

# ZONING PERMIT APPLICATION

**(IMPORTANT: READ CHECKLIST AND INFORMATION SHEET BEFORE FILLING IN APPLICATION)**

**TOWNSHIP OF MEDFORD**

Department of Planning & Zoning

17 N. Main Street

Medford, NJ 08055 Phone: (609) 654-2608 Fax: (609) 714-2109

IS THIS AN UPDATE TO A PREVIOUSLY SUBMITTED APPLICATION? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THIS PROPERTY RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ HISTORIC PROPERTY \_\_\_\_\_

1) BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

2) PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

3) APPLICANT'S NAME: (If different from Property Owner) \_\_\_\_\_

ADDRESS (Location of Work): \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

4) CONTRACTORS NAME: \_\_\_\_\_ Contact Person: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

CONTRACTOR LICENSE NO. OR BUILDER REGISTRATION NO. \_\_\_\_\_ FEDERAL EMP.NO. \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

5) PROPOSED USE & SPECIFIC TYPE OF BUSINESS: \_\_\_\_\_

**DESCRIPTION OF WORK**

\_\_\_\_\_  
 \_\_\_\_\_

6) UTILITIES: Septic \_\_\_\_\_ Well \_\_\_\_\_ Public Sewer \_\_\_\_\_ Public Water \_\_\_\_\_

7) AGE OF HOME: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Proposed Project was approved by Zoning Board \_\_\_\_\_ Planning Board \_\_\_\_\_ Other (specify) \_\_\_\_\_

Application # \_\_\_\_\_ Approval Date \_\_\_\_\_ Memorialization # \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied: \_\_\_\_\_ Date: \_\_\_\_\_ Reason(s): \_\_\_\_\_

Exempt Permit \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Zoning Control # \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Permit # \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWNSHIP OF MEDFORD

**IMPORTANT INFORMATION FOR APPLICANT:**

## **PLOT OR SITE PLANS**

Site Plans (or surveys) submitted with the Zoning Permit Application must show all the existing and proposed improvements. Proposed improvements must be specifically described in size and location from property lines and other structures must be indicated. For example, on a raised wood deck, size (by dimensions or square footage) distance from appropriate property lines and its intended use must be stated on the "Description of Work".

## **FENCES**

Fences may be installed to a height of six feet (6') in rear and side yards. In front yards, fences may not exceed four feet (4') in height and must be of wood construction either split rail or picket with two inch (2") spacing between slats, unless in cases where a pool is proposed then a fence could be one and three quarter inch (1 ¾") spacing between slats. On corner lots, any portion of the property adjacent to the street is defined as a front yard. Reverse frontage lots allow for fences greater than four feet (4') in height up to six feet (6') maximum height. The minimum setback from the secondary street in all cases shall be no less than the required front yard setback for the District, except that the setback shall not be less than twenty five feet (25') from the street right of way. If an approved buffer area or other protected or preserved or landscaped area is located along the secondary street, the fence must be located outside of this area and on the developed or potentially developable side of the buffer. The fence must be set back no less than the required front yard setback for the District, except that the setback shall not be less than twenty five feet (25') from the street right of way. If the lot is subject to other restrictions affecting the location of fences, those restrictions must also be met. If the secondary street frontage adjoins a lot or lots with direct frontage on the street, i.e., a lot which is not a reverse frontage lot, the minimum setback for the fence shall be no less than the setback of the front facade of the existing principal building which is the greatest distance from the street line, plus ten feet (10'), but no less than the minimum front yard setback for the District, plus ten feet (10').

## **LANDSCAPING REQUIREMENT FOR FENCES**

- Any solid fence, board on board fence or other fence with picket spacing less than three inches (3") and more than four feet (4') in height and closer to the right of way line than fifty feet (50') shall be buffered by landscaping on the street side with at least one evergreen tree, (4' or more in height at planting) and one large evergreen shrub (4' or more at maturity) for each fifteen feet (15') of fence or part thereof. This standard shall not apply to locations already provided with a landscaped buffer area if the existing buffering exceeds the standards outlined above. The Planning and Zoning Official may approve substitute landscaping schemes, if the alternate design meets the intent of the above listed standards.

