



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 exterior improvements. These include, but are not limited to, additions, decks, swimming pools (hot tubs and spas), sheds, gazebos, fences, ponds, patios, parking lot restriping, backup generators, new buildings, etc.

Required Submission Items

Please note that any applications that do not meet the requirements stated below are required by law to be denied.

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 and a W-9 form from the Grading Plan Checklist packet, 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 (Resolution Number and Application Number) must be provided on the Zoning Permit Application form. **It is not necessary to provide copies of a Voorhees Township board approval documents;**
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.

Applicants will be advised via email of any deficiencies which prohibit the issuance of a Zoning Permit, foundation survey approval, or final approval. After submitting, be sure to check your inbox and junk/spam folders regularly.

Please note that State law requires municipalities to decision all Zoning Permit Applications within 10 business days of submission. **To avoid a mandatory denial, all Required Submission Items must be submitted with the initial application.**

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

