

TOWNSHIP OF MIDDLETOWN
APPLICATION FOR DEVELOPMENT PERMIT

DETAILED INSTRUCTIONS/INFORMATION IS ON THE REVERSE SIDE OF THE APPLICATION

Instructions: Submit completed application, two copies of the property survey, the required information listed on the reverse and the required application fee. Property surveys cannot be reduced or enlarged or be taken by facsimile transmission.

PROPERTY INFORMATION: BLOCK _____ LOT(S) _____ ZONE _____

PROPERTY ADDRESS: _____

1. The undersigned applies to the Township of Middletown for an application for a development permit to commence the following activity. (Describe in detail the proposed development, include height, location proposed use, etc.). If the application is for an addition, describe the purpose (ex:bedroom). If the application involves a change of use of the property, a separate narrative is suggested.

Current use of the property (ex. single family, if multiple uses, list all): _____

2. Is the property located on a corner lot or does more than one street abut the property? Yes _____ No _____
If yes, name of street(s) _____

3. Does the property contain any easements, right-of-way, or other restrictions? Yes _____ No _____ Explain _____

4. Is the property located in a historic zone? Yes _____ No _____ If Yes, approval from the Landmarks Commission must be submitted with this permit.

5. Is the property located in the 100 year floodplain? Yes _____ No _____ (If yes, a floodplain encroachment permit is required)

6. Does this application involve any grading or fill being added or removed? Yes _____ No _____ If yes, Quantity _____

7. Is the property located on an unimproved or private road? Yes _____ No _____

8. Has this proposed work received approval from the Planning Board or Board of Adjustment for a variance/site plan/subdivision? Yes _____ No _____ Date of Approval _____ If yes, attach a copy of the Board of Resolution of Approval.

9. Is the property situated within 50' of the following: ponds, streams, brooks, marshes, rivers, lakes, bogs, ditches, creeks, swamps, etc. or other low lying areas; or is the property located within 500' of the mean high water line or any area regulated by the Department of Environmental Protection? Yes _____ No _____ Explain _____

If you answered yes, you must contact the New Jersey Department of Environmental Protection, to obtain clearance, prior to submitting for this permit. If you are unsure, you should contact this agency to clarify applicability. The phone number for the NJDEP is 609-292-8262. Violations of the Wetlands could result in fines imposed by the State of New Jersey.

10. Is the property located in a development governed by a homeowner's association? If yes, submit approval with this permit.

PROPERTY OWNER

APPLICANT (If different than owner)

Name _____

Name _____

Mailing Address _____

Mailing Address _____

Phone Number _____ Fax Number _____

Applicant: **Please read the following:** I hereby certify that (circle one) 1) I am the owner of the subject property; or 2) I have permission from the property owner to submit this Application for Development. Furthermore, I certify, to the best of my knowledge all information contained on this application is correct; and, the survey provided is accurate and shows all structures located on the site. In addition, I grant permission to the Township of Middletown and their Agents to come onto the subject property, for the purpose of conducting inspections, relating to this application.

DATE _____ SIGNATURE _____

DISPOSITION BY ZONING OFFICER OR THE DIRECTOR OF PLANNING

_____ DEVELOPMENT PERMIT APPROVED - conditions: _____

_____ DEVELOPMENT PERMIT DENIED - _____

_____ Planning Board _____ Board of Adjustment _____ Grading
_____ Permit _____ NJDEP _____ Other

DATE _____ ZONING OFFICER _____

Please see reverse side for complete instructions

TOWNSHIP OF MIDDLETOWN

INFORMATION FOR APPLICATION FOR DEVELOPMENT PERMIT

Section 16-4.1 of the Planning & Development Regulations require that an application for development permit be submitted for the following: subdivision of land; the erection, construction, alteration, repair, remodeling, conversion, removal or destruction of any building or structures; the use or occupancy of any building, structure or land; an activity which entails construction of any improvements or the alteration of the natural condition of any land. The excavation, removal, or addition of soil or fill to or from any site exceeding 10 cubic yards.

The following information must be included on the Development Permit:

1. Statement of the use or intended use or uses of the building, structure of land must be included on line 1 of this form.
2. A survey and/or site plan drawn to scale showing all proposed and/or existing buildings, parking areas, and accessory structures. Surveys cannot be reduced, enlarged or copies of facsimile transmissions.
3. The proportion of existing and proposed lot coverage.
4. Permit must be completed in its entirety. Failure to complete the permit will result in an incomplete application.
5. Fence Applications - height of fence, location of fence and type of fence. Existing retaining walls must be indicated on survey, with height.
6. Pool Applications - exact location of pool, size & height of pool. Location of pool filter. Type of fence proposed.
7. Additions - exact location of addition, size and height of addition. Total amount of lot coverage including all existing structures, driveway and all accessory structures.
8. Shed Applications - exact location of the shed, size of the shed, and height of the shed.
9. Sign Applications - A rendering of the proposed sign, clearly indicating height, width and length of sign. *Facade sign* applications must include the rendering of the building devoted to such use, clearly indicating the height and width of the building. *Free-standing signs* must include the overall height of the sign, height, width and length of the sign and a copy of the property survey depicting the location of the sign.
10. **Any required approvals from the:**

NJ Department of Transportation Monmouth County Street Opening Permit Freehold Soil Landmarks Commission Coastal Area Facilities Review Act (CAFRA) Riparian Construction Permit - NJDEP Required Permits from the Army Corp of Engineer Township Engineer for a grading/fill permit	NJ Department of Environmental Protection Middletown Township Sewerage Authority Floodplain Encroachment Stream Encroachment Permit - NJDEP Fresh Water Wetlands Permit - NJDEP Waterfront Development Permit - NJDEP Middletown Township Health Dept. Homeowner's Association
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11. Fees are non-refundable. Checks should be made payable to the Township of Middletown.
12. Approvals expire 1 year from the date of the approval.

Should you have any questions please do not hesitate to contact the Zoning Office at 615-2278.

Note: The information provided on this permit is for information purposes only. Please refer to the Planning and Development Regulations for complete rules, regulations and definitions.

By submission of this permit, the applicant hereby attests that any and all required approvals as listed above have been secured and that any and all information is accurate.