

Types of Supporting Documents
Development (Zoning) Permit Application

Please follow the instructions carefully. Failure to submit requested information will result in the DENIAL of the application due to incompleteness.

- Submit non-refundable Application Fee, payable to “The Borough of Red Bank”. Include property address.
SINGLE OR TWO FAMILY DWELLINGS - \$50.00. ALL OTHERS - \$100.00
- The applicant and the owner of the property must sign the application.
- **ALL** applications require submission of a property survey.

New Use/Occupancy – Describe all present and proposed uses. Submit floor plan showing the location in the building and dimensions of space to be occupied. Include complete description of the new business. # of employees, name/type of business; also include present most recent business name/type of business operating at the location.

Additions/Site Improvements – Submit site plans, architectural floor plans, elevations, and narrative of improvement. A determination will be made if grading/drainage plans are required. Additional fees may be required for review by Borough Engineer.

Interior Renovations – Submit interior construction plans (existing and proposed) and written description of proposed construction.

Exterior Façade Renovations – Submit Renderings of proposed improvements along with construction plans. Applications located within the Historic District or properties listed on the Historic Inventory are subject to approval by the Historic Preservation Commission. Applications for properties located within the RiverCenter District are forwarded to their Visual Improvement Committee for comments.

Signs/Awnings – Submit renderings of proposed signs/awnings. Provide building and window dimensions, including size of letters, colors, fonts and illumination details. For ground signs, show setbacks from property lines on survey. Provide information for additional sign already located on the property; include square footage, location and type (wall, projecting, etc.) All signs located in any Historic District are restricted to approved historic colors and subject to approval from the Historic Commission. Applications for signs located within the RiverCenter District are forward to their Visual Improvement Committee from comment.

Fence/Walls/ Pools – Submit project survey-indicating location of structure on survey. Include height and type of fence. All supports must face the property they are located on. Show location of pool filter and required fencing/buffering. Pools and retaining walls are required review by Borough Engineer. Additional fees will apply.

Sheds/ Garages – Submit property survey indicating location of structure on survey. Include all yard setbacks, setback proposed structure and size structure.

AC Condensers/ Generators - Submit property survey indicating location of structure on survey. Include all yard setbacks, setback proposed equipment and size. **IF YOU ARE PROVIDING A PICTURE IN LIEU OF A SURVEY, DO NOT PROVIDE A PICTURE OF UNIT ONLY. YOU MUST SPECIFY IF THE EQUIPMENT IS LOCATED IN THE SIDE OR REAR AND THE SETBACKS FROM THE PROPERTY.**