



# TOWNSHIP OF HOPEWELL

201 Washington Crossing Pennington Road

Titusville, New Jersey 08560-1410

Phone 609.737.0605 Ext 6640

## INSTRUCTIONS FOR ZONING PERMIT APPLICATION

1. A Zoning Permit Application must be completed and submitted to the Zoning Office.
2. A property survey showing the location of all existing structures must be included with every application. The survey does not have to be signed and sealed, however must be to-scale and legible. Well and septic locations should be shown and may be hand-drawn.
3. If the property is located within a Home Owners Association an HOA approval must be submitted along with the Zoning Permit Application.
4. Zoning Information and the Tax Map set can be found on the Zoning page of the Township website at <http://www.hopewelltpw.org/281/Zoning>.
5. For applications involving the addition/expansion of impervious cover; the attached **Lot Coverage Calculation Worksheet** must be completed and included with the Zoning Permit application.
6. Applications for pools and new structures greater than 200 square feet shall include existing and proposed grading contours at a minimum of 2' intervals.
7. Payment of all fees is required upon submission of the application. Fees are as follows:

Category	Fee
Fence	\$25
Residential:	
New house, addition or alteration	\$50
Accessory building or structure (shed, pool, generator, A/C condenser, solar panels, LP Tank, etc.)	\$25
Conversion of residential structure to commercial use:	\$50
Commercial:	
New building, addition, alteration, change of use	\$100
Accessory building or structure	\$60
Temporary Activity Permit:	\$30
Stream Corridor Permit:	\$150 application fee in addition to zoning permit fee \$150 for every 100 SF of disturbance escrow fee (separate check)
Tree Removal Permit:	\$25 per lot application fee \$50 per lot inspection fee

8. **NOTE:** Creation of new bedrooms as defined in Township Code §16-12 requires approval by the Township Health Department.
9. **NOTE:** Any expansion or conversion of residential to commercial use first requires site plan approval.
10. **NOTE:** The approval of this permit does not relieve the applicant of the responsibility for obtaining any other required local, state and federal approvals including, but not limited to: construction, health, NJDEP Wetlands or Flood Hazard Area, D&R Canal Commission, Mercer County, etc.

**CALL FOR UTILITY LOCATIONS  
BEFORE YOU DIG 1-800-272-1000**



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## ZONING PERMIT APPLICATION

### Section A:

Date: \_\_\_\_\_

Work Site Location / Street Address: \_\_\_\_\_

Property Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Qual: \_\_\_\_\_ (obtain from property survey)

Zoning District: \_\_\_\_\_ (obtain from Zoning Map on Township website)

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone and Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Name of Applicant if different than Owner: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone and Email: \_\_\_\_\_

### Section B: Proposed Work

New building:  Dwelling unit  Commercial building

New accessory building on residential property:

Shed  Pool house  Detached Garage  Gazebo  Pergola  Other \_\_\_\_\_

Dimensions: \_\_\_\_\_' Height \_\_\_\_\_' Length \_\_\_\_\_' Width \_\_\_\_\_ sq. ft.

Accessory structure on residential property:

Generator – Please indicate:  New  Replacement  Direct Replacement

LP Tank – Please indicate:  New  Replacement  Direct Replacement

A/C Condenser – Please indicate:  New  Replacement  Direct Replacement

At-Grade Patio

Roof-top Solar  Ground Mounted Solar

New accessory building on commercial property:  Storage building /  Gazebo /  Pergola /  Other

Building Addition:  Residential or  Commercial

Building Alteration:  Residential or  Commercial

Fence: Height \_\_\_\_\_

\*Please draw the location of the fence on a copy of the property survey and indicate height and type of fence.

Porch or Deck

Pool:  in-ground or  above-ground

Sign: Sign calculation: \_\_\_\_\_' Height x \_\_\_\_\_' Width = \_\_\_\_\_ sq. ft.

Description of sign: \_\_\_\_\_

Demolition

Tree Removal: If a permit is required, please attach page 1 of **Tree Removal Permit Attachment** and fee. You may skip to Section D, below on this form.

Temporary Activity: Please attach (1) a plan/sketch of the property showing the location of each amenity and (2) a completed **Temp. Activities Permit Attachment**. You may skip to Section D, below on this form.

FEMA Floodplain Development Permit or Flood Elevation Certificate (§12-2)

Other \_\_\_\_\_

**Section C:**

**Existing**

**Proposed**

**Building Height (ft.)** \_\_\_\_\_

**Building Height (stories)** \_\_\_\_\_

**Lot Coverage (sq. ft.)** \_\_\_\_\_

**Lot Coverage (% of lot area)** \_\_\_\_\_

**\*\*\*\*\*Please attach a completed Lot Coverage Calculation Worksheet\*\*\*\*\***

**Lot Area (sq. ft. or acres)** \_\_\_\_\_

**Lot Width (ft.)** \_\_\_\_\_

**Lot Depth (ft.)** \_\_\_\_\_

**Setback of structure applied for to property lines:**

**Front (ft.)** \_\_\_\_\_

Check if lot is a Corner Lot:  Yes

**Left Side (ft.)** \_\_\_\_\_

**Rear (ft.)** \_\_\_\_\_

**Right Side (ft.)** \_\_\_\_\_

**Present Use of Structure & Property:** \_\_\_\_\_

**Proposed Use of Structure & Property:** \_\_\_\_\_

**Additional Description of Proposed Use (optional):** \_\_\_\_\_

**Year Dwelling or Principal Structure Constructed:** \_\_\_\_\_

**Section D:**

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

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

→If yes, please complete and attach page 1 of the Tree Removal Permit Attachment and required fee if the amount of tree removal is not exempt.

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

→If yes, please complete and submit a FEMA Floodplain Development Permit Application and pay the required additional fee.

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

→If yes, a Stream Corridor Permit may also be required from the Township's Environmental Commission. Please pay the required additional fees to process that application.

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.dandrcanal.com/drcc/regulatory.html>

Are there any easements in the work area (conservation/drainage/utility)? Yes or No

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



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## LOT COVERAGE CALCULATIONS ATTACHMENT

**This Attachment will help determine Total Lot Coverage (sq. ft. and %) to be entered into a Zoning Permit Application.**

Date: \_\_\_\_\_

Work Site Location / Street Address: \_\_\_\_\_

Total Lot Area (sq. ft.): \_\_\_\_\_ (convert from acres if necessary by multiplying by 43,560)

*“Lot Coverage” (as defined in §17-181 of the Ordinance) shall mean that portion of lot area which by reason of structures, off-street traffic facilities or other improvements is highly resistant to infiltration by water and includes patios and gravel driveways.*

**Use your to-scale property survey to measure and calculate the areas of the following features:**

House and attached garage footprint	_____ sq. ft.
Detached garage	_____ sq. ft.
Sheds and outbuildings	_____ sq. ft.
All driveway and parking areas	_____ sq. ft.
Patios and walkways	_____ sq. ft.
Pool	_____ sq. ft.
Other	_____ sq. ft.
Total Lot Coverage	_____ sq. ft.

**Please complete the following calculation:**

Total Lot Coverage (sq. ft.) \_\_\_\_\_ divided by

Total Lot Area (sq. feet) \_\_\_\_\_ = \_\_\_\_\_ % Lot Coverage

*Township Use Only Below:*

<b>Req'd</b>	<b>Category</b>	<b>Fee</b>
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