

# BOROUGH OF OGDENSBURG

County of Sussex  
14 Highland Avenue  
Ogdensburg, New Jersey 07439-1254

Telephone No. 973-827-3444 Ext. 4

Fax No. 973-827-9602

## ZONING PERMIT INSTRUCTIONS

Applications for Zoning Permits must be submitted to the Zoning Department and include the following information:

1. The applicant shall fully complete and sign an application for a zoning permit on the form or forms provided by the Zoning Officer. If the applicant is not the owner of the property, the application shall also be signed by the owner of the property.
2. Depending on the item(s) needing the zoning permit, two (2) copies of a survey or plot plan may or may not be required. If required, the survey or plot plan should show the distances to property lines, septic location and impervious coverage calculations.
3. A fee of twenty-five (25) dollars for Residential and thirty-five (35) dollars for Non-Residential must be paid along with the application. The fee for re-submittal of any previously denied application shall be \$15.00.

**Within ten (10) business days of receiving a fully completed application accompanied by the required fee, the Zoning Officer shall approve, conditionally approve, or deny the zoning permit. This determination shall be made in accordance with the ordinance; and the time for a decision on the application may be extended with the consent of the applicant.**

**BOROUGH OF OGDENSBURG**

County of Sussex  
14 Highland Avenue  
Ogdensburg, New Jersey 07439-1254

Telephone No. 973-827-3860

Fax No. 973-827-9602

**APPLICATION FOR ZONING PERMIT**

Please use pen, please answer all questions

Date: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_ Phone # \_\_\_\_\_

Physical Street Address \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

(1) State purpose for which Zoning Permit is requested \_\_\_\_\_

(2) Attach one sketch or plot plan showing size of plot, bounding streets, size type and location of existing and proposed structures and distances to all property lines.

(3) Describe activities conducted in principal building and/or accessory building \_\_\_\_\_

(4) State whether any of the activities described in item (3) are conducted as a non-conforming use. If yes, explain \_\_\_\_\_

(5) Has above premises been subject to any prior application to the Zoning Board of Adjustment or Planning Board to the Applicants knowledge, if yes explain \_\_\_\_\_

Application Permit Fee  
must accompany Application

Method of Payment \_\_\_\_\_

Date \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Collected by: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**ZONING PERMIT**

This is to certify that the above described premises, together with any building thereon, are used or proposed to be used For or as: \_\_\_\_\_ No. \_\_\_\_\_

Which is a:

Use permitted by Ordinance

Use permitted by Variance approved on \_\_\_\_\_ subject to any \_\_\_\_\_ condition attached to the grant thereof.

Valid non-conforming use.

Special Conditions \_\_\_\_\_

\_\_\_\_\_  
Zoning Official

THIS DOCUMENT IS NOT A BUILDING PERMIT