



BOROUGH OF PEAPACK AND GLADSTONE

ZONING OFFICIAL & RENTAL OFFICIAL

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PROCEDURES FOR ZONING PERMITS PRIOR TO REVIEW OF A BUILDING PERMIT:

The Zoning Official has the responsibility of enforcing the zoning codes of the Borough of Peapack and Gladstone Borough. The following are the regulations that the Zoning Official is looking into:

23-40 SUPPLEMENTARY REGULATIONS.

23-40.1 General.

- a. No building or structure shall be erected and no existing building or structure shall be moved, altered, added to or enlarged, nor shall any land or building be designed, used or intended to be used for any purpose or in any manner other than as specified among the uses listed as permitted, accessory or conditional in the zone in which such building or land is located.
- b. No building or structure shall be erected, reconstructed, or structurally altered to exceed in height the limit designated in the zone in which such building or structure is located.
- c. No building or structure shall be erected, no existing buildings or structures shall be altered, enlarged or rebuilt, nor shall any open space surrounding any building be encroached upon or reduced in any manner, except in conformity with the yard, lot area and building location regulations designated for the zone in which such building or open space is located.
- d. The area of dimension of any lot, yard, parking area or other space shall not be reduced to less than the minimum required by this Article; and, if already less than the minimum required by this chapter, said area or dimension shall not be further reduced.
- e. The provisions and restrictions contained in this Article shall not apply to or be binding upon the Borough.
(Ord. No. 751 § 27-3.1)

The review process starts with:

- 1.** The issuance of a Zoning permit will be based on the application and supporting documentation that is submitted for that review – **Please provide the email of the owner and contractor:**
 - Survey showing the proposed structures with distances to property lines.
 - Floor plan of existing and proposed structure that is the subject of the application.
 - Photos of the existing structure either on the inside or the outside whichever is applicable.
 - Photos of the interior of the structure if it is a ‘remodel or renovation’.
 - The 3 pages of the Zoning application are to be filled out entirely with **all contact information of owner and contractors**. The fee to be submitted is \$50.

All of the above documents, in addition to the paper copies that are submitted with the construction package, must be sent via email in a pdf format to snoll@peapackgladstone.org

The zoning permit **will not** be issued until the following prior approvals, if applicable, are received:

1. **Lot Development Plan for the project.** The following information should be included on the plan.

- a. Key Map
- b. Existing information and topography must be shown on the plan.
- c. Proposed grading
- d. Proposed drywell to capture the new impervious coverage
- e. Soil erosion and sediment control measures and details.
- f. Site Construction details
- g. Notes

The plans will be forwarded to the Borough Engineer for his review by the Zoning Official. The fee of \$250 for the Lot Development Plan Review is submitted with the Plan. A PDF of the plan must be forwarded to snoll@peapackgladstone.org.

2. **Board of Health approval** if the property has a septic and/or well and a bedroom is being added; an in-ground pool is being proposed; or a patio/deck is being constructed. **Contact Tricia Cowell, Sr. REHS. Bernards Twp. Health Department, 262 S. Finley Ave., Basking Ridge, NJ 07920 – Tel: 908-204-3070.**

3. **Soil Erosion Approval** issued by the Somerset/Union Co. Soil Erosion District if disturbance of land is more than 5,000 s.f. or slopes of 15% or greater are being disturbed.

4. **Coah Fee (Council on Affordable Housing)** – a preliminary fee of **1.5%** of ½ of the estimated cost of construction as shown on the construction folder will be charged. The final equalized assessed value will be determined at project completion by the Borough of Peapack and Gladstone Tax Assessor.

When the zoning permit is issued, a copy will be forwarded to the owner of the property and the contractor **via email**. The construction office will be copied on all correspondence. The Zoning Official signs off on the folder of the construction jacket submitted with the building package.

The Zoning Official has 10 working days to review a **complete application**. If any of the applicable prior approvals are **not received**, the application is deemed **incomplete and a zoning permit will not be issued until all the information is submitted**.

DRIVEWAY – A permit must be obtained when enlarging, adding curb, paving or regrading of a driveway. Approval by the Borough Engineer must be issued for any part of the driveway which is in the road right of way. The road right of way is the area from the edge of the road pavement between 12' - 14'. Most road right of ways are 50' wide however the paved width is not as wide as the right of way. Contact the Clerk/Administrator Nancy Bretzger – nbretzger@peapackgladstone.org for information.

For your information:

1. **Tree Removal Permit** – There is no permit required **but** the disturbance of the soil may trigger the need for other permits.
2. **Soil movement Permit** is required if 100 CY of soil is taken off the site. If the soil is kept on site, then the location of any excavated material generated by an addition or improvement to the property will need to be shown on the Lot Development Plan.
3. **Soil Erosion and Sediment Control Plan** - If the project will generate 5,000 SF of land disturbance or more, application to the Somerset-Union Soil Conservation District will be required.
4. **As-built survey prior to C. of O.** - You may need an as-built of the construction. The Borough Engineer or Zoning Official will confirm this. If a variance was granted by the Land Use Board, an as-built foundation location survey is required prior to framing of the structure. This is to be submitted to the Land Use Board Clerk/Zoning Official.

If you have any questions, please feel free to email me or call me at 201-400-9043.

Sarah Jane Noll,
Zoning Official and
Rental Official
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