

Borough of Little Silver

Settled 1667

Incorporated 1923



Basements/Cellar

A **Development Permit** (zoning review) **is required** from the Planning and Zoning Department for all alterations/construction of basements.

A **Building Permit** is required once zoning approval for the placement of the unit has been obtained.

A Fee in the amount of \$300 (**2 checks- \$50 and \$250**) is required. Please make checks payable to the Borough of Little Silver.

For Zoning Approval:

Submit the Application for Development Permit together with the required fee and four sets of plans. If you know a variance application is necessary, you may submit one set of plans.

Plans must include the following:

- **Certified survey** (Must be to scale). **Lot size must be provided.**
- Plans must contain the percentage of additional living space proposed.
- **Plans must show the Floor Area of the first and second floor so Floor Area Ratio (FAR) can be calculated.**
- Plans must indicate the exiting height of the basement. Measured from the bottom of the floor joist to the top of the slab.
- **If sump pump is to be installed, the discharge system shall be reviewed and approved by Borough of Little Silver Engineer.**

NOTE: Sump pumps are not permitted to discharge directly into the street or through the curb.

After Zoning Approval:

You must obtain a Building Permit from the Construction Official's Office.

Note: Little Silver's Construction services are shared with the Borough of Rumson
80 East River Road Rumson, New Jersey 07760 732-842-3022

DEFINITIONS

“Basement” means a story fully or partly underground. A finished basement or an unfinished basement of seven (7) feet or more, measured from floor-to-ceiling, shall be considered a full story.

“Cellar” means an enclosed area which is partly underground and with a floor-to-ceiling height of less than seven (7) feet.

“Floor Area Ratio” means the sum of the area of all floors of buildings or structure compared to the total area of the site

APPLICATION FOR DEVELOPMENT PERMIT

DPA#

1. Name of Applicant(s):		2. Telephone:	
		E-Mail:	
3. Mailing Address:			Zip:
4. Agent for Service and Notice if other than Applicant:		5. Telephone:	
		E-Mail:	
6. Agents Mailing Address:			Zip:

DEVELOPMENT

7. Location – Street Address:			
8A. Lot(s) and Block(s) number(s):	8B. Zone:	8C. Current Use:	
9. Owner’s Name and Address (If different from Applicant)			Telephone:
			E-Mail:
10. Describe Proposed Development (Attach Plans, Maps, Statements and other information to describe development.)			
11. Development Name (If any):			
12. Check (✓) If Proposed	A. New Building <input type="checkbox"/> Construction	B. Basement <input type="checkbox"/>	C. Exterior <input type="checkbox"/> Renovations
D. Subdivision <input type="checkbox"/>	E. Site Improvements or Revisions <input type="checkbox"/>	F. Sign <input type="checkbox"/>	G. Fence <input type="checkbox"/>
H. Removal or <input type="checkbox"/> Demolition	I. Change in <input type="checkbox"/> Occupancy	J. Change in use <input type="checkbox"/>	K. Other <input type="checkbox"/> Attach Descriptions
L. Pod			
Signature of Applicant or Agent:			Date:
Type or Print Name of Applicant or Agent:			

ZONING OFFICER REVIEW

13. Action Required	A. Planning Board <input type="checkbox"/>	B. Board of Adjustment <input type="checkbox"/>	C. Board Action <input type="checkbox"/> Not Required
14. Applications Required:	<input type="checkbox"/>	F. Appeals	<input type="checkbox"/>
A. Minor Subdivision	<input type="checkbox"/>	G. Interpretations	<input type="checkbox"/>
B. Major Subdivision	<input type="checkbox"/>	H. Bulk Variance (s)	<input type="checkbox"/>
C. Site Plan	<input type="checkbox"/>	I. Use Variance	<input type="checkbox"/>
D. Conditional Use Permit	<input type="checkbox"/>	J. Direction for Building Permit	
E. Sign		Insurance	
Note: Planning Board may not grant more than one area variance.			
15. Notice of Public Hearing required <input type="checkbox"/>		Fee is \$	16. Fee Paid <input type="checkbox"/>
17. Other required approvals (or comments).			

Authorization is hereby given to the Borough of Little Silver, its agents, employees and representatives to inspect all or any part of the above property, whether interior or exterior, at any reasonable hour of the day, with respect to any matters relating to the Application for Development, within the judgment of the Borough or such representatives related thereto. This Authorization shall permit representatives to take photographs and to make sketches and notes with respect to the subject property.

CHECK WHICHEVER IS APPLICABLE

____ I/We am/are the Owner(s) of record of the above referenced property and concur with the Application for Development submitted to the Borough of Little Silver.

____ I/We certify that I/we have the permission of the owner(s) of the above referenced property to make this application for development and present these plans to the Borough of Little Silver.

_____, of full age, being duly sworn, according to law, upon my oath, depose and say that I am authorized to make this application and that all of the statements and information contained in the application, plans, attachments and other documents submitted herewith are true.

Applicant's Signature

Sworn and Subscribed to before
me this day of , 20 .

Notary Public