

# ZONING PERMIT PROCEDURES

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DAILY OFFICE HOURS  
8:00 A.M. TO 5:00 P.M.  
Office: 856-429-0647  
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2400 Voorhees Town Center  
Voorhees, NJ 08043

**\*NOTE – ALL TAXES AND SEWER ASSESSMENT FEES MUST BE PAID IN FULL PRIOR TO THE ISSUANCE OF A ZONING PERMIT AND/OR CERTIFICATE OF CONFORMANCE.**

## STEP 1 – ZONING PERMIT

### RESIDENTIAL – NEW HOUSING ONLY

1. Submit a completed Zoning Permit application.
2. Submit three (3) sealed surveys indicating grading and the location of all structures (i.e. dwelling unit, garage, deck, porch, driveway, walkways, etc.) and the proposed setbacks from all property lines as well as the building envelope for the designated zoning district.
3. Submit a \$500 escrow check for engineering review of grading plans.
4. Submit a \$60 fee for the Zoning Permit and Certificate of Conformance.
5. Submit a copy of the approved CCMUA sewer connection certificate.
6. Submit the Voorhees Township Sewer Application.

### RESIDENTIAL – ADDITIONS/ACCESSORY USES/STRUCTURES

This includes additions, decks, swimming pools (swimming pool includes a hot tub or spa), sheds, gazebos, fences, ponds, patios and all other accessory uses/structures.

1. Submit a completed Zoning Permit application.
2. Submit one (1) copy of the survey indicating the location of the proposed new construction and the proposed setbacks from all property lines. **Submit three (3) grading plans along with a \$500 escrow fee for review by the Township Engineer for any improvement that involves the grading or disturbing of more than 500 square feet of surface dirt.**
3. Submit a completed Tax and Assessment Payment Report.
4. Submit a \$60.00 fee for the Zoning Permit and Certificate of Conformance.

**NOTE: ALL RESIDENTIAL SURVEYS SHALL INCLUDE ALL STRUCTURES, INCLUDING ENTRANCE PORCHES, DECKS, STEPS, PATIOS, ETC. WHICH SHALL BE CONSTRUCTED WITHIN THE BUILDING ENVELOPE.**

**NOTE: THERE WILL BE FEES FOR CONSTRUCTION PERMITS IN ADDITION TO THE INITIAL FEES FOR THE ZONING PERMIT AND CERTIFICATE OF CONFORMANCE.**

# ZONING PERMIT PROCEDURES

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## **NON-RESIDENTIAL:**

1. Submit a completed Zoning Permit application.
2. Submit one (1) copy of approved and signed Final Site Plan.
3. Submit a \$60.00 fee for the Zoning Permit and Certificate of Conformance
4. Submit a copy of the approved CCMUA sewer connection certificate.
5. Submit the Voorhees Township Sewer Application.
6. Submit proof of Board of Health approval. (If applicable).
7. Submit any other outside agency approvals required.

**NOTE: If a new building is to be constructed as a shell with owner or tenant fit-outs to be completed at a later date, then only one (1) Zoning Permit and Certificate of Conformance is required for the initial application. At the time of owner/tenant fit-out, each owner or tenant will be required to submit an application for their own Zoning Permit and Certificate of Conformance.**

## **STEP II – FOUNDATION SURVEY**

### **REQUIRED FOR RESIDENTIAL AND NON-RESIDENTIAL NEW CONSTRUCTION.**

1. Submit a completed Foundation Survey Application.
2. Submit two (2) sealed copies of the foundation survey indicating the actual setback dimensions from all property lines along with the building envelope.
3. Foundation survey must also show top of block elevation.

The Zoning Office shall review and approve a foundation survey in conjunction with the Construction Department inspections.

**NO ADDITIONAL BUILDING CONSTRUCTION MAY COMMENCE BEYOND THE CONSTRUCTION OF THE FOUNDATION WITHOUT A FOUNDATION SURVEY APPROVAL FROM THE ZONING OFFICE. AN APPROVED COPY OF THE FOUNDATION SURVEY WILL BE FOWRADED TO THE APPLICANT AND THE CONSTRUCTION DEPARTMENT.**

## **STEP III – CERTIFICATE OF CONFORMANCE**

**CERTIFICATE OF CONFORMANCE APPROVAL IS REQUIRED BEFORE THE CONSTRUCTION OFFICE WILL PROCESS A REQUEST FOR THEIR FINAL INSPECTION FOR OCCUPANCY/USE.**

1. Submit a completed Application for Certificate of Conformance. This application includes proof of paid local taxes and, where applicable, paid local sewer connection fee, paid recreation fee, paid impact fees, paid escrow fees, Board of Health approval, paid Mercantile License, and Township Engineer's approval.
2. Submit two (2) sealed "As Built" surveys.

**NOTE: The applicant will be advised of any deficiencies which will prohibit the issuance of a Zoning Permit, Foundation Survey approval, or a Certificate of Conformance.**