

Zoning Permit Application Information Sheet



PLEASE REVIEW THE ZONING PERMIT INFORMATION SHEET, AND ALL APPLICABLE LAND DEVELOPMENT ORDINANCE REQUIREMENTS, PRIOR TO COMPLETING THIS APPLICATION

The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at www.neptunetownship.org/departments/land-use.

With each Zoning Permit Application, you are required to submit the following:

For all projects within the Historic Zoning Districts:

- Four (4) copies of a current survey/site plan
- Four (4) sets of construction plans.

For all projects outside of the Historic Zoning Districts:

- Three (3) copies of a current survey/site plan
- Three (3) sets of construction plans.

Surveys must depict existing conditions, including the exact location of physical features such as metes and bounds, drainage, waterways, specific utility locations, and easements—all drawn to scale. All surveys must be prepared by a land surveyor. The survey information may be transposed to a site plan if the date of the survey, the preparer, and the project owner are noted on the site plan.

Vegetation, general flood plain determinations, or the general location of existing utilities, buildings, or structures may be shown by an architect, planner, engineer, land surveyor, certified landscape architect, or another person acceptable to the reviewing governmental body.

On all plans, you are responsible for showing:

- The actual shape and dimensions of the lot to be built upon
- The exact location, size, and height of all existing and proposed structures and substructures (drawn to scale)
- The number of dwelling units the structure is designed to accommodate
- The number and location of off-street parking spaces and off-street loading areas
- Any other information regarding the lot and neighboring lots necessary to determine and enforce the Neptune Township Land Development Ordinance.

NUMBER 1

Indicate the Block, Lot, and Zoning District of the property in question.

To assist you in identifying the correct Zoning District, please reference the Neptune Township Zoning Map located at the following link:

https://neptunetownship.org/sites/default/files/ZONINGMAP2021_color.pdf

NUMBER 2

Indicate the street address of the property in question.

NUMBER 3

Indicates the Property Owner Information as identified on the Tax Assessors Record and the Applicant Information. PLEASE PRINT CLEARLY.

NUMBER 4

Specify the zoning use of the property in accordance with the permitted use list outlined in the Neptune Township Land Development Ordinance, the most recent zoning determination, or a Resolution issued by the Board of Jurisdiction (Planning Board or Zoning Board of Adjustment). If a resolution has been granted by the Board of Jurisdiction, please fill in the approved zoning use as indicated by the respective Board.

NUMBER 5

Refer to the steps outlined in Number 4. Specify the intended zoning use, as outlined in the permitted use list detailed in the Neptune Township Land Development Ordinance, the most recent zoning determination issued, or a Resolution issued by the Board of Jurisdiction. If the proposed use is not listed within the relevant Zoning District, clearly state the intended use for the property.

NUMBER 6

Provide a detailed description of the activity or activities you propose for the property. If construction is part of the proposal, provide comprehensive details regarding the dimensions of all proposed structures (as defined in the Neptune Township Land Development Ordinance) and their setbacks from adjacent property lines. If the proposal involves a specific use, describe the operations of the intended use and include the proposed business name, contact person, and contact person's information.

NUMBER 7

As you are aware, the Boards of Jurisdiction (Zoning Board of Adjustment and the Planning Board) are independent

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administrative municipal agencies with the authority to adjudicate requests for deviations from the established Neptune Township Land Development Ordinance. Any variances granted by a Board of Jurisdiction (Zoning Board of Adjustment or Planning Board) persist for the life of the property. The Board resolutions may include conditions and/or restrictions related to the property's use and/or structures.

Please specify if the property in question has been the subject of any prior applications to a Board of Jurisdiction (Planning Board or Zoning Board of Adjustment). If yes, provide details of the respective board and the resolution number. It is mandatory to submit a copy of the Board resolution (along with Board-approved signed plans) with each Zoning Permit Application submission.

Ensure that you include copies of this supporting documentation (if applicable) with each zoning permit application submission. Your cooperation in this matter is crucial for the efficient processing of your application.

