



The Town of  
**Hackettstown**  
New Jersey

**THE TOWN OF HACKETTSTOWN**  
**Zoning Department**

Phone: (908) 852-3702

Fax: (908) 852-2538

Email: [zoning@hackettstown.net](mailto:zoning@hackettstown.net)

Hours: Tuesday & Thursday: 9 a.m.-3:00 p.m.

**ZONING PERMIT APPLICATION**

Please submit all of the following information to the Zoning Office in person, or by mail to: Zoning Officer, Town of Hackettstown, 215 Stiger Street, Hackettstown, NJ 07840 and make your check payable to "Town of Hackettstown".

FEE (schedule on back) \_\_\_\_\_ Received \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

TO SCALE: Show approximate locations for all existing and proposed structure, dimensions, heights and setback from other buildings and lot lines.

- ☐ ENGINEERING APPROVAL (if applicable) ☐ SITE PLAN / copy of PROPERTY SURVEY
- ☐ BUILDING PLANS / FLOOR PLAN SKETCH (required for new homes, offices, and additions)

APPLICATION COMPLETE: Ready for maximum 10-day review \_\_\_\_\_  
Zoning Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

**A. APPLICANT INFORMATION**

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

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

Phone No. \_\_\_\_\_  
(Daytime only, please)

**B. PROPERTY INFORMATION**

Property Owner: \_\_\_\_\_

Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Lot size: \_\_\_\_\_ Zone: \_\_\_\_\_

**C. PROPOSED STRUCTURE OR USE** (Example: open deck, addition, shed, new business)

Description: \_\_\_\_\_

\$ \_\_\_\_\_ Proposed Cost Check one: ☐ Principal Use ☐ Accessory Use

- Applications for new business or change of use will require an additional application obtained from this office.
- The property owner shall be responsible for the accuracy of the setback as noted below and on the survey for all additions, accessory structures (including pools) and accessory buildings.

Dimensions \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

Setbacks (in feet) Front \_\_\_\_\_ Rear \_\_\_\_\_

Distance of proposed structure from lot lines: Right Side \_\_\_\_\_ Left Side \_\_\_\_\_

D. HAVE YOU RECEIVED A VARIANCE / SITE PLAN APPROVAL FOR THIS PROPERTY IN THE PAST? \_\_\_\_\_  
(If YES, please attach copy of resolution, approval site plan and/or other approvals).

E. I hereby certify that everything presented in this application package is true to the best of my knowledge and grant permission to inspect subject premises, if necessary, for review:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS PERMIT IS: ☐ ISSUED ☐ DENIED PERMIT NO. \_\_\_\_\_

Zoning Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS / CONDITIONS: \_\_\_\_\_

PLEASE NOTE: In addition to applicable building permits, applicant is responsible for obtaining all associated local, county and/or state approvals as required by law.



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Please be advised that a Zoning Application / Permit cannot be processed or deemed complete until the appropriate fee has been paid. Please make check payable to "Town of Hackettstown". The fee schedule is as follows (proposed cost for renovation / additions):

| Zoning Permits  | Fee      |
|---|----------|
| Residential renovations/additions and accessory structures/buildings (less than \$10,000)                                     | \$40.00  |
| Residential renovations/additions and accessory structures/buildings (greater than \$10,000)                                  | \$75.00  |
| New Single-Family Dwelling Units  | \$100.00 |
| Commercial – New Business or Change of Use  | \$75.00  |
| Commercial renovations/additions and accessory structures/buildings (less than \$100,000)                                     | \$100.00 |
| Commercial renovations/additions and accessory structures/buildings (greater than \$100,000)                                  | \$150.00 |
| Residential – Resubmitted/Amended Zoning Application OR Work Commenced / Completed without prior zoning approval              | \$25.00  |
| Commercial – Resubmitted/Amended Zoning Application OR Work Commenced / Completed without prior zoning approval               | \$50.00  |
| Commercial renovations / additions and accessory structures / buildings when covered by Ordinance Section 802 (B) (3) and (4) | \$250.00 |

PLEASE NOTE: In addition to applicable building permits, applicant is responsible for obtaining all associated local, county and/or