



TOWNSHIP OF HOPEWELL

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

INSTRUCTIONS FOR ZONING PERMIT APPLICATION

1. All permit applications shall be accompanied by a scaled copy of the property survey showing the location of the proposed building or structure, its dimensions, and setbacks from property lines.
2. Plot plans prepared by a licensed professional (surveyor, engineer, architect, etc.) must include lot coverage calculations.
3. Applications for in-ground pools must provide existing and proposed grading contours at 2-foot intervals.
4. A request for an administrative waiver of a site plan must include the information prescribed by the provisions of § 17-29.1.
5. All fees must be paid upon application submission. The fees are as follows:

Residential	Fee	
New dwelling:	\$75	
Addition or alteration of existing dwelling:	\$50	
Accessory building or structure: (fence, shed, pool, generator, solar panels, etc.)	\$30	
Commercial & Multi-family:		
Administrative waiver of site plan (Note: modifications for individual buildings within the same lot shall be subject to a separate application fee):	\$500	
New building, principal structure/use	\$125	
Building addition alteration	\$125	
Change of existing use/tenant:	\$100	
Accessory structure/use:	\$60	
Temporary activity/structure:	\$50	
Zoning Certificate	Fee	
Zoning Verification Letter:	\$50	
Certification of preexisting non-conforming use or structure:	\$100	
Subdivision exemption certificate:	\$100	
Stream corridor disturbance:	\$150	
Engineering Permit Review	Fee	Escrow
Residential plot plan and/or as-built survey with site inspection: (new home; in-ground pools; construction of building additions; accessory structures; patios; and similar structures over 200 sq. ft requiring grading changes greater than 2 ft. in elevation)		\$500
Minor stormwater review: (when site plan review is not required)	\$250	
Major stormwater review:	\$100	\$750 + \$2 for every sq. ft. of disturbance in excess of 1 acre
Tree removal permit:	\$75 per lot	

NOTE: The approval of the Zoning Permit does not relieve the applicant of the responsibility for obtaining any other required local, state, and/or federal approvals, including but not limited to Hopewell Township Construction, Fire, Public Works, and Health Department permits, NJDEP Wetlands or Flood Hazard Area permits, Mercer County and D&R Canal Commission approvals.



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ZONING PERMIT APPLICATION

Section A:

Block: _____ **Lot(s):** _____ **Qual:** _____ **Zone:** _____

Work Site Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ **Email:** _____

Name of Owner (if different from the Applicant): _____

Owner Address: _____

Owner Phone: _____ **Email:** _____

I certify, under penalty of law that I am either the property owner or authorized by the owner to submit this application, and all statements contained in this application are true and correct. I am aware that if/any of the foregoing statements made by me are willfully false, I am subject to punishment, and the permit may be revoked.

Applicant's Signature: _____

Date: _____

Section B:

Proposed Work:

D New Principal Building: ☐ Residential or ☐ Commercial

D Principal Building Addition/Alteration (0 Porch/Deck): ☐ Residential or ☐ Commercial

D Accessory Building or Structure: ☐ Residential or ☐ Commercial

D Detached Garage ☐ **Shed** ☐ **Gazebo** **D Pergola** **D Barn**

Height: ____ Length: ____ Width: ____ Square Footage: _____

D Pool: ☐ In-ground or ☐ Above-ground **D Patio**

Length: ____ Width: ____ Square Footage: _____

D Generator/ D Above-ground Tank/ D A/C Condenser

Please indicate: **D New Location** **D Direct Replacement**

☐ **Solar Panels:** **D Rooftop** **D Ground-mounted**

D Fence - Please indicate: **Height** _____

DSign: **D Freestanding** or **D Wall-mounted**

Height: ____ Length: ____ Width: ____ Square Footage: _____

D Change of Use/Commercial Tenant: Please complete Section C below

D Other (Specify) _____



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Section C:

	<u>Existing</u>	<u>Proposed</u>
Use of Structure & Property:	_____	_____
Tenant's Name:	_____	_____
Tenant's Space:	_____ sq. ft.	_____ sq. ft.
Tenant's Suite Number (for multi-tenant buildings):	_____	_____
Additional Description of Proposed Use:	_____	

Section D:

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

Is this application filed as a request for an administrative waiver of site plan review pursuant to §17-29.1? ☐ Yes or ☐ No

-If yes, please see §17-29.1 for submission requirements.

Has this project received site plan approval? ☐ Yes or ☐ No

-If yes, specify the date of approval and file number:

Site Plan Approved on _____, Case# _____

Is the property located within a Homeowners Association? ☐ Yes or ☐ No

-If yes, a copy of the approval from the HOA should accompany the Zoning Permit Application.

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

- If yes, a Tree Removal Permit and a separate application fee may be required.

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

- If yes, a Floodplain Development Permit and a separate application fee may be required.

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

- If yes, a Stream Corridor Permit and a separate application fee may be required.

- Stream Corridor Reviewed by the Environmental Commission:

<https://www.hopewelltp.org/303/Environmental-Commission>

Does the lot contain a designated historic structure or located in a historic district? ☐ Yes or ☐ No

- If yes, a Certificate of Appropriateness from the Historic Preservation Commission may be required.

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.dandcanal.com/dccc-regulatory.html>