

# TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889

CHRISTINA SCHWARTZ  
ZONING OFFICER  
PHONE: 908-534-4051, X263  
FAX: 908-534-0038



MUNICIPAL BUILDING  
509 ROUTE 523  
WHITEHOUSE STATION, NJ 08889

VITA MEKOVETZ, RMC/MMC/QPA  
ADMINISTRATOR/MUNICIPAL CLERK

## **INSTRUCTIONS FOR FILING A ZONING PERMIT APPLICATION**

Section 201 of the Readington Township ordinance requires a zoning permit be issued to insure 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 **complete** the enclosed zoning application and submit along with the following:

1. Copy of survey/plot plan showing the size and location of all existing and proposed structures and other facilities on the premises.  
**NOTE:** Critical areas such as stream encroachment, buffer zones, right of ways, easements, leaching fields, septic and well, etc. should be noted on this form.
2. **Two (2) sets** of construction details, either done by the homeowner or by a NJ licensed architect. Contractor cannot do the plans. Commercial work must have "Sealed" plans.
3. Brochures/literature as required by such projects as pre-fab shed, fencing, etc.
4. Copy of any prior approvals (i.e. Board of Adjustment, Planning Board).
5. Remittal of zoning application fees as noted on the enclosed form.

### **NOTES:**

- Building permit applications must be obtained from the Building Department.
- 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: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

Present Use: \_\_\_\_\_

Proposed Construction: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Proposed Setbacks: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Rear: \_\_\_\_\_ Front: \_\_\_\_\_

Lot Size (sq ft): \_\_\_\_\_ Principal Dwelling (sq ft): \_\_\_\_\_

Number of Accessory Buildings (include pool) on premises: \_\_\_\_\_

(circle one) WELL SEPTIC CITY WATER CITY SEWER

Is the premises listed as a Historic Site? YES NO

Was prior approval needed from Readington Board of Adjustment or Planning Board? YES NO

If YES, Case #: \_\_\_\_\_ (A copy of signed "Resolution" must be submitted)

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

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ZONING REVIEW FEE – SUBMIT \$35.00 WITH THIS APPLICATION**

**FOR OFFICIAL USE ONLY**

Date of review: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_  
Readington Township Zoning Official