

Welcome to the Zoning Application Website

The following pages comprise the Zoning Application Packet. It contains the Zoning Office forms and frequently needed information and requirements necessary to obtain a zoning permit. Not all forms will be required for all requests. Instructions, definitions and examples are included to assist you in completing the application.

If after reading the instructions you require information that was not included please feel free to contact the Zoning Office at 732-244-7400x250 or via e-mail at zoning@twp.berkeley.nj.us for further assistance.

TOWNSHIP HALL
Pinewald-Keswick Road
P.O. Box B
Bayville, NJ 0872

BERKELEY TOWNSHIP ZONING PERMIT APPLICATION

DIVISION OF ZONING
Phone: (732) 244-7400
Ext. 250 & 254
Fax: (732) 557-0214

TO AVOID UNNECESSARY DELAYS, PLEASE PROVIDE ALL DOCUMENTS & FEES AS LISTED ON THE FOLLOWING PAGE AND THE INFORMATION REQUESTED BELOW. DEFINITIONS, NOTES AND EXAMPLES ARE ALSO ON THE FOLLOWING PAGE.

Date Submitted _____ Block _____ Lot(s) _____ Zone _____

Site Address _____

Property Owner _____ Phone _____

Address: _____

Fax _____ E-Mail _____

Applicant _____ Phone _____

Address _____

Fax _____ E-Mail _____

Current principal and accessory uses _____

If Planning Board or Board of Adjustment approval was received enter Board and Application# _____

Indicate the type of proposed activity and enter in the space provided the square footage or dimensions and other requested information:

- _____ New Residential Construction - # of Families _____ New Non-Residential Principal Construction (**enter use below**)
- _____ Addition or attached deck or other attached structure (**enter proposed use below**) _____ Shed (**120sf max**)
- _____ Detached Structure (**enter proposed use below**) _____ Pool/Hot Tub/Spa (**enter type below**)
- _____ Fence (**enter type and height below**) _____ Signs (**attach diagrams**) _____ Other (**enter description below**)
- _____ Non-residential Tenant Fit-in or Change of Permitted Uses – was tenant given copy of resolution conditions by owner _____

Enter the following information unless indicated on an attached plot plan or survey:

Lot Size/Area _____ Frontage _____ Corner Lot (Y/N) _____

Setbacks:

Interior Lots: Front _____ Rear _____ Side 1 _____ Side 2 _____

Corner/Other Type Lots: Front 1 _____ Front 2 _____ Rear _____ Side _____

Lot Coverage % _____ Proposed Height _____ Gross Area of Proposed Structure _____

Signature of Owner or Applicant

Zoning Personnel Use:

Submitted Forms: Plot Plan/Survey/Diagram _____ Grading _____ H/O Assoc. Approval _____ Resolution # _____

Zone _____ Flood Zone _____ Zoning Control # _____

Zoning Fee _____ Check # or Cash _____ Receipt # _____ Received By _____

Comments:

Required documents and fees for zoning review.

A Completed application and fee - \$30 residential, \$60 commercial.

A Homeowner Association approval letter for Planned Retirement Resort Communities (PRRC) zones.

If the Planning Board or Board of Adjustment approved the request, a copy of the resolution is needed.

A plot plan or survey of property showing location, setbacks, floor area, height of proposed structure all impervious surfaces, and lot coverage percentage. In some cases a diagram drawn by the property owner or applicant, and subject to approval by the Zoning Officer, may be acceptable. All Impervious surfaces such as driveways, pavers, patios, etc., shall be included on the diagram. The property owner or applicant shall sign the diagram and have it notarized certifying its accuracy at the time the application is submitted. For fences no other items are required for zoning review.

For signs, a diagram showing the dimensions and placement of the proposed sign is required.

Except for single or two family dwellings, site plan approval is required if Zoning and Construction permits are to be issued and for a change of use of land or structure where the standards are more restrictive.

A construction folder signed by a construction office staff member.

A Grading Plan, a plan that shows storm water drainage, as per the following:

- A Grading Exception, attached, is allowed if one of the conditions stated on the form are met and property is not in a flood zone (no fee).
- A Grading Waiver, attached, for additions or accessory structures (\$150 fee) with four copies of a plot plan or survey is allowed if the total impervious coverage does not exceed maximum lot coverage and all other zone requirements are met and a variance is not required. The plot plan or survey must show all existing and proposed structures and impervious coverage.
- A Full Grading Plan for all other proposals (\$475 fee), which requires four sealed copies supplied by an engineer.

Four copies of a Foundation As-Built Plan are required prior to framing, placing the modular unit or prefabricated unit on the foundation.

