

THE PLANNING, CONSTRUCTION AND CODE PROCEDURE MADE SIMPLE

Many people feel intimidated by the process of building or altering their property. The process isn't as complicated as most people believe. The important thing to remember is that you **must allow time** to complete all requirements of the process.

Call or stop by the Construction Department and find out what you have to do for your project.

THE ZONING OR PLANNING PROCESS

Many projects need Zoning/Planning approval before proceeding to the construction phase.

Step One

Apply for a Zoning permit. You must submit your request with a property survey. Within 10 business days you will receive a letter of approval or denial. A denial of a Zoning application means that if you wish to proceed with your project you will need to appeal to the Planning Board for approval.

IF YOU ARE DENIED, YOU CAN PICK UP THE PLANNING BOARD APPLICATION TO PROCEED TO THE APPEAL PROCESS. The Planning Board meets monthly and you should allow 2 or 3 months for this process. Complicated projects could take longer.

Step Two

Bring your Zoning approval letter or your memorialized resolution to the Construction Office to pick up the Construction package.

THE CONSTRUCTION PROCESS

Step One

You must completely fill out the Construction Jacket and the required Technical sheets and/or plans that apply to your project. Your application will be stamped in with the date and the building department has 20 days to review the application. In actuality this process usually takes no longer than 2 weeks. If you have hired a Contractor to work for you they must be registered with the State and they will apply for the permit. **BEWARE** Do not hire a contractor who wants you to fill out the permit by saying you will perform the work yourself when you have, in fact, hired a contractor.

Step Two

You **MAY** be required to submit an elevation certificate with your application for a building permit if your property is in a designated flood hazard area.

Step Three

When you pay for the permit, it is issued and you receive the window card. You **must** schedule all required inspections and the permit must eventually be closed out, or you can be subject to fines. You will **ALWAYS** receive a **Certificate** when the work has been satisfactorily completed.

THE STATE REQUIRES THAT ALL PERMITS BE CLOSED OUT

It is your responsibility to complete the project, schedule all required inspections and get a Certificate of satisfactory completion of the project. Projects that required any conditions of Planning and Zoning approvals must be **signed off by the Board Secretary** before Certificates can be issued.

IN THE BOROUGH OF KEANSBURG YOU ARE REQUIRED TO GET PERMITS FOR DUMPSTERS, TREE REMOVAL, FENCES, CONCRETE WORK AND ALL SIZE SHEDS

THE CODE ENFORCEMENT PROCESS

You are required to maintain your property in a clean and sanitary condition at all times. The Borough has been stepping up its enforcement efforts for the benefit of all in the community.

STOP BY THE CONSTRUCTION OFFICE FOR A COPY OF THIS HANDOUT