Borough of Brielle

MUNICIPAL BUILDING
601 UNION LANE · P.O. BOX 445 · BRIELLE, NEW JERSEY 08730
(732) 528-6600 · FAX (732) 528-7186

ZONING PERMIT INSTRUCTIONS

The following instructions apply to Zoning Permits for development in the Borough of Brielle

1. Complete the attached application
2. Submit three sets of the following items (as applicable) as set forth in Ordinance 957:
    - Architectural sketches/plans
    - Plot Plan (recent survey)
    - Grading Plan

Please note that the suitability of all information submitted in support will be determined by the Zoning Officer. Additional information and/or documentation may be requested.

3. Determine applicable Application Fee in accordance with Ordinance 981 (copy attached). Please note that the fee structure is additive in nature, so the combination of proposed improvements must be accounted for prior to Permit issuance.
4. File all documents and fees described in Items 1 through 3 above either to the Office of the Zoning Officer at Borough Hall, or in person. The Zoning Officer maintains office hours on Mondays, between 5:00pm and 7:00pm at Borough Hall.
5. Upon receipt of a Zoning Permit, applicants must file for all applicable Building Permits as issued through the Borough Construction Code Office (located at Spring Lake Borough Hall).

Any questions regarding this application process may be referred to Elissa Commins at 732-528-6600 Ext.5118.

Please note: While every effort will be made to act on complete applications in a timely manner, State Law allows for up to ten business days for action on Zoning Permit Applications.

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APPLICATION FOR ZONING PERMIT

All development applications must be accompanied by a recent survey depicting size and location of existing and proposed structures. All applications for use must include exact scope of business and include all activities of said business.

Date of Application Received_____ Fee Received_____

Work Site Location_____

Name of Owner_____

Name of Applicant_____

Applicant's Address_____

_____

Phone #_____ Fax#_____

Email: _____

Block # _____ Lot #_____ Zone #_____

Proposed Use: Single Family ____ Multi-Family ____ Commercial ____
Existing Use: Single Family ____ Multi-Family ____ Commercial ____

Description of work: _____

_____

_____

_____

Signature_____Date_____

BOROUGH OF BRIELLE
ORDINANCE NO. 957

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER XXI OF THE CODE OF THE BOROUGH OF BRIELLE ENTITLED "ZONING".

BE IT ORDAINED, by the Governing Body of the Borough of Brielle that Chapter XXI Section 21-9.16 entitled **"Soil Removal"** be amended to include the following example to clarify the first paragraph:

(Maximum quantity of fill allowable (cubic feet) = Lot area in square feet x 0.02. Example: 15,000 square foot lot x 0.02 = 300 cubic feet maximum allowable fill).

BE IT ORDAINED, by the Governing Body of the Borough of Brielle that Chapter XXI Section 63 be supplemented by a new Section to be named Section 63.2 **Application To The Zoning Officer Prior To The Issuance Of A Construction Permit.**

63.2 (a) An application shall be made to the Zoning Officer prior to the issuance of a construction permit for the construction of a new building or structure or any addition, expansion or alteration, including the installation of a heating system, to an exisiting building or structure.

63.2 (b) If the Zoning Officer determines that the application complies with the provisions of Chapter XXI "Zoning" of the Code of the Borough of Brielle and any other applicable laws, the Zoning Officer may issue a zoning permit to the applicant. The applicant may then and only then request that the Construction Code Official issue a construction permit.

63.2 (c) If the Zoning Officer makes a determination that an application does not meet the provision of Chapter XXI "Zoning" or any other applicable laws, the Zoning Officer shall issue a written denial of the application and inform the applicant of the procedure to apply to the Planning Board for relief of the provisions of Chapter XXI "Zoning".

63.2 (d) Prior to the commencement of construction of a new building or structure or the construction of an addition to an existing building or structure an applicant shall provide the following to the Zoning Officer for his review:

1. **Plot Plan.** A Plot Plan based on a survey that is no more than five years old and which shall show all existing and proposed buildings and structures on the property, and all flood elevation levels. After a written determination is made by the Zoning Officer that the new building or structure and/or proposed addition conforms with applicable zoning requirements, the Zoning Officer shall issue a zoning permit to the applicant. The applicant may then request the Construction Official to issue a construction permit.

2. **Grading Plan.** A Grading Plan prepared by a licensed engineer, land surveyor or architect shall be submitted for the construction of any new building or structure or construction of an addition having a foundation area in excess of five hundred (500) square feet to an existing building or structure. The plan must demonstrate that surface water does not flow onto neighboring properties and that the proposed grade elevation will not negatively impact neighboring properties. The grading plan shall be subject to the review and approval of the Construction Official and/or the Borough Engineer. The grading plan shall demonstrate compliance with all the provisions of 21-63.1 (f).

3. **Foundation Location Survey.** A foundation location survey prepared by a licensed land surveyor or architect shall be submitted to the Zoning Officer prior to the commencement of any above grade level construction of a new building or structure or the construction of an addition having a foundation area in excess of five hundred (500) square feet to an existing building or structure. After a determination is made by the Zoning Officer that the new building or structure or an addition to an existing building conforms with applicable zoning requirements, the applicant may continue construction of all elements above the foundation of the building or structure.

4. **As-Built Survey.** An "as-built" survey shall be submitted with an application for the issuance of a certificate of occupancy for new construction of any building or structure or the construction of an addition having a foundation area in excess of five hundred (500) square feet to an existing building or structure. The "as-built" survey shall be prepared by a licensed land surveyor or architect and shall show the location of all buildings and structures and the existing finished surface elevations at all lot corners, house corners and all other locations necessary to show conformity with the grading plan.

BE IT FURTHER ORDAINED, that all Ordinances or parts of Ordinances inconsistent with the foregoing are hereby repealed, but only to the extent of the inconsistency.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon passage and publication according to law.

BOROUGH OF BRIELLE
ORDINANCE NO. 981

AN ORDINANCE TO AMEND CHAPTER TWENTY-ONE OF THE CODE OF THE BOROUGH OF BRIELLE ENTITLED "ZONING"

Be It Ordained, by the Governing Body of the Borough of Brielle that Chapter 21 of the Code of the Borough of Brielle be amended as follows:

21-63.1 Application to the Zoning Officer Prior to the Issuance of a Construction Permit shall henceforth include a new section **"5"** entitled **Fees** to read as follows:

Zoning Permits

Fence/Landscaping Permits	$25.00
Pool/Addition to a Principal Structure/New Accessory Structure	$40.00
Change of Use/New Principal Structure	$75.00

Grading Plan

Grading Plan Review	$100.00

All of the foregoing fees can be combined based on The nature of the work.

Be It Further Ordained, that all Ordinances or parts of Ordinances inconsistent with the foregoing are hereby repealed, but only to the extent of the inconsistency.

Be It Further Ordained, that this Ordinance shall take effect immediately upon passage and publication according to law.

Introduced: July 25th, 207
Adopted:

Attest: Thomas F. Nolan
Thomas F. Nolan
Municipal Clerk

Thomas B. Nicol
Mayor