

DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

49 Union Street • Medford • NJ 08055

• PHONE: 609/654-2608 x315 • FAX: 609/714-1790

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

- _____ Completed zoning permit application. The application shall be completely filled out and **signed by both applicant and owner** (if applicable).

- _____ One (1) sealed site plan/survey.

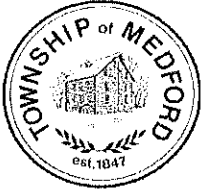
- _____ If approval has been granted by the Planning and Zoning Board, submit a copy of the Resolution.

- _____ Submit an existing floor plan and a proposed floor plan for a change of tenant.
A letter must be submitted identifying the type of proposed business use. The letter must describe the existing use.

- _____ One (1) copy of Architectural plans if change in building exterior is proposed.

- _____ Sign permits are required for each new sign and refacing of any/all existing signs. (See separate Sign Permit application form).

- _____ Appropriate Zoning Permit fee



ZONING PERMIT APPLICATION

DEPARTMENT OF PLANNING & ZONING

49 UNION STREET

MEDFORD, NJ 08055 PHONE: (609) 654-2608 x315

1) BLOCK # _____ LOT # _____ ZONING DISTRICT _____ AGE OF PROPERTY: _____

2) PROPERTY OWNER'S NAME: _____

ADDRESS: _____

DAY PHONE #: _____ EMAIL: _____

Signature: _____ Print Name: _____ Date: _____

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

4) ADDRESS/LOCATION OF WORK: _____

DAY PHONE #: _____ EMAIL: _____

Signature: _____ Print Name: _____ Date: _____

5) CONTRACTOR/COMPANY: _____ Contact Person: _____

6) ADDRESS: _____ PHONE: _____ EMAIL: _____

Signature: _____ Print Name: _____ Date: _____

7) PROPOSED USE (COMMERCIAL/RESIDENTIAL) IF COMMERCIAL, SPECIFIC TYPE OF BUSINESS:

8) NEW CONSTRUCTION _____ CHANGE OF USE/TENANT _____ IMPROVEMENT (i.e., Pool, Addition, Shed, Fence) _____ (Check one)

9) DESCRIPTION OF IMPROVEMENT(S): _____

WILL THIS REQUIRE REMOVAL OF TREES? _____ IF SO, HOW MANY? _____

INDICATE ON SURVEY LOCATION OF TREES TO BE REMOVED

10) PROPOSED SETBACKS: Front _____ Rear _____ Right Side _____ Left Side _____

11) FOR FENCES: Height (front yard) _____ (side yard) _____ (rear yard) _____

Material: check one: Wood _____ Vinyl _____ Chain-link _____ Other (list) _____

Will fence enclose a pool? Yes _____ No _____ (If yes, you must see the Construction Dept.)

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12) UTILITIES (Check all that apply): *Septic _____ Well _____ Public Sewer _____ Public Water _____

BE ADVISED A LETTER FROM BURLINGTON COUNTY HEALTH DEPARTMENT PROPERTIES WITH SEPTIC MAY BE REQUIRED.

13) IS THIS PROPERTY GOVERNED BY A HOMEOWNER ASSOCIATION (INC., COLONY CLUB, CIVIC ASSOCIATION PER SECTION 605 OF ORDINANCE 1992-1(2) Yes _____ No _____

IF YES, PLEASE INCLUDE THE HOMEOWNER ASSOCIATION COURTESY LETTER FROM AN OFFICER OF THE ABOVE ASSOCIATION APPROVING THE PROPOSED PROJECT IN QUESTION # 7 ABOVE.

