

**ORDINANCE NO. 2025-001**

**AN ORDINANCE TO AMEND MUNICIPAL CODE CHAPTER 34 ZONING, MORE PARTICULARLY CODE SECTIONS 34-15.56**

**SUMMARY**

This Ordinance amends Code Chapter 34-15.56 Fees to establish fees for various types of Zoning Permits.

**BE IT ORDAINED** by the Borough Council of the Borough of South Bound Brook, County of Somerset, State of New Jersey that the Code of the Borough of South Bound Brook is hereby amended as follows:

**SECTION I**

Section 34-15.56, is amended as follows:

Zoning Permits:

~~\$50 for all nonresidential uses not requiring a Building Permit or Certificate of Occupancy.~~

- House (Individual) \$50
- House Addition \$30
- Solar (rooftop) \$25
- Garage Conversion \$30
- Commercial Bldg. \$50
- Change of Tenant/Use \$50 (fill below)
- Home Occupation \$50
- Accessory Bldg. \$50
- Shed ≤200 sq. ft. \$25
- Fence \$25
- Pool/Spa/Hot Tub \$30
- Deck/Porch/Gazebo \$30
- New/ Expanded Driveways, Patios, Walkways, etc. \$30
- Sign \$50
- Demolition – No Charge

**SECTION II**

Each clause, section or subsection of this ordinance shall be deemed a separate provision to the intent that if any such clause, section or subsection should be declared invalid, the remainder of the ordinance shall not be affected.

**SECTION III**

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed as the extent of such inconsistency.

**SECTION IV**

This ordinance shall take effect immediately upon adoption and publication according to law.

**ORDINANCE NO. 2025-001**

This is a true copy of an ordinance adopted by the Borough Council, Borough of South Bound Brook, Somerset County, New Jersey.

Introduced:

Public Hearing:

Adoption:

Published:

Effective:

# Borough of South Bound Brook

Building Department  
2 Main Street, Suite 101  
South Bound Brook, New Jersey 08880

Phone: 732-356-0258

Fax: 732-560-1524

## ZONING PERMIT APPLICATION

Per Section 34-15.2 of the South Bound Brook Zoning Ordinance, no land shall be occupied or used in whole or in part for any purpose whatsoever unless and until a Zoning Permit shall have been issued by the Construction Official. A Zoning Permit shall be required for the use of any premises which does not have upon it a building. Whenever there shall be a change contemplated in the use of any premises which does not have a building upon it, a new Zoning Permit therefore shall be required.

I. Date of Application: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_  
Owner Address (If Different from Property): \_\_\_\_\_  
Owner Phone #: \_\_\_\_\_ Owner E-Mail (Required): \_\_\_\_\_

II. Applicant Name (If Different from Owner): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Contact E-Mail (Required): \_\_\_\_\_

III. Description of proposed work:  
Brief project description (Provide type of proposed use, building or structure, dimensions, materials, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TYPE OF APPROVAL REQUESTED:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> House (Individual) \$50                | <input type="checkbox"/> Home Occupation \$50   | <input type="checkbox"/> Deck/Porch/Gazebo \$30                               |
| <input type="checkbox"/> House Addition \$30                    | <input type="checkbox"/> Accessory Bldg. \$50   | <input type="checkbox"/> New/ Expanded Driveways, Patios, Walkways, etc. \$30 |
| <input type="checkbox"/> Solar (rooftop) \$25                   | <input type="checkbox"/> Shed ≤200 sq. ft. \$25 | <input type="checkbox"/> Sign \$50  |
| <input type="checkbox"/> Garage Conversion \$30                 | <input type="checkbox"/> Fence \$25             | <input type="checkbox"/> Demolition – No Charge                               |
| <input type="checkbox"/> Commercial Bldg. \$50                  | <input type="checkbox"/> Pool/Spa/Hot Tub \$30  | <input type="checkbox"/> Other - _____  |
| <input type="checkbox"/> Change of Tenant/Use \$50 (fill below) |   |   |

Previous Tenant: \_\_\_\_\_ Type of Service/Use: \_\_\_\_\_

New Tenant: \_\_\_\_\_ Type of Service/Use: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ sq. ft. Unit/ Suite #: \_\_\_\_\_ Number of Seats (Restaurant Only): \_\_\_\_\_

I hereby certify that I am either the property owner or authorized by the property owner to make this application. I understand that if any of the above statements are willfully false, the permit may be revoked and a penalty may be issued.

Print Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### ----- OFFICE USE ONLY -----

Paid Amount: \_\_\_\_\_  Cash  Check #: \_\_\_\_\_ Zone: \_\_\_\_\_

Approved  Denied Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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

Engineering Approval Required  Yes  No

File Forwarded to Construction Department: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

1. All applicants must submit appropriate non-refundable application fees upon submission of the application. The fee shall be provided for each proposed structure or use, and one payment (check, cash, money order) in the total amount shall be submitted along with the permit application form and supporting documents.
2. A survey/plot plan and/or construction plans must be submitted with the application. If a survey is required, a copy of the original survey to scale must be provided and must show all existing structures and all proposed structures, including dimensions and setback distances drawn to scale.

**3. Please complete the following checklist below and provide applicable documents:**

- a. Is a copy of the **Property Survey / Plot Plan** provided?  Yes  No
- b. Has a variance/site plan/subdivision approval been granted for the proposed work?  
 Yes  No

If **YES**, provide application no. \_\_\_\_\_

- c. Do you have a Homeowners Association or other organization?  Yes  No

If **YES**, is a written permission **OR** Declaration of No Jurisdiction from the Association provided?  Yes  No

- d. Are **Construction Plans** or **Company Brochures** provided?  Yes  No Construction plans (or company brochures) must show details and dimensions of all proposed structures, indicating the square footage, height and material types, and existing and intended use of each building and structure.
- e. Do any **Easements** exist on your property?  Yes  No

If you have any questions, please call the Building Department at 732-356-0258 before submitting your application.

Borough of South Bound Brook

Ordinance 2025-001

NOTICE IS HEREBY GIVEN, that Ordinance 2025-001 entitled:

“AN ORDINANCE TO AMEND MUNICIPAL CODE CHAPTER 34 ZONING, MORE PARTICULARLY CODE SECTION 34-15:56”

Introduced at a regular meeting of the Mayor and Council of the Borough of South Bound Brook, in the County of Somerset, held on January 14, 2025 was adopted at a regular council meeting held on February 11, 2025.

Approved

Caryl “Chris” Shoffner

Attest:

Christina Fischer, Municipal Clerk  
(\$10.23)