NUMBER 8

For all exterior work related to additions and accessory structures (excluding fences), the following requirements apply to demonstrate compliance with Zoning District Bulk Regulations:

- 1. Building and Lot Coverage Percentage Calculation:** Provide a calculation for building and lot coverage percentage, ensuring adherence to Zoning District Bulk Regulations.
- 2. Impervious Coverage (Total Lot Coverage):** Any structure, surface, or improvement that reduces or prevents infiltration into the surface is considered impervious. The following further clarify impervious and pervious surfaces:

- Driveways or similar areas constructed of open cell pavers or stone are considered impervious.
- Patios constructed at grade are impervious.
- Decks that are twelve (12) inches or more above average grade, over vegetation and/or dirt, are considered pervious.
- Porous paving, gravel, crushed stone, crushed shells, and similar surfaces (not used in driveways or heavy-loading areas) are considered pervious.
- Open cell pavers filled with vegetation are considered fifty percent (50%) pervious.
- Grass, lawns, or similar vegetation are considered pervious.
- Water areas of pools shall not be counted as impervious.

The Neptune Township Bulk Regulations may be located at the following link:

<https://neptunetownship.org/sites/default/files/documents/LandUse/Bulk%20Requirements.pdf>

*** APPLICATIONS ARE CURRENTLY NOT ACCEPTED VIA FAX OR EMAIL.**

*** BOTH THE APPLICANT AND PROPERTY OWNER MUST SIGN ALL APPLICATIONS.**

Calculating Building and Lot Coverage Percentages

Definitions

Building coverage – The percentage of the lot area that is covered by building area, which includes the total horizontal area when viewed in plan.

Impervious cover (Total Lot Coverage) – Any structure, surface or improvement that reduces and or prevents infiltration into the surface shall be considered impervious; Driveways or other similar areas that experience loading that are constructed of open cell pavers or stone shall be considered impervious. Patios that are constructed at grade are impervious. Decks that are twelve (12) inches or more above average grade shall be considered pervious. Porous paving, gravel, crushed stone, crushed shells and similar surfaces not utilized in driveways or other areas that experience heavy loading shall be considered pervious.

Open cell pavers shall be considered fifty percent (50%) pervious if filled with vegetation. Grass, lawns or other similar vegetation shall be considered pervious. Water area of pools shall not be counted as impervious.

How To Guide:

Calculating **Building Coverage** is a way to determine the percentage of a lot that is covered by buildings.

Here's an explanation:

1. **Understand the Basics:**

- **Building Coverage** is the portion of your property that is occupied by buildings, such as your Principal Structure, Private Garage, Porch, or any other roofed structures on the property.
- **Building Coverage** is usually expressed as a percentage of the total lot area.

2. **Gather Information:**

- Find out the total area of your lot. This information might be available on your property deed, tax assessment documents, or you may calculate it by reviewing your property Survey/Site Plan. For irregular shapes, break them down into simpler shapes (like rectangles or squares) for easier calculations.
- Measure the footprint of all buildings (roofed structures) on your property. This can be done by acquiring a too scale copy of your survey and using a ruler or scale. For irregular shapes, break them down into simpler shapes (like rectangles or squares) for easier calculations.

3. **Calculate Building Coverage:**

- Divide the total area covered by buildings (roofed structures) by the total lot area.
- Multiply the result by 100 to get the percentage.

Building Coverage Formula:

Building Coverage Percentage = (Total Area Covered by Buildings / Total Lot Area) × 100

4. **Example:**

- If your buildings cover 1,500 square feet on a lot of 5,000 square feet:
Building Coverage Percentage = (1,500 / 5,000) × 100 ≈ 30%

5. **Check Local Regulations:**

- Check the Zoning District Bulk Regulations for your Zoning District to acquire the Maximum Percent Building Cover permitted, in accordance with the Neptune Township Land Development Ordinance requirements.

Impervious Coverage, often referred to as **Total Lot Coverage**, includes all surfaces that do not absorb water, such as buildings, driveways, walkways, and patios.

Here's a step-by-step guide:

1. **Understand Impervious Coverage:**

- **Impervious Coverage** includes all structures and surfaces that prevent water from soaking into the ground naturally.
- This includes buildings (roofed structures), driveways, sidewalks, and other paved or covered areas.

