



## 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: | Qual: | Name of Development:            |  |  |
| Owner Email:      |      |       | Owner Phone Number:             |  |  |
| Contractor Name:  |      |       | Contractor Address:             |  |  |
| Site Supervisor:  |      |       | Contractor City, State & ZIP:   |  |  |
| Contractor Phone: |      |       | Contractor Email:               |  |  |

**NOTE:** If this property is subject to a community association (HOA) which requires their approval, that approval must be sought from the association separately. The issuance of a Zoning Permit does not replace or negate a property owner's responsibility or requirement to obtain their association's approval.

**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   |
| <input type="checkbox"/> Property taxes are current |  | <input type="checkbox"/> Property taxes are not current |               |

\_\_\_\_\_  
Signature of Tax Collector



## ZONING PERMIT APPLICATION PROCEDURES

### **FOR ALL PERMIT APPLICATIONS EXCEPT 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 with all applicable fields filled in. All proposed improvements require at least the dimensions of the structure, height above grade, and property line setbacks.
2. An original or true-to-scale copy of the property survey indicating the locations of all existing and proposed improvements with setbacks dimensioned to the two nearest 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 because of the denial of a previous application for the same structure, or due to a need to alter an approved application), only the \$20 Resubmission fee is necessary.

**NOTE:** Depending on the proposed improvement, construction permits and fees may be required.

### **FOR 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. Three (3) original signed and sealed grading plans with \$500 (check or cash) to be deposited into a review escrow account. See the "Grading Plan Checklist" for the required Escrow Certification form.
5. A copy of the CCMUA Sewer Connection Certificate.
6. Proof of payment of the Voorhees Township Sewer Connection Fee. (Required for C.O.)
7. A copy of Board of Health approval for non-residential buildings, if applicable.
8. 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.**