14) HAS A VARIANCE EVER BEEN GRANTED FOR THIS PROPERTY Yes _____ No _____

THIS APPLICATION SHALL INCLUDE ONE (1) COPY OF A PLOT PLAN OR NJ LICENSED LAND SURVEY IF AVAILABLE, CLEARLY DETAILED SHOWING ALL EXISTING AND PROPOSED STRUCTURES WITH DIMENSIONS, SETBACKS, AND RECORDED EASEMENTS. (IN CERTAIN SITUATIONS A NJ LICENSED LAND SURVEY MAY BE REQUIRED)

ALL INFORMATION SUPPLIED HEREIN IS CONSIDERED TO BE MATERIAL FACTS, AND MISREPRESENTATIONS SHALL BE SUFFICIENT CAUSE FOR DENIAL OF THIS APPLICATION OF REVOCATION OF ANY PERMIT(S) PREVIOUSLY ISSUED.

PLEASE NOTE: PURSUANT TO NJ STATE STATUE SECTION 40:55-18 THE ZONING OFFICIAL HAS TEN (10) BUSINESS DAYS TO RESPOND TO YOUR APPLICATION.

FOR OFFICE USE ONLY

Proposed Project was approved by: Zoning Board _____ Planning Board _____ Other (specify) _____

Application # _____ Approval Date _____ Memorialization # _____

Cash _____ Check # _____ Amount _____ Zoning Control # _____ Initials: _____ Date: _____

Reviewed By: _____ Date: _____ Approved _____ Denied _____ Zoning Permit # _____

Send to Construction: Yes No

Description/Notes:



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49 Union Street • Medford • NJ 08055

PH: 609/654-2608 X 315 FAX: 609/714-2109

www.medfordtownship.com

FILL OUT A SEPARATE SHEET FOR EACH SIGN --- FEE REQUIRED: \$100.00 PER SIGN

NAME OF BUSINESS: _____ CONTACT: _____

ADDRESS: _____ EMAIL: _____

TYPE OF SIGN: (Check all that apply)

Temporary ____ Permanent ____ Free Standing ____
Building Mounted ____ One Sided ____ Two Sided ____
If Other, Explain _____

IF BUILDING MOUNTED:

Linear Building Frontage _____
Wall Surface Area Where Sign To Be
Attached: Height ____ Width ____

SPECIAL SIGNS:

Development Sign ____
Multiple Occupancy & Tenancy Sign ____
Roof Sign ____
Functional Sign ____
Window Sign ____
Other Special Sign ____ Explain _____

Off-Site Sign ____
Sign for Non-Conforming Use ____
Sign for Non-Profit Institution ____
Sign for Service Station ____
Window Sign ____

SIZE:

Length _____ Width _____ Square Feet _____
Height (Free Standing Only) _____
Light Source (Mercury Vapor, High Pressure Sodium, Etc.) _____

ATTACH THE FOLLOWING: Scaled sketch of sign - show dimensions, identify construction materials, locate lighting fixtures and show angles of illumination.

For Free Standing Signs: Provide scaled location plan of sign on site, provide dimensions, locate driveways and show landscaping.

For Building Mounted Signs: Provide scaled plan locating sign on building, provide dimensions, and show windows, doors, etc.

OTHER PERMITS REQUIRED:

Construction ____ Electrical ____

APPROVED FOR PERMIT

(Administrative Officer) DATE _____

DISAPPROVED FOR PERMIT

Reason: _____

(Administrative Officer) DATE _____

ZONING PERMIT FEES

§901. Fees

A. Every application for development shall be accompanied by a check payable to the Township of Medford in accordance with the following schedule:

| 17. Zoning Permit Fees | Application Charge |
|--|---------------------------|
| (a) 1 or 2 Family Dwelling Unit | \$100 |
| (b) Multiple Dwelling Building | \$200 |
| (c) Additions or rehabilitation of fences, Sheds, above ground pools or any Improvements requiring issuance of zoning permit | \$50 |
| (d) Inground Pools (includes pool grading plan) | \$150 |
| (e) Non-residential development authorized by Site Plan Approval | \$250 |
| (f) Change of Tenant | \$75 |
| (g) Sign and/or Refacing Permit | \$100 |

[NOTE: There are no escrow account charges for the above applications]