2. **Identify Impervious Surfaces:**

- List all the surfaces on your property that do not allow water to pass through, including your Principal Structure, Private Garage, driveway, and any other paved areas.

3. **Measure Areas:**

- Measure the footprint of each impervious surface on your property in square feet. This can be done by acquiring a too scale copy of your survey and using a ruler or scale. For irregular shapes, break them down into simpler shapes (like rectangles or squares) for easier calculations.

4. **Calculate Total Impervious Coverage:**

- Add up the areas of all impervious surfaces to get the total **Impervious Coverage**.

5. **Calculate Impervious Coverage Percentage:**

- Divide the total **Impervious Coverage** by the total lot area.
- Multiply the result by 100 to get the percentage.

Impervious Coverage (Total Lot Coverage) Formula:

Impervious Coverage Percentage = (Total Impervious Coverage / Total Lot Area) × 100

6. **Example:**

- If your impervious surfaces cover 2,000 square feet on a lot of 5,000 square feet:
Impervious Coverage Percentage = (2,000 / 5,000) × 100 ≈ 40%

7. **Check Local Regulations:**

- Check the Zoning District Bulk Regulations for your Zoning District to acquire the Maximum Percent Total Lot Cover permitted, in accordance with the Neptune Township Land Development Ordinance requirements.

The Zoning District Bulk Regulations may be located at the following link:

<https://neptunetownship.org/sites/default/files/documents/LandUse/Bulk%20Requirements.pdf>

Zoning Permit Application



Fee: \$35

<input type="checkbox"/> ACCESSORY STRUCTURE	<input type="checkbox"/> PORCH/DECK/BALCONY/ENTRY PLATFORM
<input type="checkbox"/> COMMERCIAL/RESIDENTIAL ADDITION	<input type="checkbox"/> RETAINING WALL
<input type="checkbox"/> CONTINUING THE USE/OCCUPANCY OF A PROPERTY, BUILDING OR STRUCTURE UNDER NEW BUSINESS/PROPERTY OWNERSHIP	<input type="checkbox"/> SIGN
<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> SOLAR PANEL
<input type="checkbox"/> FENCE	<input type="checkbox"/> STARTING/CHANGING A USE/OCCUPANCY OF A PROPERTY, BUILDING, OR STRUCTURE
<input type="checkbox"/> HISTORIC DISTRICT: AC UNIT/GENERATOR/EXHAUST FAN	<input type="checkbox"/> STORAGE SHED
<input type="checkbox"/> IMPERVIOUS COVERAGE	<input type="checkbox"/> SUBDIVISION
<input type="checkbox"/> INTERIOR REMODELING	<input type="checkbox"/> SWIMMING POOL/HOT TUB/TENNIS COURT
<input type="checkbox"/> NEW PRINCIPAL STRUCTURE	<input type="checkbox"/> ZONING DETERMINATION LETTER

OTHER: _____

*Indicate location, height, and type of fence or wall on survey / plot plan.

PLEASE REVIEW THE ZONING PERMIT INFORMATION SHEET, AND ALL APPLICABLE LAND DEVELOPMENT ORDINANCE REQUIREMENTS, PRIOR TO COMPLETING THIS APPLICATION

As per the Neptune Township Land Development Ordinance Section 1102, a Zoning Permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any building or structure; the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure; or the issuance of a Certificate of Appropriateness, where applicable.

The Neptune Township Zoning Map, Land Development Ordinance and its amendments can be located online at www.neptunetownship.org/departments/land-use.

PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.

PLEASE PRINT CLEARLY:

1. Block: _____ Lot: _____ Zoning District: _____
2. Property Address: _____
3. Current Property Owner Information:
(AS IDENTIFIED ON THE TAX ASSESSORS RECORD) Applicant Information:
 Name: _____ Name: _____
 Address: _____ Address: _____

 Phone: _____ Phone: _____
 Email Address: _____ Email Address: _____
4. Present zoning use of the property: _____
5. Proposed zoning use of the property: _____ Unchanged

