

**TOWNSHIP OF WASHINGTON, BERGEN COUNTY
LAND DEVELOPMENT
ZONING/ENGINEERING APPLICATION**

**THE FOLLOWING ITEMS MUST BE SUBMITTED
WITH ALL APPLICATIONS**

1. \$50.00 Application Fee
 - a. Payable to “Township of Washington”
2. Notice from the Tax Collector that taxes are paid to date
 - a. Visit the tax window on second floor
 - OR
 - b. Email request to taxcollector@twpofwashington.us
3. Three copies of current survey
 - a. Please clearly indicate on the survey any changes since the date of the survey
 - b. Please clearly indicate what you are doing by drawing in and highlighting it
 - c. Please indicate distances from property lines
 - d. Please indicate dimensions of structure applying for

**IN ADDITION TO THE ABOVE, THE FOLLOWING MUST BE
SUBMITTED WITH ALL ENGINEERING APPLICATIONS**

4. \$1,000.00 Engineering Escrow, payable to “Township of Washington”
5. Land Development Fact Sheet with signature and initials where indicated
6. Three sets of plans
 - a. This includes details on site changes, grading changes and elevation calculations
 - b. If created by architect/engineer, they must have the architect/engineer’s raised seal
7. If the application is for an inground pool, and the depth of the pool is NOT on the site plan, a set of work site specific construction details for the pool must be included

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ADDRESS: _____ BLOCK: _____ LOT: _____

A. OWNER/APPLICANT INFORMATION:

Owner Name: _____

Owner Address: _____

_____ Zip _____

Owner Telephone: _____

Owner Email: _____

Applicant Name: _____

If the applicant is not the property owner, the owner must complete the authorization form on the last page of the application.

Relationship to
property owner: _____

Applicant Address: _____

_____ Zip _____

Applicant Telephone: _____

Applicant Email: _____

B. TYPE OF APPLICATION: (check all that apply)

___ Addition Dimensions (LxWxH): _____

___ Shed Dimensions (LxWxH): _____

___ Deck Dimensions (LxW): _____

___ Above Ground Swimming Pool ___ In-ground Swimming Pool ___ Hot Tub

___ Driveway Expansion ___ Driveway Repaving (same material) ___ Driveway Replacement

___ Fence (Privacy) Height: _____ Ft. (*does not require a building permit*)

___ Fence (Pool) Height: _____ Ft. (*no less than 4', no more than 6' – will require a building permit*)

___ Other (Please Specify): _____

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AUTHORIZATION OF OWNER(S)

If anyone other than the owner(s) of the property is making this application, the following authorization must be executed:

I, _____, authorize _____
(Print Owner Name) (Print Applicant Name)

to make the attached application to the Zoning Officer and Township Engineer on my behalf.

Print Owner(s) Name

Signature of Owner

Date

CERTIFICATION OF APPLICANT

I, _____ being of full age, hereby swear that all of the information I have provided
(Print Applicant Name)

in the above application, and the attached survey and/or plans are true and correct to the best of my knowledge.

Print Applicant Name

Signature of Applicant

Date

TOWNSHIP OF WASHINGTON, BERGEN COUNTY
LAND DEVELOPMENT FACT SHEET

PLEASE RETURN THIS FORM WITH SIGNATURE AND INITIAL WHERE INDICATED

If your project involves exterior changes a zoning review is required, an engineering review may also be required.

Engineering is generally required when hard surfaces are added, such as a driveway or any type of addition with roofing, or when there is a disturbance to a sidewalk, curb, or driveway apron (these are "public right of way" structures). Soil movement can also require an engineering analysis depending on the quantity moved.

The zoning approval or denial will be mailed to you in 10 business days.

If zoning is denied, you can revise your plans to comply with zone requirements, or apply for a variance.

If engineering is required, the engineers report must be received and recommendations followed before building permits can be released. It will take a few weeks after zoning approval is granted to receive your engineering report.

Please include a \$1,000.00 escrow deposit if engineering is required. This is an initial deposit; replenishment of the account may be required during the course of your job. Payment for services will be drawn out of that account and you will be notified of each charge by mail. If replenishment of your escrow account is needed, your failure to do so may hold up your project or issuance of the final Certificate of Occupancy. _____ (initial)

Please be aware you may be charged time spent by the engineer responding to inquiries by email or telephone. Local Municipal Land Use Law allows for billing by engineers in 15-minute increments. _____ (initial)

Any escrow remaining at the completion of the job will be returned to the applicant. To initiate the escrow return process, contact your engineer by email and request a project closeout report with escrow return when the project is completed. Your file will be reviewed by the engineer for all necessary approvals. Be advised there will be a charge to your escrow account for the cost of preparing the project closeout report. When that report is received at Town Hall, we begin the internal procedure required to release the escrow balance. This process may take a few weeks, as refunds are approved by Council. _____ (initial)

Engineers conduct final inspections if a Certificate of Occupancy is required, or if there is a disturbance to the "public right of way" structures.

If your project involves changes to the exterior, building permits will not be released until zoning and engineering approval has been received.

Applications are processed on a first come, first served basis.

For additional information, please refer to FAQs posted on the website at www.twpofwashington.us>buildingdept

An accepted and signed copy of this form will be returned to you for your records.

I have read and understand the information listed above.

Applicant: _____
Date Print Name Signature

Twp. Employee: _____
Date Print Name Signature

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Zoning

Engineering

A/C Compressor (NEW/RELOCATED)

Additions (ANY SIZE)

Additions (ANY SIZE)

Decks

Covered Decks

Dormers

Dormers

Driveways

Driveway – Material change

Fences

Driveway Expansions

Garages

Garages

Hot Tub/Spa

Inground/Semi-Inground Pools

New Homes

Major Landscape Designs

Patios

New Homes

Pergolas/Gazebos

Patios

Pools

Porches

Porches

Porticos

Porticos

Retaining Walls

Retaining Walls

Sidewalks

Sheds (NEW & REPLACEMENTS)

Sidewalks

Solar Panels