Definitions and Notations:

A setback is the distance the proposed structure will be from a property line.

Front setbacks apply to any property line that abuts a public street, whether paved or unpaved.

Frontage is the length of a property line on a paved street. The property must abut at least one paved street.

A shed over 120sf is considered an accessory structure.

A deck or other structure that abuts the principal structure must comply with principal structure setbacks.

Accessory structures, whether attached or detached, cannot exceed the size of the principle structure.

Accessory or additional uses cannot exceed the principal use in size or scope.

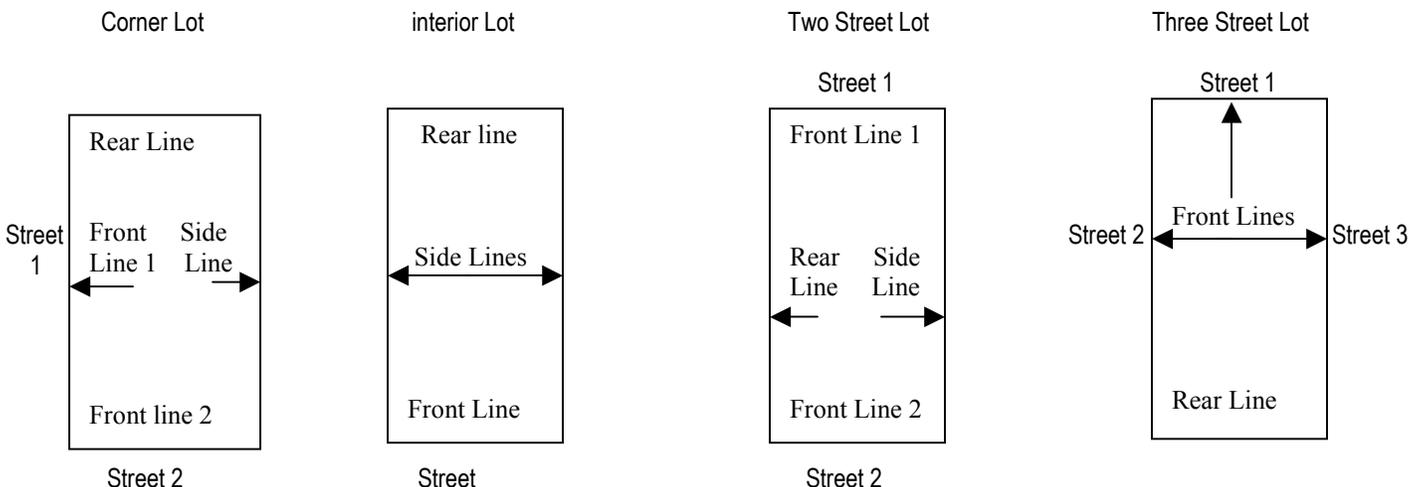
Detached structures shall not be located closer to any street than the principal structure.

An attached or detached garage must have a driveway constructed to township standards.

Lot Coverage % is the lot area covered by all existing and proposed structures divided by the total lot area. Open decks and pools are not to be included in calculations.

Impervious coverage is all existing and proposed structures, driveways, pools, decks, patios, pavers and other similar surfaces.

Lot examples with property lines:



The above are general requirements and information. Additional documents and information may be necessary in some cases.

