

Fee: (Check or Money Order, payable to Monroe Township)

Date Received \_\_\_\_\_

Residential Fee \$25 \_\_\_\_\_ paid (check# \_\_\_\_\_)

Commercial Fee \$100 \_\_\_\_\_ paid (check# \_\_\_\_\_)

Zoning Permit No. \_\_\_\_\_

(All fees are non-refundable)

### TOWNSHIP OF MONROE ZONING PERMIT APPLICATION

**(THIS FORM MUST BE COMPLETED IN IT'S ENTIRETY)**

A Zoning Permit must be obtained prior to the erection, restoration, addition to, or alteration of **any** structure within the Township of Monroe, **prior to the issuance of a building permit.**

**A copy of the original, to scale, survey of the entire property must be provided and must show all existing structures and all proposed structures, including setback distances, and all property lines and easements, must be submitted with this application. All inground pools are required to include a grading plan separate from the survey.**

Date of Application: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

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

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

Owner Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Phone #: \_\_\_\_\_

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

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

Check all that apply:

- I wish to build a  Deck  Pool  Addition  Garage or Carport
- Shed  Fence  Porch  Patio (paver/concrete)
- Generator  Sign  Rooftop Solar  New House
- Gazebo or Cabana

Other-explain: \_\_\_\_\_

State whether any of the activities described above are conducted as a non-conforming use:

\_\_\_\_\_  
\_\_\_\_\_

Has a **Variance, Subdivision and/or Site Plan** been granted for the proposed work? Yes \_\_\_\_\_

No \_\_\_\_\_ File no. \_\_\_\_\_ (attach a copy of the resolution)

Did you attach a copy of your **Survey/Plot Plan (to scale)** as required? Yes \_\_\_\_\_ No \_\_\_\_\_

Utilities: check appropriate items: City Sewer \_\_\_\_\_ City Water \_\_\_\_\_ Well \_\_\_\_\_ Septic \_\_\_\_\_

Do you have a **Homeowners Association** or other organization? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please attach written permission or a Declaration of No Jurisdiction from the Association.*

Do any **Easements** exist on your property? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, what type \_\_\_\_\_

*An Easement Agreement must be executed if the proposed fence is to be installed within an easement.*

#### Certification in Lieu of Oath

I hereby certify that I am the agent (agent of) owner of record and am authorized to make the application. I further understand that it is the owner's responsibility to verify with the state that no wetlands and/or flood hazard areas or conservation easements are being disturbed by the proposed activity/activities. The owner is also responsible for any repairs that may result from patio/deck/pool installations/enlargements that encroach upon any easement.

**Print Owner Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

Approved

Denied

Zone

Comments: \_\_\_\_\_

\_\_\_\_\_

ZONING OFFICER \_\_\_\_\_ Date \_\_\_\_\_

ENGINEERING APPROVAL REQUIRED \_\_\_\_\_

Revised December 2025