 copies of sealed survey demonstrating existing and proposed conditions.		

OWNER INFO: (please write clearly and complete all fields)

First & Last Name	Address
City	State, Zip Code
Phone	Email

CONTRACTOR/PROFESSIONAL INFO: (please write clearly and complete all fields)

Company Name	Contact First & Last Name
Address	City, State, Zip Code
Phone	Email
Cell	

APPLICATION COMPLETENESS CHECKLIST:

- 2 Surveys – **TO SCALE** marked with proposed improvement(s) Plans and/or a statement describing all aspects of project (i.e. pool, patio, & 2-story addition)
- Patios & driveways must be drawn to scale
- If shed, construction permit not required if shed is 200 sq ft or less, 10 ft tall or less, and no utilities
- If fence, construction permit not required unless it is taller than 6 feet

STATEMENT OF UNDERSTANDING:

By signing below, I understand / agree to:

- Complete the “Application Completeness Checklist” above
- Approved applications not picked-up within one week of notification will be mailed to the homeowner
- Call (800) 272-1000 for utility mark outs **BEFORE** excavating
- Perform work in accordance with approved plans, the Revised General Ordinances and the Development Regulations Ordinance of Summit City, and the specifications contained therein (failure to comply may result in a summons and/or fine)
- All fences, driveways patios, sheds, and play structures **MUST** be inspected by zoning staff upon completion. To schedule those inspections, complete all work per the approved plan and call (908) 273-6407 or email kkolbek@cityofsummit.org
- All UCC/construction inspections can be scheduled online (www.cityofsummit.org/online) or by calling (908) 273-6408.
- All Zoning Board fees must be paid in full before closure of the permit
- A Zoning Permit review fee is due in the amount of \$50 for fences and \$100 for all other zoning review types

APPLICATION PICK-UP PREFERENCE:

- Please mail my approval/denial to: _____
- I will pick-up my approval/denial.* Please call me when it's ready at: _____
*Applications not picked-up after one week will be mailed to the homeowner.

Applicant Print Name: _____ Signature: _____ Date: _____

ZONING FEE: Emp: _____ \$50-Fence _Cash _Check#: _____ \$100-Non-fence _Cash _Check Check#: _____

For Zoning Office use only:

- Approved by: _____
- Denied by: _____

Date: _____

Date: _____

Variance required:

Comments: **SEE SDL**

Zoning Board fees owed? Yes No If yes, Amount: _____ Paid on: ____/____/____ Cash Check # _____

Inspection #1: ____/____/____ Pass Fail

Inspection #2: ____/____/____ Pass Fail

Inspector _____

Inspector _____