

# TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889

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MUNICIPAL BUILDING  
509 ROUTE 523  
WHITEHOUSE STATION, NJ 08889  
RICHARD J. SCHEOLA, QPA  
TOWNSHIP ADMINISTRATOR

## **ZONING PERMIT APPLICATION INSTRUCTIONS**

Section 201 of the Readington Township ordinance requires a zoning permit be issued to ensure that every building or premises and the proposed use thereof, are in conformity with the provisions of the ordinance or of a variance or site plan approval.

Please **fully complete** the enclosed Zoning Application Form and submit along with the following:

- Copy of survey/plot plan showing the size and location of all existing and proposed structures and other facilities on the premises. **If the proposed work is wholly interior, please provide a labeled floor plan of the newly finished/altered space in lieu of a property survey.**

**NOTE:** Critical areas such as stream encroachment, buffer zones, right of ways, easements, leaching fields, septic and well, etc. must be noted on this form.

- **One (1) set** of construction details. Depending on the proposed work type, this can include structure brochures, spec sheets and elevations.  
*\*Please reach out to the Township's Code Enforcement Office directly for the permit requirements applicable to your proposed work at 908.534.2164 or [www.readingtontwpnj.gov/departments/code-enforcement](http://www.readingtontwpnj.gov/departments/code-enforcement)*
- Copy of any required prior approvals (i.e. Twp. Board of Adjustment, Planning Board, Historic Preservation Commission, Community Home Owner's Association (HOA), etc.).
- Zoning Application Review Fee of \$35 (payable to the "Twp. of Readington")

**\*Please be aware that only fully complete applications will all required supplemental documentation will be accepted for review**

### **Additional Information:**

- Building permit applications must be obtained from Township's Code Enforcement Office directly at 908.534.2164 or [www.readingtontwpnj.gov/departments/code-enforcement](http://www.readingtontwpnj.gov/departments/code-enforcement)
- When a building permit application accompanies a zoning permit application, the file will be forwarded to the Building Department internally. You will then be notified when the building permit is ready.
- The Zoning Department has ten (10) business days to review applications. You will be notified as to approval or denial on same.

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## ZONING PERMIT APPLICATION

Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

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

Work Site Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Construction/Alteration: \_\_\_\_\_

Use of Proposed Construction/Alteration: \_\_\_\_\_

Dimensions of New Structure or Altered Space: \_\_\_\_\_

Proposed Setbacks: Left: \_\_\_\_\_ Right: \_\_\_\_\_  
Rear: \_\_\_\_\_ Front: \_\_\_\_\_

Lot Size (sq ft or acres): \_\_\_\_\_ Principal Dwelling Size (all floors): \_\_\_\_\_

Listing of existing accessory structures (include pool) on site with corresponding dimensions:

- 1). \_\_\_\_\_
- 2). \_\_\_\_\_
- 3). \_\_\_\_\_
- 4). \_\_\_\_\_

Property is served by: WELL  CITY WATER   
(check all that apply) SEPTIC  CITY SEWER

Is the property listed as a Historic Site? YES\*  NO

*\*If YES, please provide a copy of the Historic Preservation Approval Memo with this application.*

Was prior approval obtained from the Twp. of Readington Board of Adjustment or Planning Board?

YES\*  NO

*\*If YES, please provide the application number and copies of all resolutions issued with this application.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_