



**INSTRUCTIONS**  
**ZONING PERMIT APPLICATION**

Welcome to the City of Elizabeth Zoning Permit process! We are constantly working to improve the permit process and make it more "user-friendly." Our aim is to make your experience as simple, quick, efficient, and painless as possible. You can help us to help you by ensuring that your application is correct and complete. Please be sure to "print or type" all necessary information on the Application Form and to submit all required support materials. The support documentation needed for the various types of Zoning Permits is outlined below.

**Please note: These are general requirements only and may vary depending on the specific project or use. If you have any questions, please stop by the Zoning Office or call the Zoning Officer at (908) 820- 4728, before submitting your application. We're here to help you!**

**ALL APPLICATIONS - Description of Project or Use**

When completing the *Description of Project/Use* section, be very specific and detailed. For example: If a structure is proposed, explain its use and note its dimensions. (All applicants must indicate the absence or presence of a well and/or septic on the property). The more information you provide, the less likely there will be of questions that could hold up your application.

**New Structures & Exterior Projects**

**Residential** applications need to include one copy of a signed/sealed survey of the property, showing all existing structures. All structure(s) being proposed must be drawn in clearly and to the same scale as the survey.

**Non-Residential & Mixed Use** applications need to include one copy of a signed/sealed site plan, showing the location of all existing structures, setbacks, topography, utilities and all dimensions/measurements. All structure(s) being proposed must be shown clearly, drawn to the same scale as the site plan and include all dimensions and distances from the property lines.

**Additional Review**

Please be aware that your project/use may require review, approval, or permits from other departments such as Engineering, Fire Prevention, Health, Historical Commission, or the Police Department. If in doubt, check before you proceed. We will direct and assist you.

**Zoning Permit Fees**

Fees collected are in accordance with section (17.52.65) of the Land Use Ordinance.