Rev: 01/06/2011

35-95 SCHEDULE 1. SCHEDULE OF REQUIREMENTS
TOWNSHIP OF BERKELEY

Zone	Setbacks ¹⁰										Maximum Building and Structure Height (ft.)
	Minimum Lot Area (sq. ft.)	Minimum Lot Frontage (ft.)	Minimums Setbacks for Principal Structures			Both Sides (ft.)	Minimum Setbacks For Accessory ⁹		Minimum Floor Area (sq. ft.)	Maximum Lot Coverage (%)	
			Front ⁷ (ft.)	Rear (ft.)	Side (ft.)		Rear (ft.)	Side (ft.)			
R-MF	200,000	200	50	50	50	100	25	25	See Note 1.	25	35
R-31.5	3,150 ⁷	45	20	10	5	15	5	5	720	35	35
R-50	5,000 ⁷	50	35 ⁸	20	5	15	5	5	720	35	35
R-60	6,000 ⁷	60	35 ⁸	20	7	18	5	5	864	30	35
R-64	6,400 ⁷	80	25	20	7	18	5	5	864	30	35
R-90	9,000	75	30	25	7	20	5	5	See Note 3.	30	35
R-100	10,000	100	35	30	10	30	10	10	See Note 3	25	35
R-100SSW	6,000	60	25	30	10	10	5	5	See Note 3.	25	35
R-125	12,500	100	35	30	10	25	7	7	See Note 3.	25	35
R-150	15,000	100	35	30	10	25	7	7	See Note 3.	25	35
R-200	20,000	125	40	30	15	35	15	15	See Note 3.	20	35
R-200A ⁴	20,000	125	40	30	15	35	15	15	See Note 3.	20	35
R-400/R-400A ⁴	40,000	200	40	40	25	50	15	15	See Note 3.	20	35
R-400PRRC ⁵	5,000	50	20	20	5	15	5	5	See Note 2.	20	35
Conservation/ Residential Zone	3 ACRES 130,680sf	200	75	50	25	50	15	15	See Note 3	10	35
Public Preservation/ Conservation Zone	3 ACRES or 5 ACRES if no sewers	200	100	50	50	100	15	15	See Note 3	10	35
NB	5,000	50	25	20	5 - ¹¹	15 - ¹¹	5	5	400	60	25
HB	15,000	150	50	40	15	40	10	10	700	50	35
RHB	5,000	50	15	10	5 - ¹¹	15 - ¹¹	5	5	400	50	25
RB	434,600	400	100	50	50	100	50	50	25,000	20	35
IP ⁶	434,600	400	100	50	50	100	50	50	5,000	25	35
LJ	43,560	200	50	40	40	80	40	40	5,000	30	35
GI	200,000	200	50	40	40	80	40	40	5,000	30	40
R-2F	15,000	125	35	30	10	30	10	10	See Note 1.	25	35
R-4F			See standards in subsection 35-96.6								
R-TH			See standards in subsection 35-96.7								
R-LR			See standards in subsection 35-96.8								
RC			See standards in subsection 35-106.4								
BR			See standards in subsection 35-96.9								

*Notes, definitions explanations and examples are on reverse side. These are general requirements. Other restrictions may apply. Zoning decisions cannot be made until all required zoning documents, specifications, and fees are submitted.

Notes to Schedule 1, Section 35-95.

- 1 See subsection 35-96.7
- 2 **PRRC:** One (1) bedroom, eight hundred (800) square feet; two (2) bedrooms, nine hundred (900) square feet; three (3) bedrooms, one thousand (1,000) square feet.
- 3 One (1) bedroom, nine hundred fifty (950) square feet; two (2) bedrooms, one thousand one hundred (1,100) square feet; three (3) bedrooms and larger, one thousand two hundred fifty (1,250) square feet.
- 4 See Section 35-103 requirements.
- 5 See Section 35-101 requirements.
- 6 See subsection 35-107.4 for requirements.
- 7 See subsection 35-89.5.
- 8 Front setback requirements in the R-50 and R-60 Residential Zones may be reduced to twenty-five (25) feet, provided that the lot in question is served by a municipal or public water and sewer system and that the setback distance for any new structure will not be less than the average setback of the existing structures within the same block face.
- 9 Sheds of one hundred twenty (120) square feet and less may be constructed and placed not less than three (3) feet from the rear property line and three (3) feet from any side line in any zone of the Township, except that in all circumstances where the rear property line of a building lot is a bulkheaded lagoon area, the aforesaid shed shall not be less than five (5) feet from any such bulkhead.
- 10 The following shall be exceptions to the setback requirements under this chapter:
 - A. Roof eaves may project not more than three (3) feet into the required yard area.
 - B. Architectural features. Windowsills, belt courses and similar architectural features, rain leaders and chimneys may project not more than two (2) feet into the required yard area.
 - C. Exterior stairways and fire escapes. Exterior stairways going to a second story, smokeproof towers, balconies, fire escapes or other required elements of a means of egress may not project more than four (4) feet beyond the face of the wall. This exception shall apply only to rear and side yards and to those structures which presently comply with the minimum sideyard requirements under this chapter.
 - D. Entrance stoops and stairways are excepted as long as same are not more than six (6) feet in height above the average finished grade within ten (10) feet of their perimeters and are no less than twelve (12) feet from the property line when same are located in the front yard and no more than six (6) feet from the structure and not less than one (1) foot from the property line when located in a side yard or rear yard.

Definitions and Notations:

- A setback is the distance the proposed structure will be from a property line.
- Front setbacks apply to any property line that abuts a public street, whether paved or unpaved.
- Frontage is the length of a property line on a paved street. The property must abut at least one paved street.
- A shed over 120sf is considered an accessory structure.
- A deck or other structure that abuts the principal structure must comply with principal structure setbacks.
- Accessory structures, whether attached or detached, cannot exceed the size of the principle structure.
- Accessory or additional uses cannot exceed the principal use in size or scope.
- Detached structures shall not be located closer to any street than the principal structure.
- An attached or detached garage must have a driveway constructed to township standards.
- Lot Coverage % is the lot area covered by all existing and proposed structures divided by the total lot area. For Grading Waivers all impervious coverage such as driveways, patios, pavers, deck, pools and other similar surfaces are to be included in the calculations.

