



## *Borough of West Cape May*

732 BROADWAY, WEST CAPE MAY, NEW JERSEY 08204  
609-884-1005

CLERK'S FAX 609-898-0888 FINANCE FAX 609-884-9197  
WWW.WESTCAPEMAY.US

**PAMELA M. KAITHERN**  
MAYOR

**PETER C. BURKE**  
DEPUTY MAYOR

**CAROL E. SABO**  
COMMISSIONER

Zoning Official: Norman Roach Phone: (609) 884-1005 ext. 105  
Fax: (609) 898-0888

Office Hours: Monday - Friday 10am – 2pm  
1<sup>st</sup> Saturday of the Month: 10am - Noon

### **INSTRUCTIONS FOR ZONING PERMIT APPLICATION**

On the reverse side is the Application for Zoning Permit for the Borough of West Cape May. Attached is the Historic Preservation District Map and Zoning Map. Please use these maps to determine the property's zoning district and whether the property is located in the Historic District. All applications must be accompanied by the following:

1. Completed Application for Zoning Permit
2. Complete set of plans to scale, showing proposed structures or alterations \*
3. Current Survey
4. Pictures of property where work is going to occur, even if lot is vacant \*
5. Property Taxes must be current.
6. If new construction, water and sewer application and COAH fee are required.
7. Landscape Plan, as per West Cape May Code, inclusive of an existing tree inventory. \*
8. Grading Plan with application and escrow fees, in accordance with Section 10-10. See Ordinance attached for requirements. \*
9. Compliance Letter from Cape Atlantic Soil, per New Jersey State Soil and Sediment Control Act, Chapter 251, NJSA 4:24-39

\* These items are required for **additions** and **new construction** only.

**Return ONLY Application page along with necessary items on checklist**

**REST OF PACKET IS FOR YOUR INFORMATION ONLY**

### Borough of West Cape May Application for Zoning Permit

Applicant/Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Subject Property Street Address: \_\_\_\_\_  
Block \_\_\_\_\_ Lot: \_\_\_\_\_



\_\_\_\_\_ hereby applies to the zoning officer of the Borough of West Cape May, New Jersey for a zoning permit to do the following work:

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Accessory Structures | <input type="checkbox"/> Landscaping      | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Additions            | <input type="checkbox"/> Minor Repairs    | <input type="checkbox"/> Siding    |
| <input type="checkbox"/> Decks                | <input type="checkbox"/> New Construction | <input type="checkbox"/> Windows   |
| <input type="checkbox"/> Fences               | <input type="checkbox"/> Roofing          | <input type="checkbox"/> Other     |

Description of work:

- The subject premises is located within the \_\_\_\_\_ Zoning District.
- The subject premises  IS  IS NOT within the Historic Preservation District.
- Attached hereto, as schedule I, is a detailed description of the premises, including lot and building size, location and character of the land, and improvements (if any), and a detailed description of the proposed structure or use for which approval is sought.
- Attached hereto, as schedule II, are plot plans, maps and other documents, if required, upon which this application relies.

Applicant/Contractor Signature \_\_\_\_\_ Dated \_\_\_\_\_



#### DECISION

The within application is:  Approved  
 Denied, for the following reasons:

Date Issued: \_\_\_\_\_ by \_\_\_\_\_ Zoning Officer

Value of work \$ \_\_\_\_\_ Application Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_