

Borough of Bound Brook
Department of Code Enforcement
Commercial Zoning SIGN Permit Application
Zoning Official – Jose Nieves Phone: (732) 356-0833 ext. 639 [email:jnieves@boundbrook-nj.org](mailto:jnieves@boundbrook-nj.org)

Commercial Zoning SIGN Application

YOU MUST READ ALL OF THE FOLLOWING INFORMATION PRIOR TO FILLING OUT AND SUBMITTING PERMIT

APPLICATION

- **A Zoning Permit** is required as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure or a building
- A Zoning Permit acknowledges that such use, or proposed use, structure or building complies with the provisions of all land use/zoning ordinances/codes of the borough or an approved variance there from the duly authorized Land Use board of the Borough
- Any misleading, false, or inaccurate information will lead to a denied application or revocation of any permit issued under misleading, false, or inaccurate information.
- All required information and PAYMENT must be received BEFORE the application is deemed valid and submitted. Once an application is reviewed and a decision is made, approved permits or denial letters will be emailed to the applicant.
- You are responsible to be aware of and make the Zoning Official aware of any easements on the property

Required information:

- 1) This form must be completed in its entirety. Contact the Zoning Official at the phone number above if you have any questions.
- 2) Upload/attach a copy of your most recent survey showing any proposed changes with all dimensions and distances to property lines illustrated. NOTE: uploaded survey must be in its original size and scale. INCLUDE any information on easements.
- 3) Upload any additional plans or drawings required.
- 4) Upload any documentation illustrating manufacturer information on fences, pools, prefabricated sheds, etc.
- 5) If this is a change of use, upload any documentation describing the former (if applicable use) and the proposed use. Be very detailed.

Note: the Zoning Official reserves the right to require additional information during the review process in order to make an appropriate determination. Failing to provide the requested documentation will lead to a denial.

Property Address: _____ Block: _____ Lot: _____

Applicants phone _____ Email: _____

NOTE: Cost associated with permit fee MUST be paid before application is reviewed: Commercial

Zoning Sign Permit - \$100

For Commercial Zoning SIGN Permit

NOTE: Proposed signs will need approval from the Architectural Review Committee (ARC)

List in detail – Describe below what the sign is for. The total number of signs. Location of each sign. Size specification for each sign. Lighting specification for each sign. Mounting details for each sign. Color palette for each sign. You MUST upload copies of artwork and all specification related to the sign and its

installation. I hereby acknowledge that the information given on this application is accurate and correct. I hereby acknowledge that I am the owner or duly authorized to act in the owner's behalf, and such hereby agree to comply with the applicable requirements, ordinances and regulations of the Borough of Bound Brook, as well as all Federal and State laws and regulations.

Applicant Signature _____ Date _____

Your Application will NOT be deemed submitted until you have reviewed this document with the Zoning Official and paid all applicable fees.

You must print sign/date and submit this form to Zoning