



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

CONSTRUCTION PERMIT APPLICANT CHECKLIST

Please be advised that all applicable prior approvals must be obtained **BEFORE** an application will be deemed complete for the official reviews to begin. Failure to obtain all required prior approvals will delay the issuance of your permit. **Prior approvals are NOT controlled by the Construction Office** but rather by each individual, office, or agency having requirements associated with your permit application.

PERMIT APPLICATIONS WILL ONLY BE ACCEPTED IN THE CONSTRUCTION OFFICE FOR REVIEW ONLY AFTER ALL OTHER REQUIRED PRIOR APPROVALS HAVE BEEN OBTAINED.

In order to assist you, the following list of the most common prior approvals needed for construction permits have been identified. This list is not all inclusive and it is the applicant's responsibility to ensure all required prior approvals have been obtained.

ZONING
Contact Debra Coonce 908-647-8000 Ext 218
or Email at pzcoord@longhillnj.gov
Zoning Approval Included & Dated: _____

SEWER
Completed Sewer Flow Worksheet (attached) must be submitted to Paul Ferriero; contact info below.
Connection Fee if Approved: _____

PLANNING/ZONING BOARD
Contact Debra Coonce 908-647-8000 Ext 218
Email pzcoord@longhillnj.gov
Resolution Included & Dated: _____

ENGINEERING
Contact Paul Ferriero 908-647-8000 Ext 214
Email townshipengineer@longhillnj.gov
Lot Surface Drainage Permit: _____
Road Opening Permit: _____
Soil Removal Permit: _____
Engineering Approval Date: _____

MORRIS COUNTY PLANNING BOARD
Land Development Review
Contact 973-829-8120
Approval/Exempt Letter Dated: _____

MORRIS COUNTY
Soil Conservation District (for over 5,000 SF)
Contact 973-285-2953
Approval/Exempt Letter Dated: _____

SEPTIC APPROVALS
Contact Bernards Township Board of Health
908-204-2520
Septic Approval Letter Dated: _____

ALL PRIOR APPROVALS MUST BE SIGNED BY THE APPLICABLE DEPARTMENTS ON THE INSIDE BACK OF THE PERMIT JACKET. SIGNED LETTERS OF APPROVALS, RESOLUTIONS, VARIANCES AND EXEMPTIONS MUST BE INCLUDED AS WELL.

Please sign below and return this form along with your application for a construction permit indicating that you have read and understand your responsibilities with regards to prior approvals.

Applicant's Signature

Date