



ZONING PERMIT APPLICATION

\$60 Permit Application Fee, Due Upon Submission
 (\$20 Resubmission Fee, Due Upon Resubmission)

| | | |
|-------------------------------|---------------------------------|------|
| Property Owner: | Date of Application Submission: | |
| Property Address: | Block: | Lot: |
| Phone Number: | Name of Development: | |
| Contractor Name: | Tenant Name (Non-residential): | |
| Contractor Address: | Tenant Address: | |
| Contractor City, State & ZIP: | Tenant City, State & ZIP: | |
| Contractor Phone: | Tenant Phone: | |
| Contractor Email: | Tenant Email: | |

For **residential improvements**, does your community association (HOA) require their approval? Yes or No
 If yes, a copy of the association’s approval letter is required to be submitted with this application.

For **non-residential change of tenant applications**, is a tenant fit out proposed? Yes or No

REQUIRED: Email where approval is to be sent:

REQUIRED: Proposed use/structure/improvement (please describe in detail):

Please complete all applicable fields:

| | | |
|--------------------------------------|-----------------------------------|---------------|
| Floor area (in square feet): | Structure/Fence Height (in feet): | |
| Front Setback: | Rear Setback: | Side Setback: |
| Side/Secondary Front Setback: | Lake Setback: | |
| Lot Area (in square feet): | Corner Lot? Yes or No | |
| For New Garage Only | | |
| Front Entrance (in feet): | Side Entrance (in feet): | |
| Number of Cars: | Floor Area (in square feet): | |
| Lot Coverage (SF and % of lot area): | Off-Street Parking Spaces: | |

 Signature of Applicant

Note: Check with Construction Department for Construction Permit application requirements and procedures.

| ZONING OFFICE USE ONLY | | | |
|---|---|---------------|----------|
| Date Paid: | Cash/Check #: | Collected by: | |
| APPROVED or DENIED | Date of Action: | Article: XV | Section: |
| <input type="checkbox"/> Property taxes are current | <input type="checkbox"/> Property taxes are not current | | |

 Signature of Tax Collector



ZONING PERMIT APPLICATION PROCEDURES

PERMIT APPLICATIONS (EXCLUDING NEW CONSTRUCTION)

This includes building additions, decks, swimming pools (including hot tubs and spas), sheds, gazebos, fences, ponds, patios, and all other accessory uses/structures.

Required submission items

1. A completed Zoning Permit Application;
2. A copy of the property survey indicating the locations of all existing and proposed improvements with setbacks dimensioned from all property lines;
3. For any improvement(s) that involve the grading and/or disturbing of more than 500 square feet of surface dirt, as well as all inground pools, submit three (3) original signed and sealed grading plans along with \$500 (check or cash) to be deposited into a review escrow account;
4. \$60.00 Zoning Permit Application fee (cash or check). If resubmitting an application with only minor changes (typically as a result of the denial of a previous application for the same structure, or due to a need to alter an approved application), submit the \$20 Resubmission Fee.

NOTE: Depending on the proposed improvement, additional fees for construction permits may apply.

NEW CONSTRUCTION APPLICATIONS

Required submission items

1. For all new residential construction, three (3) copies of signed and sealed plans that include the locations of all existing and proposed structures and improvements (with distances to property lines), as well as the zone-specific building envelope;
2. For all non-residential properties, a copy of the approved site plan;
3. Upon the completion of foundation construction, two (2) sealed copies of a foundation survey with the setbacks dimensioned from all property lines, as well as the building envelope and top of block elevation included;
4. A copy of the CCMUA Sewer Connection Certificate;
5. A copy of the Voorhees Township Sewer Application;
6. A copy of Board of Health approval for non-residential buildings, if applicable; and
7. A copy of all other outside agency approvals.

No building construction beyond the construction of the foundation **shall commence without a foundation survey approval**. An approved copy of the foundation survey will be forwarded to the applicant and to the Construction Department.

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

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.