



## 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 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) copy 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.
  
- \_\_\_\_\_ Completed Homeowners Association Courtesy Notice/Approval. (Must be signed by the Homeowners & Homeowners Association)
  
- \_\_\_\_\_ Completed Building & Lot Coverage Worksheet.
  
- \_\_\_\_\_ If approval has been granted by the Planning and Zoning Board, submit a copy of the Resolution.
  
- \_\_\_\_\_ One (1) set of elevation drawings for additions, new dwellings, etc.
  
- \_\_\_\_\_ Appropriate Zoning Permit Fees. Check the fee schedule.
  
- \_\_\_\_\_ If the property has a **SEPTIC SYSTEM**, the proposed project must be submitted to the Burlington County Board of Health for review and approval.



# 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.*

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### 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:



DEPARTMENT OF PLANNING & ZONING

COURTESY NOTICE
FOR
HOMEOWNER ASSOCIATIONS

The purpose of this notice is to provide information to Homeowners Associations regarding proposed development or construction applications within a planned development and/or subdivision to ensure the application is consistent with all HOA deed restrictions, restrictive covenants and by-laws.

This form is to be filled out by the Applicant as part of a complete application and approved by Homeowner Association when applicable.

Property Identification:

Applicant:
Owner, if not same as Applicant:
Address or Applicant:
Phone Number or Email Address of Applicant:
Address of Work Site:
Block and Lot Number:

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

Describe the proposed development/improvement:

Has the proposed improvement been reviewed with the Association?

Does the improvement involve the removal of trees? Yes No 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/easement of any type?

Applicant's Signature

Applicant's Name (Printed)

Date

HOA Representative Signature

Representative's Name (Printed)

Date



# Building and Lot Coverage Worksheet

## Department of Planning & Zoning

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Acreage                      Square Feet

1	Lot size (multiply acreage by 43,560 to get square feet)
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### BUILDING COVERAGE

		Dimensions	Square Feet
<b>Existing</b>			
2	House	_____	_____
3	Attached garage	_____	_____
4	Attached deck <b>OR</b> Attached patio	_____	_____
5	Other attached	_____	_____
6	Total existing building cover (add lines 2 thru 5)		<input style="width: 100%;" type="text"/>
7	Total % of existing building cover (line 6 divided by square feet in line 1 multiply 100)		<input style="width: 100%;" type="text"/>
<b>Proposed Addition to House (Identify structure, e.g., addition, deck, attached garage, etc.)</b>			
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	Total proposed building cover (add lines 8 thru 10)		<input style="width: 100%;" type="text"/>
12	Total Building Cover in square feet - existing and proposed (add line 6 plus line 11)		<input style="width: 100%;" type="text"/>
13	Total % of Building Cover (line 12 divided by square feet in line 1 then multiply by 100)		<input style="width: 100%;" type="text"/>
14	Total % Building coverage permitted (from Planning and Zoning Staff)		<input style="width: 100%;" type="text"/>

### LOT COVERAGE

		Dimensions	Square Feet
<b>Existing</b>			
15	Building cover from line 6		_____
16	Driveway (including stone, pavers, etc.)	_____	_____
17	Sidewalks, paver patios, etc.	_____	_____
18	Detached garage(s)	_____	_____
19	Detached Deck(s)	_____	_____
20	Shed(s) or other accessory buildings	_____	_____
21	Pools, including surrounding concrete deck	_____	_____
22	Other (Gazebos, etc)	_____	_____
23	Total existing lot cover (add lines 15 thru 22)		<input style="width: 100%;" type="text"/>
24	Total % of existing lot cover (line 23 divided by square feet in line 1 then multiply by 100)		<input style="width: 100%;" type="text"/>
<b>Proposed (Identify structure, e.g., patio, driveway, pool, shed, garage, etc.)</b>			
25	Building Cover from line 11		_____
26	_____	_____	_____
27	_____	_____	_____
28	_____	_____	_____
29	Total proposed lot cover (add lines 25 thru 28)		<input style="width: 100%;" type="text"/>
30	Total cover in square feet - existing and proposed (add line 23 plus 29)		<input style="width: 100%;" type="text"/>
31	Total % Lot cover (line 30 divided by square feet in line 1 then multiply by 100)		<input style="width: 100%;" type="text"/>
32	Total % Lot coverage permitted (from Planning and Zoning Staff)		<input style="width: 100%;" type="text"/>

# 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:

<b>17. Zoning Permit Fees</b>	<b>Application Charge</b>
(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]



## DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

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### SEPTIC SYSTEM NOTICE

Per State Statute, any applicant with a septic system that is seeking a Zoning Permit for an addition, garage, shed, deck, pool, patio pavers, or any other structure on their property, or when proposing to finish a basement to include a new bathroom must first have their proposed project reviewed and approved by the Burlington County Health Department.

Applicants are to apply online to the Burlington County Health Department website to fill out the application. Here is the link:

[www.co.burlington.nj.us/DocumentCenter/View/9472/No-Interest-Letter-Form?bidId=](http://www.co.burlington.nj.us/DocumentCenter/View/9472/No-Interest-Letter-Form?bidId=)

They will usually issue a letter within 24-48 hours. This letter is to be submitted with the Zoning Permit Application to Medford Township.