

CITY OF SALEM, NEW JERSEY  
ZONING PERMIT APPLICATION

📍 125 W. Broadway, Salem, NJ 08079

☎ 856-935-0372 ext. 204

✉ sbrown@cityofsalemnj.gov

✍ Zoning Officer: Sean M. Brown, MPA

## 🏛 ZONING PERMIT APPLICATION GUIDE

### Introduction & Instructions

Welcome to the City of Salem's Zoning Application Process. This guide is designed to help you understand when a zoning permit is required, how to properly complete your application, and what to expect throughout the review process.

Whether you are a homeowner, business owner, or developer, our goal is to assist you in navigating the zoning process so your project can move forward efficiently and in compliance with City ordinances.

The fee is \$25.

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### When Is a Zoning Permit Required?

A Zoning Permit is required before beginning any of the following activities:

- Constructing a new building or accessory structure (e.g. garage, shed)
- Adding to an existing building (e.g. deck, porch, room addition)
- Installing a fence, sign, or swimming pool
- Starting a new business or changing the use of a property
- Making site changes such as new driveways, walkways, or parking areas
- Tree removal in conjunction with development
- Any use or activity that may affect zoning compliance or site layout

Even if a County or State license has been issued, a Zoning Permit and Certificate of Occupancy (CO) may still be required by the City before work or operations begin.

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### How to Submit Your Application

1. Complete the Zoning Permit Application
  - Fill out all sections of this form.
  - Include a detailed description of your proposed use or improvements.
2. Attach Required Documents
  - Site Plan or Survey (showing existing/proposed conditions)

- Owner Consent Form (if applicable)
  - Drawings or sketches showing structure size, height, setbacks, etc.
  - Tax clearance documentation
  - Any applicable permits (e.g. Health Department approval)
3. Submit the Application
- Drop off at:
    - ♀ Zoning Officer, 125 W. Broadway, Salem, NJ 08079
  - Or submit electronically to: [sbrown@cityofsalemnj.gov](mailto:sbrown@cityofsalemnj.gov) Subject: Zoning \_\_\_\_\_
4. Pay the Application Fee
- Payment is required upon submission.
  - Fee varies depending on project type.
5. Review and Determination
- The Zoning Officer will review and respond within 10 business days.
  - If the application meets the zoning code, a permit will be issued.

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#### If Planning Board Review is Required

Salem has a Joint Land Use Board, referred to as the Planning Board, which handles both planning and zoning responsibilities. If your application does not conform to the zoning code (e.g. requires a variance or conditional use), it may be referred to the Planning Board for review.

If this happens:

- You will be notified in writing
- Instructions and deadlines for the Planning Board hearing will be provided
- You may be required to submit additional documentation and appear before the Board

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#### Additional Tips

- Ensure all drawings and measurements are accurate
- Include clear details on use, structure dimensions, and setbacks
- Pools must include fencing and safety compliance documentation
- Tree removal may require mitigation
- Parking plans are important for any commercial use

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#### Contact Us for Help

856-935-0372 ext. 204 or [sbrown@cityofsalemnj.gov](mailto:sbrown@cityofsalemnj.gov)

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◇ PART A: APPLICANT INFORMATION

- Applicant Name: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
  - Relationship to Property:  Owner  Contract Purchaser  Tenant  Agent
  - Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
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◇ PART B: PROPERTY INFORMATION

- Property Address (Site Location): \_\_\_\_\_
  - Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_
  - Is the property located in a historic district?  Yes  No
  - Is the property within a flood hazard area?  Yes  No
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◇ PART C: PROPOSED USE / IMPROVEMENTS

- Type of Request (Check all that apply):
    - Change of Use  New Construction
    - Addition  Fence
    - Shed/Garage  Signage
    - Swimming Pool  Deck
    - Tree Removal  Other: \_\_\_\_\_
  - Describe the Proposed Use and Improvements in Detail:
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- Current Use of Property: \_\_\_\_\_
  - Proposed Use: \_\_\_\_\_
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◇ PART D: STRUCTURE SPECIFICATIONS

- Size (Length x Width): \_\_\_\_\_ ft x \_\_\_\_\_ ft
  - Height: \_\_\_\_\_ ft                      Depth (if applicable): \_\_\_\_\_ ft
  - Setbacks (in feet):
    - Front Yard: \_\_\_\_\_    Rear Yard: \_\_\_\_\_
    - Left Side Yard: \_\_\_\_\_    Right Side Yard: \_\_\_\_\_
  - Will any trees be removed as part of this project?  Yes     No
    - If Yes, how many? \_\_\_\_\_
    - Will replacement planting occur?  Yes     No
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◇ PART E: REQUIRED DOCUMENTS

- Site Plan or Survey (required for all new structures or lot line uses)
- Floor Plan (for interior renovations/change of use)
- Building Elevations (for new construction or additions)
- Copy of Deed or Lease (confirming applicant's standing)
- Parking Plan (if applicable)
- Certificate of Occupancy (if already issued)
- County Health Department Approval (for food or waste systems)
- Historic Preservation Approval (if within historic district)  Pool Fencing Plan (for pool installations)
- Proof of Taxes Paid (no application will be processed if taxes are delinquent)

Attach all that apply. Incomplete applications will be returned.

◇ PART F: PLANNING BOARD REQUIREMENT

- Does this application require Planning Board approval?

Yes  No  Unsure

*(This may apply to changes in use, site layout, or if the property has not been improved in over one year.)*

If Planning Board approval is required, the applicant will be notified and provided further instructions.

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◇ PART G: OWNER'S CONSENT

*Required if the applicant is not the property owner.*

I, \_\_\_\_\_, am the legal owner of the property located at:  
\_\_\_\_\_, Salem, NJ.

I hereby consent to this application and proposed improvements submitted by:

\_\_\_\_\_ (Name of Applicant)

Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Owner Contact Number: \_\_\_\_\_

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◇ PART H: CERTIFICATION OF APPLICANT

I, the undersigned, certify that I am the applicant or authorized agent for the applicant and that the above information is true and complete to the best of my knowledge. I understand that false or misleading information may result in denial or revocation of approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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◇ PART I: FOR CITY USE ONLY

- Received By: \_\_\_\_\_ Date: \_\_\_\_\_

- Application #: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Zoning Officer Determination:

Approved    Denied    Referred to Planning Board (Land Use Board)

Conditions of Approval / Reason for Referral:

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Zoning Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_