



ZONING PERMIT APPLICATION

\$60 Permit Application Fee, due upon submission
 (\$20 Resubmission Fee, due upon resubmission)

Property Address: Voorhees, NJ 08043

Block #: Lot #: Condo Qualifier (if applicable):

Property Owner Name:

Owner Phone: Owner Email:

Contractor Name:

Contractor Phone: Contractor Email:

Contractor Address:

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 for all correspondence: _____

REQUIRED Proposed structure/improvement: *For example: 8' x 12' x 9' shed, 1,200 SF patio, 6' high vinyl fencing*

All applicable fields below must be completed.

Floor area (in square feet): Structure Height (in feet):

Front Setback (in feet): Rear Setback (in feet):

Side Setback (in feet): Side 2/Secondary Front Setback (in feet):

Only for new attached or detached garages.

Area of New Garage (in square feet): Area of Existing Garage (in square feet):

Number of Cars (New Garage): Number of Cars (Existing Garage):

REQUIRED If a board application is required, provide the following information:

Application Number: Resolution Number:

Date of final signature on approved plan:

Note: If final plans have not received all required signatures, this application should not be submitted.

 Applicant's Signature

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

ZONING OFFICE USE ONLY		
Date Paid:	Cash/Check #:	Collected by:

ZONING PERMIT APPLICATION PROCEDURES

A Zoning Permit is required for nearly all improvements. These include, but are not limited to, additions, decks, swimming pools (including hot tubs and spas), sheds, gazebos, fences, ponds, patios, parking lot restriping, backup generators, new buildings, etc.

Required Submission Items

1. A Zoning Permit Application with all applicable fields completed.
2. A copy of the property survey or approved site plan which shows locations of all existing and proposed improvements with dimensions and dimensioned setbacks from property lines for all proposed improvements. (Residential property owners should have received multiple copies of their survey from their Surveyor or Title Agency when the property was purchased);
3. \$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.
4. For any improvement(s) involving grading and/or the disturbance of more than 500 square feet of surface dirt (as well as all new homes and inground pools), three (3) signed and sealed grading plans along with the Escrow Certification Form, a W9 with birthdate written in margin, and \$500 escrow deposit (check or cash);
5. If applicable, copies of all required outside/prior approvals. If a Planning or Zoning Board approval was obtained, the board application information must be provided on the Zoning Permit Application form. **Copies of a Voorhees Township's board approval are not required to be provided since we can look those up;**
6. For all new homes and non-residential buildings:
 - Upon completion of foundation construction, three (3) signed and sealed copies of a foundation survey showing setbacks dimensioned from all property lines, the building envelope for the subject zone, and top of block elevations. **No construction beyond the foundation shall commence without a foundation approval.**
 - Upon completion of all work, three (3) signed and sealed copies of a final survey must be submitted to the Zoning Department. After submission, Applicant must contact the Engineer to schedule a final engineering inspection. Applicant must schedule all Construction inspections through the Construction Department.

Applicant will be advised via email of any deficiencies which will prohibit the issuance of a Zoning Permit, Foundation Survey approval, or Final Approvals.

The included example survey plan (right) shows 3 proposed improvements:

A partial replacement of existing fencing

A new 352 square foot (16' x 22') paver patio

A new 818 square foot irregularly shaped deck

