



# Zoning Permit Application

Borough of Highlands  
151 Navesink Avenue  
Highlands, NJ 07732  
Phone: (732) 872-1224  
<http://www.highlandsnj.gov/>

**ALL APPLICATIONS FOR A ZONING PERMIT MUST BE FILED ONLINE ON THE HIGHLANDS CONSTRUCTION APPLICATION PORTAL**



**All applications must be submitted with a property survey showing structure(s) size & location. Businesses must show the scope of the business and include all activities as part of the business.**

**APPLICATIONS NOT INCLUDING THE PROPER DOCUMENTATION WILL BE DENIED**

## ZONING PERMIT FEES

Addition: \$300	Garage: \$300	Renovation: \$50
Alteration: \$50	Generator/HVAC: \$50	Retaining Wall: \$50
Antenna: \$300	New Business: \$50	Single/Two Fam Dwell: \$300
Bulkhead: \$300	New Construction: \$300	Shed: \$50
Change of Use: \$50	Pavers: \$50	Sign: \$50
Driveway/Walkway: \$300	Pool: \$50	Storage Pod: \$50
Fence: \$50	Porch/Deck/Patio/Steps: \$50	Other: \$50

## GRADING REVIEW

**A *Grading Review Application* is required for all **New Construction, Additions, In-ground Pools, and Accessory Structures that exceed 500 square feet.****

Steps to File a ***Grading Review Application***, if one is required

**Step 1:** Complete your [Zoning Permit Application online](#)

**Step 2:** Download your [Grading Review Application here](#) and complete the form

**Step 3:** Deliver your Grading Review Application along with your survey and **one (1)** set of your construction plans along with your **Application Fee of \$800** to the **Zoning Office** located on the second floor of Borough Hall. *Please note that there is a Grading Application Re-review fee of \$200.*

Note: A Zoning Permit indicates that the proposed project conforms to the planning/zoning regulations of the Borough of Highlands. A building permit is required (per the requirements of the Uniform Construction Code of NJ) BEFORE beginning work. The Zoning Permit is valid for one year. If your application has been denied, you may appeal this denial to the Land Use Board as provided by the New Jersey Municipal Land Use Law. You must submit a letter of appeal to the Land Use Board Secretary within 20 days.

**\*NOTE: Applications for new construction, additions, and substantial improvements will require a [Floodplain Development Permit](#)**