

Fee - Non-Refundable

\$75.00 Residential

\$150.00 Commercial

**TOWNSHIP OF MIDDLETOWN**  
**APPLICATION FOR DEVELOPMENT PERMIT**

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

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, floor plans must be provided*) If the application involves a change of use of the property, a separate narrative is suggested. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Current use of the property (ex. single family, if multiple uses, list all): \_\_\_\_\_  
\_\_\_\_\_
3. Does the proposed activity involve removal of trees? Yes \_\_\_\_\_ No \_\_\_\_\_
  - *If yes, please complete the Tree Removal Application or Request for Exemption, to be submitted with this application.*
4. Does the property contain any easements, right-of-way, or other restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain \_\_\_\_\_
5. Is the property located in a Historic District or designated as a Historic Landmark? Yes \_\_\_\_\_ No \_\_\_\_\_
  - *If Yes, approval from the Landmarks Commission must be submitted with this permit. Please Contact Township Clerk's Office for more information 732-615-2105.*
6. Is the property located in the flood zone? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Search by address here: <https://middletowntownshipnj.withforerunner.com/properties>
  - *If yes, please complete the Floodplain Development Permit Application, to be submitted with this application.*
7. Does this application involve any grading or fill being added or removed? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, Quantity* \_\_\_\_\_
8. Is the property located on an unimproved or private road? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is the property serviced by Sanitary Sewer or a Septic system? Sewer \_\_\_\_\_ Septic \_\_\_\_\_
10. Has this proposed work received approval from the Planning Board or Board of Adjustment for a variance/site plan/subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, attach a copy of the Resolution of Approval*
11. 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 approval or an exemption, prior to submitting this permit. If you are unsure, please contact the NJDEP. Violations of Wetlands could result in fines imposed by the State of New Jersey. NJDEP contact info can be found online at <https://dep.nj.gov/wlm/lrp/>*

**PROPERTY OWNER**

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

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

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

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

**APPLICANT (if different from owner)**

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

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

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

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

**APPLICANT – PLEASE READ THE FOLLOWING:** I hereby certify that (*circle one*) I am the owner of the property, or 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 in this application is correct and the survey provided is accurate and shows all structures located on the site. I grant permission to the Township of Middletown and their Agents to come onto the subject property, for the purpose of conducting inspections, related to this application.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR OFFICE USE ONLY

**DISPOSITION BY ZONING OFFICER OR THE DIRECTOR OF PLANNING**

**DEVELOPMENT PERMIT APPROVED** - Conditions: \_\_\_\_\_

**DEVELOPMENT PERMIT DENIED:** \_\_\_\_\_

**Zoning Officer:** \_\_\_\_\_

**APPROVALS** PLANNING BOARD \_\_\_\_\_ ZONING BOARD OF ADJUSTMENT \_\_\_\_\_ ENGINEERING \_\_\_\_\_

**REQUIRED:** NJDEP \_\_\_\_\_ FIRE PREVENTION \_\_\_\_\_ HEALTH DEPT \_\_\_\_\_ FLOODPLAIN ADMIN \_\_\_\_\_

**IF ANY OF THE ABOVE AGENCIES ARE CHECKED OFF,**  
**BUILDING PERMITS SHALL NOT BE ISSUED UNTIL APPROVAL IS RECEIVED.**

THIS PERMIT IS ISSUED FOR ZONING PURPOSES ONLY. EXPIRING ONE (1) YEAR FROM DATE OF APPROVAL

**TOWNSHIP OF MIDDLETOWN**  
**INFORMATION FOR APPLICATION FOR DEVELOPMENT PERMIT**

**Section #540-401 of the Planning and Development Regulations require that an application for development permit be submitted for the following:**

- subdivision of land.
- site plans for the erection, construction, alteration, repair, remodeling, conversion, removal or destruction of any building or structures and retaining walls.
- the use or occupancy of any building, structure or land.
- any 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.

**An Application for Development Permit shall be in writing by the owner, or his authorized agent, and include the following:**

- A statement of the use, or intended use, or uses of the building, structure or land.
- Elevations, floor plans and/or other details drawn to scale of the building or structures to be erected, including signs to be placed thereon, their content, and manner of construction.
- A survey and/or site plan, drawn to scale, showing all proposed and/or existing buildings, structures, signs, parking areas, setbacks, and yard distances in exact location to street and lot lines.
- For "exempt development", any necessary approvals from any federal, state, county, local or other regulatory agency or utility.
- Any use of any portion of any parcel of land for any activity regulated by this chapter.
- The construction of any site improvement either above or below ground.
- **Fence Applications** – height of fence, location of fence shown on a property survey and type of fence. Existing retaining walls must be indicated on the survey, with height. For fences, retaining wall and hedge regulations please visit:  
[https://library.municode.com/nj/middletown\\_township/codes/code?nodeId=CH540PLDRE\\_ARTVIDESTIMSP\\_S\\_540-616FEWAHE](https://library.municode.com/nj/middletown_township/codes/code?nodeId=CH540PLDRE_ARTVIDESTIMSP_S_540-616FEWAHE)
- **Pool Applications** – exact location of pool, size & height of pool. Location of pool filter. Type of fence proposed.
- **Additions** – exact location of addition, size, and height of addition. Total amount of lot coverage including all existing structures, driveway, and all accessory structures.
- **Shed Applications** – exact location of the shed, size of the shed, and height of the shed.
- **Sign Applications** – A rendering of the proposed sign, clearly indicating height, width, and length of sign. Façade 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.
- **A Grading Plan application shall be submitted to the Township Engineer's Office for applications to construct a new single-family dwelling, a new two-family dwelling, a new accessory building or structure that exceeds 500 square feet, and/or an addition to a single-family, two-family dwelling or accessory building or structure that exceeds 500 square feet.** The plan shall include the existing and proposed building and lot coverage, as well as grading contours at one-foot intervals, except where there will be a disturbance of slopes exceeding 5%, a two-foot interval is permissible, and if they exceed 10%, a five-foot interval is permissible. Grading plans shall also include existing and proposed buildings and lot coverage calculations and data. Homeowners must sign the survey submitted, attesting the accuracy therein. Please contact the Engineering Department at 732-615-2100 extension 3.
- Fee as required by Section #540-313.A.5
- Checks should be made payable to the Township of Middletown. Fees are non-refundable.
- Approvals expire one (1) year from the date of approval.
- Any questions may be directed to the Zoning Office at 732-615-2279.

All applicants should refer to the Planning and Development Regulations for complete rules, regulations, and definitions. The regulations are available in the Building Department, or on our website at [middletownnj.org](http://middletownnj.org).