

**Township of Knowlton, N.J.**  
**Zoning Department**  
**(908) 496-4816 extension 2**

*Instructions for Zoning Permit Application Submittal*

Please be prepared to submit a scaled map/survey of property with this application. You will then be requested to indicate the location/dimensions of any proposed new structures. **(Note: If you shrink the copy of the original survey, you must identify the appropriate scale)**

Please be prepared to pay the required, non-refundable zoning permit fee with your submittal of the application. The nonrefundable fee for zoning permits is according to the following schedule:

Zoning Permit – Residential renovations, additions, and accessory structures	\$50.00
Zoning Permit – new residential structures	\$100.00
Zoning Permit –change of use or new business	\$50.00
Zoning Permit – Commercial renovations, additions, and accessory structures	\$100.00
Zoning Permit – new commercial structure	\$100.00
Driveway Permit	\$150
Driveway Bond (refundable)	\$1,500

All sections (A through E) of the application must be filled in or marked not applicable with an "N/A".

When obtaining a zoning permit for the construction of a new house, addition, garage, shed or other structure that requires a building permit, then building and floor plans **must be** submitted with this application.

Please provide either the exact street address and/or the block and lot designation. The Zoning Department can provide the ZONE classification.

Please provide the applicant's name, address and phone number (daytime contact number is preferred). It is also recommended that contractors provide a phone number and contact person on application form.

Describe in detail the proposed use and/or square footage of any proposed structures, their location and intended use. For example: "16 X 10 ft. first floor, open deck" OR "600 sq. ft. inground pool with 3 ft. patio surround".

Submit a copy of site plan/property survey which shows the approximate location for all existing and proposed structures, septic and well, dimensions and heights. Setbacks from other buildings, lot lines and public right of ways must also be shown "to scale" on this plan.

Please submit Proof of payment of Taxes – See attached Certification of Property Tax Status Form

# TOWNSHIP OF KNOWLTON

## Zoning Permit Application

*Please submit all of the following information to the Zoning Officer in person, or by mail to the address below*

\_\_\_\_\_ **FEE** (Payable to Knowlton Township, Check  
(Personal, Certified or Money Order)

\_\_\_\_\_ **SITE PLAN/copy of PROPERTY SURVEY**  
(Show approximate locations for all existing &  
proposed structures, septic & well, dimensions, height,  
and setbacks from other buildings, lot lines and public right  
of ways)

\_\_\_\_\_ **BUILDING & FLOOR PLANS** (if applicable)

\_\_\_\_\_ **CERTIFICATION OF PROPERTY TAX STATUS**

**APPLICATION COMPLETE READY FOR REVIEW**

\_\_\_\_\_  
*Zoning Officer Signature*

\_\_\_\_\_  
*Date*

**A. APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

**B. PROPERTY INFORMATION**

Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s) \_\_\_\_\_

Lot Size \_\_\_\_\_ Zone \_\_\_\_\_

**C. PROPOSED STRUCTURE OR USE**

Description \_\_\_\_\_

Check one: \_\_\_\_\_ Principal Use

\_\_\_\_\_ Accessory Use

Dimensions \_\_\_\_\_ Height \_\_\_\_\_ Square footage \_\_\_\_\_

Setbacks (in feet) FRONT \_\_\_\_\_ REAR \_\_\_\_\_

SIDE \_\_\_\_\_ SIDE \_\_\_\_\_

*(left)*

*(right)*

**D. HAVE YOU RECEIVED A VARIANCE FOR THIS PROPERTY IN THE PAST?** \_\_\_\_\_

*(If YES, please attach a copy of resolution, approved site plan and/or other approvals)*

Note: The following documentation shall be provided (if applicable); 1. Board approvals, 2. Driveway Permit, 3. Well and Septic Permits, 4. Food Handling Permit, 5. Soil Disturbance Permit, 6. Stream/Wetland Encroachment Permit, 7. Others required by law

**E. I Hereby Certify that Everything Presented in this Application Package is True to the Best of My Knowledge & Grant Permission to Inspect Subject Premises, if Necessary, for Review:**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Property Owner's Signature*

\_\_\_\_\_  
*Date*

**THIS PERMIT IS HEREBY**

**ISSUED/DENIED**

**PERMIT#:** \_\_\_\_\_

\_\_\_\_\_  
*Zoning Official's Signature*

\_\_\_\_\_  
*Date*

**COMMENTS / CONDITIONS:**

Please Note: In addition to applicable building permits, applicant is still responsible for obtaining all associated local, county and/or state approvals as required by law.

Attn: Zoning Officer, Knowlton Township, 628 Route 94, Columbia, NJ 07832  
Phone: 908-496-4816 extension 2 / Fax: 908-496-8144

*Date of Publication January 1, 2025*

*Township of Knowlton*  
*Municipal Offices*  
628 Route 94  
Columbia, New Jersey 07832

Tel: (908) 496-4816

Fax: (908) 496-8144

Tax Collector  
tax@knowlton-nj.com  
908-496-4816 x4

**Certification of Property Tax Status**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qual. \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

Owner \_\_\_\_\_

I hereby certify that the property taxes on the above-referenced property are paid in full through the \_\_\_\_\_ Quarter of 20\_\_\_\_ \with the following exceptions:

Taxes

Year – Quarter	Due Date	Principal Due
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Liens

Certificate #	Sale Date	Principal Due
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(Any amounts due above may be subject to additional interest, costs, and \or penalties. Payoff figures may be obtained from the Tax Collector's office.)

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Date

Note: This certification is not an Official Tax Search. The information contained herein should not be considered reliable except to the extent that it represents a good faith estimate of the status of real estate taxes in the Township of Knowlton on the referenced property. This document is made for the sole use of conducting official business with a New Jersey State, County of Local government agency or related board. Any other use shall make this certification void.

December 2024