TOWNSHIP HALL
Pinewald-Keswick Road
P.O. Box B
Bayville, NJ 0872

BERKELEY TOWNSHIP
GRADING EXCEPTION CERTIFICATION
(See following page for pools)

DIVISION OF ZONING
Phone: (732) 244-7400
Ext. 250 & 254
Fax: (732) 557-0214

PROPERTY OWNER or APPLICANT: _____

SITE ADDRESS: _____

BLOCK: _____ LOT(s): _____

PROPOSED STRUCTURE: _____

This certifications below must be signed and notarized

- A. The proposed structure (check the appropriate conditions):
- Is 144 square feet or less.
 - Will not extend beyond the existing concrete slab.
 - Will not extend beyond the existing structure.
 - Is an unroofed pervious deck
- B. There are presently no ponding or other drainage or erosion problems on the subject property or adjacent properties resulting from the existing grading of the lot in question.
- C. The proposed construction shall not involve any grading of the subject property or alteration of existing drainage patterns.
- D. The undersigned assumes full responsibility for any adverse drainage conditions that may develop as a result of the proposed construction.

PROPERTY OWNER'S or APPLICANT'S SIGNATURE

Notarized this _____ day of _____, _____

TOWNSHIP HALL
Pinewald-Keswick Road
P.O. Box B
Bayville, NJ 0872

BERKELEY TOWNSHIP
POOL GRADING EXCEPTION CERTIFICATION
(See previous page for all other activities)

DIVISION OF ZONING
Phone: (732) 244-7400
Ext. 250 & 254
Fax: (732) 557--0214

PROPERTY OWNER or APPLICANT: _____

SITE ADDRESS: _____

BLOCK: _____ LOT(s): _____

TYPE OF POOL: _____

The certifications below must be signed and notarized:

- A. There will be no change in the existing topography of the site or grading adjacent to the pool.
- B. All excavated material will be hauled and deposited off-site.
- C. The undersigned assumes full responsibility to correct any adverse drainage conditions that may develop as a result of the proposed construction.

PROPERTY OWNER OR APPLICANT'S SIGNATURE

Notarized this _____ day of _____, _____

**CERTIFICATIONS FOR GRADING PLAN WAIVER FROM STRICT COMPLIANCE
ALL INFORMATION BELOW SHALL BE PROVIDED BY OWNER OR APPLICANT AND RESPECTIVE SIGNATURE NOTARIZED**

OWNER/APPLICANT: _____

SITE ADDRESS: _____

BLOCK: _____ **LOTS:** _____ **ZONE:** _____

(Definitions for below are listed on Zoning Application)	REQUIRED (from schedule of requirements)	EXISTING	PROPOSED
LOT AREA	_____	_____	_____
LOT FRONTAGE	_____	_____	_____
FRONT YARD SETBACK	_____	_____	_____
REAR YARD SETBACK	_____	_____	_____
SIDE YARD SETBACK	_____	_____	_____
COMBINED SIDE SETBACK (N/A for corner/other type lots)	_____	_____	_____
ACCESSORY SETBACK (rear/side)	_____	_____	_____

GROSS FLOOR AREA
(Total floor area of all levels for all structures)

EXISTING _____

PROPOSED _____

TOTAL _____

OVERALL PERCENTAGE (%) OF LOT COVERAGE
(Total impervious area divided by total lot area.
Impervious area is any area that is covered by any surface
that reduces the absorption rate of storm water into the
ground, e.g., structures, decks, pools, driveways, pavers, etc.)

EXISTING _____

PROPOSED _____

TOTAL _____

**WHAT WILL THE ADDITION OR ACCESSORY STRUCTURE BE
CONSTRUCTED UPON – BASEMENT, CRAWL SPACE OR SLAB?**

1. The proposed construction will provide for all roof drains to be piped to the street (or lagoon where appropriate) for direct discharge. No roof drainage shall drain into the interior yard.
2. There are presently no ponding or other drainage problems on the subject property or adjacent properties resulting from the existing grading of the lot in question.
3. The proposed construction shall not involve any grading of the subject property or alteration of existing drainage patterns.
4. _____ assumes full responsibility for any adverse drainage conditions which may develop as a result of the proposed construction.

Owner/Applicant's Signature

Notarized this _____ day of _____,
