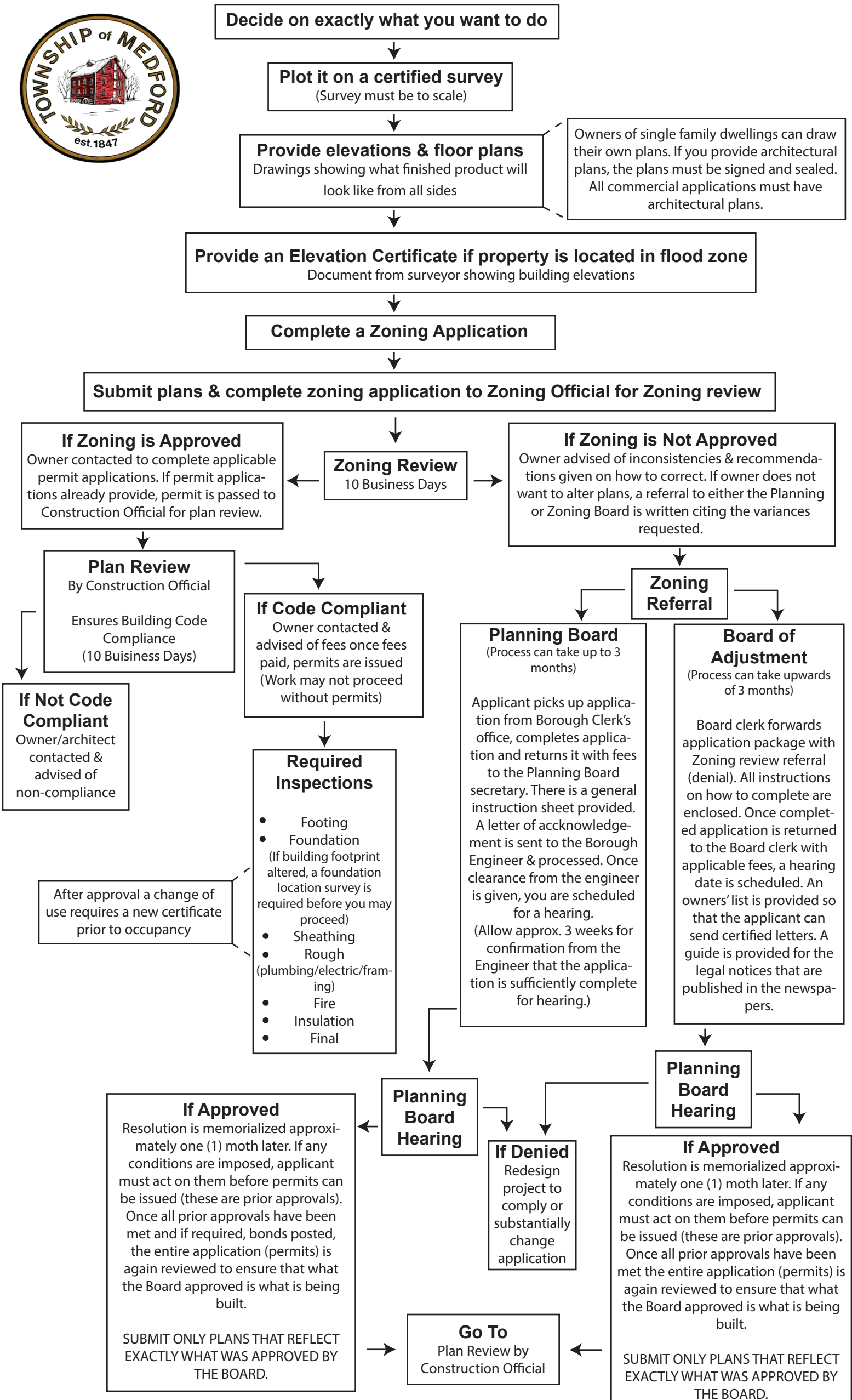


# PROCESS FOR MEDFORD TOWNSHIP BUILDING/ZONING PERMITS



**Decide on exactly what you want to do**

**Plot it on a certified survey**  
(Survey must be to scale)

**Provide elevations & floor plans**  
Drawings showing what finished product will look like from all sides

Owners of single family dwellings can draw their own plans. If you provide architectural plans, the plans must be signed and sealed. All commercial applications must have architectural plans.

**Provide an Elevation Certificate if property is located in flood zone**  
Document from surveyor showing building elevations

**Complete a Zoning Application**

**Submit plans & complete zoning application to Zoning Official for Zoning review**

**If Zoning is Approved**  
Owner contacted to complete applicable permit applications. If permit applications already provide, permit is passed to Construction Official for plan review.

**Zoning Review**  
10 Business Days

**If Zoning is Not Approved**  
Owner advised of inconsistencies & recommendations given on how to correct. If owner does not want to alter plans, a referral to either the Planning or Zoning Board is written citing the variances requested.

**Plan Review**  
By Construction Official  
Ensures Building Code Compliance  
(10 Business Days)

**If Code Compliant**  
Owner contacted & advised of fees once fees paid, permits are issued  
(Work may not proceed without permits)

**If Not Code Compliant**  
Owner/architect contacted & advised of non-compliance

**Zoning Referral**

**Planning Board**  
(Process can take up to 3 months)  
Applicant picks up application from Borough Clerk's office, completes application and returns it with fees to the Planning Board secretary. There is a general instruction sheet provided. A letter of acknowledgement is sent to the Borough Engineer & processed. Once clearance from the engineer is given, you are scheduled for a hearing.  
(Allow approx. 3 weeks for confirmation from the Engineer that the application is sufficiently complete for hearing.)

**Board of Adjustment**  
(Process can take upwards of 3 months)  
Board clerk forwards application package with Zoning review referral (denial). All instructions on how to complete are enclosed. Once completed application is returned to the Board clerk with applicable fees, a hearing date is scheduled. An owners' list is provided so that the applicant can send certified letters. A guide is provided for the legal notices that are published in the newspapers.

- Required Inspections**
- Footing
  - Foundation  
(If building footprint altered, a foundation location survey is required before you may proceed)
  - Sheathing
  - Rough  
(plumbing/electric/framing)
  - Fire
  - Insulation
  - Final

After approval a change of use requires a new certificate prior to occupancy

**Planning Board Hearing**

**If Approved**  
Resolution is memorialized approximately one (1) month later. If any conditions are imposed, applicant must act on them before permits can be issued (these are prior approvals). Once all prior approvals have been met and if required, bonds posted, the entire application (permits) is again reviewed to ensure that what the Board approved is what is being built.  
  
SUBMIT ONLY PLANS THAT REFLECT EXACTLY WHAT WAS APPROVED BY THE BOARD.

**If Denied**  
Redesign project to comply or substantially change application

**Go To**  
Plan Review by Construction Official

**Planning Board Hearing**

**If Approved**  
Resolution is memorialized approximately one (1) month later. If any conditions are imposed, applicant must act on them before permits can be issued (these are prior approvals). Once all prior approvals have been met the entire application (permits) is again reviewed to ensure that what the Board approved is what is being built.  
  
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