## **FENCES IN EASEMENTS**

- If a fence or wall is to be located within an easement granted to the Township of Medford, the property owner shall provide a signed statement indicating that he or she is aware that the fence or wall is to be located with an easement and that he or she agrees to remove and later replace the fence or wall at his or her expense if such action is required by the Township in order to conduct maintenance work.

## **SWIMMING POOLS**

Anything related to the pool, including walks, filters, pool house, etc., are required to meet the minimum accessory setback for the side and rear yard property line to the edge of concrete apron/decking as set forth in the zoning district for which the lot is located. Applicants should contact this office (609-654-2608) for information on minimum requirements for setback distance.

## **GRADING PLANS**

- In order to prevent the adverse consequence of uncontrolled surface water flow, prior to the issuance of a construction/zoning permit for the erection or installation of a pool, a lot grading plan shall be submitted to the Planning/Zoning Department, which will be forwarded to the Township Engineer. The grading plan must show sufficient detail to show the following:

- [1] The existing surface drainage pattern as it affects the subject property and all abutting land.
- [2] The location of any existing streams, watercourses, slopes, ponds, storm sewers or drainage facilities which relate to drainage of surface waters from or to the subject property.
- [3] The proposed location of the structure for which a construction permit is being sought.
- [4] The proposed elevation of the finished pool facility for the subject property.
- [5] The outer limits of all areas in which any grading, clearing or filling is proposed on the subject property.
- [6] Any proposed changes in the existing surface drainage pattern which will result from the construction proposed for the subject property, including any proposed changes on abutting lands.
- [7] When necessary, upon the Municipal Engineer's request, this lot grading plan must be prepared in a drawing form, signed and sealed by a professional engineer or land surveyor.

## CHECKLIST OF THE SUBMISSION OF A RESIDENTIAL ZONING PERMIT

- Completed zoning permit application. The application shall be completely filled out.
- Original sealed survey.
- Three (3) copies of the survey/plot plan with proposal drawn to scale with the distances marked to the property lines and the house. **Note:** The survey must be a true and accurate representation of what currently exists and what is proposed. Homeowner must sign an affidavit on survey.
- One (1) copy of the fence brochure. Construction permit will be required if fence surrounds a pool or acts as a pool barrier. (See Construction for details.)
- Completed Homeowners Association Courtesy Notice.
- Completed Building & Lot Coverage Worksheet.
- Brochure/Construction drawings for shed.
- If approval has been granted by the Planning or Zoning Board, submit copy of resolution.
- One (1) set of elevations

- \_\_\_ Two (2) sets of grading plans must be submitted for in-ground pool applications.
- \_\_\_ Appropriate Zoning Permit Fees. See attached fee schedule.

## **CHECKLIST OF THE SUBMISSION OF A NON-RESIDENTIAL ZONING PERMIT**

- \_\_\_ Completed zoning permit application. The application shall be completely filled out.
- \_\_\_ One (1) sealed site plan/survey.
- \_\_\_ If approval has been granted by the Planning or Zoning Board, submit copy of resolution.
- \_\_\_ Submit an existing floor plan and a proposed floor plan for a change of tenant.
  - a) A letter must be submitted identifying the type of proposed business use. The letter shall describe the existing use.
- \_\_\_ One (1) copy of Architectural if change in building exterior is proposed.
- \_\_\_ Appropriate Zoning Permit Fees. See fee schedule.

### **TOWNSHIP OF MEDFORD IN-GROUND POOL GRADING PLAN CHECKLIST**

All in-ground pools which involve grading or disturbing of surface dirt of more than 4500 square feet shall require a review of a grading plan. Applications shall be accompanied by a grading plan, submitted in triplicate, conforming to the standards as follows:

Applicants will be notified if their Grading Plan submission is found deficient and will be requested to provide additional information within ten (10) working days.

