

ZONING PERMIT CHECKLIST

To expedite the issuance of your zoning permit, please read the following checklist:

- ✓ Completely fill out the required application (all applications may be found online).
- ✓ Submit a copy of the current property survey that has not been enlarged or reduced in size. In order to check setbacks and coverage calculations the plans must be to scale.
- ✓ For ac units (replacement or new), generators (replacement or new), patios, decks, fences or sheds, homeowners may draw in the location on the property survey.
- ✓ Site Plans and Architectural plans for new construction and/or building additions must include a zoning schedule that reflects the current zoning ordinance. Please refer to the Borough Code found on the website and check both the zoning section of the ordinance as well as the “Recently Adopted Ordinance” section of the menu for the most recent ordinances.
- ✓ Submit a check in the amount of \$50.00 payable to the Borough of Ho-Ho-Kus for all applications, except dumpsters and pods which have a different fee structure as noted on the application form.

Please know that not having a complete application and/or plans that are deficient will delay the approval of your permit.