**1. Grading Plans:**

- \_\_\_ Must have a title block indicating the address of the site, lot and block designation and be titled "GRADING PLAN." The title block must contain the name, address and telephone number of the preparer. The plan must also contain the name and address of the applicant.
- \_\_\_ Must be signed and sealed (embossed) by a Professional Land Surveyor, Professional Engineer, Certified Landscape Architect or Registered Architect licensed in the State of New Jersey.
- \_\_\_ Must have note on the plan specifying that the vertical datum year. If an assumed datum is used, a conversion equation must be indicated on the plan.

**2. Property Lines, Easements and Setbacks:**

- \_\_\_ Must be shown on the plan. Abutting properties must be identified by Lot and Block Numbers.
- \_\_\_ Must have bearings and dimensions of property lines, building setback lines and purpose of any easements in accordance with the Zoning Ordinance.

**3. Plan Requirements**

- \_\_\_ The lot shall be graded to direct surface runoff toward the frontage road or other defined drainage paths. Finish deck elevations shall be set above the natural grade occurring on the lot to prevent surface water from flowing into the pool.
- \_\_\_ Plan must have pertinent information related to elevations of the existing/proposed site improvements such as proposed pool deck, finish floor of the dwelling, finished grades at all building openings and corners, top of curb and gutter, sidewalk and driveway.
- \_\_\_ Plan must show limits of fill and land disturbance. In no case shall fill be placed so as to interrupt existing drainage patterns or within five (5) feet of the property line. IN no case shall fill be placed within an easement.
- \_\_\_ In no case shall an in-ground pool or pool decking be placed within the required accessory setback. In no case shall an in-ground pool or pool decking be placed within an easement. The grading plan shall ensure that the proposed swimming pool will not cause an increase in runoff to adjacent property owners.
- \_\_\_ Must show lot layout including all structures and other site improvements with overall dimensions of structures, offset distances from property lines and location of driveways, fences pools, decks, retaining walls, etc.
- \_\_\_ Based on site inspection, conditions presented on the plan must be consistent with actual field conditions.

**4. Where Retaining Structures or Other Site Details are Needed:**

- \_\_\_ Retaining structures which must retain more than four (4) feet of material must have calculations prepared by a licensed professional engineer certifying the stability of the structure.
- \_\_\_ Details of all proposed site improvements such a landscape or retaining structures, drainage facilities, etc., shall be submitted with and become part of this application. All proposed site improvements, which are subject to building codes, shall be submitted for review to determine compliance with applicable standards.

**MEDFORD TOWNSHIP, BURLINGTON COUNTY, NEW JERSEY**

**COURTESY NOTICE  
FOR  
HOMEOWNER ASSOCIATIONS**

The purpose of this notice is to provide information regarding pending development or construction applications to homeowner associates in Medford Township. The improvements include accessory structures like sheds and fences. The Township encourages all applicants to work with their respective Associations to implement the various rules/by laws, deed restrictions or restrictive covenants that govern the area.

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This form is to be filled out by the applicant as part of a complete application. The Construction or Planning/Zoning Offices will forward a copy of the Notice to the appropriate Association.

**Property Identification:**

Applicant: \_\_\_\_\_  
Owner, if not same as applicant \_\_\_\_\_  
Address and phone number of Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address of Work Site \_\_\_\_\_  
\_\_\_\_\_  
Block and Lot number \_\_\_\_\_

This property is subject to the rules/restrictions of the following Association(s):

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Describe the Proposed Development/improvement:

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Has the proposed improvement been reviewed with the Association? \_\_\_\_\_

Does the improvement involve the removal of trees? A.>2" \_\_\_\_\_ B.<4" \_\_\_\_\_

If a lake-front lot is involved, how close is the improvement to the lake? \_\_\_\_\_ feet.

Does the improvement involve an existing buffer or any type? \_\_\_\_\_

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Applicant Signature and Printed Name