



DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

49 Union Street • Medford • NJ 08055

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

CHECKLIST FOR THE SUBMISSION OF A RESIDENTIAL ZONING PERMIT FOR A FENCE

LAND DEVELOPMENT ORDINANCE § 513--Fences and Walls.

[Ord. No. 1992-1 § 2; amended by Ord. No. 1996-4 §§ 7- 9; Ord. No. 2006-7 § 1; 4-7-2015 by Ord. No. 2015-5]

A. A fence or wall shall be defined, for the purposes of this ordinance, as an artificially constructed barrier of wood, masonry, stone, wire, metal or any other manufactured material or combination of materials, erected for the enclosure or partial enclosure of land and/or dividing one piece of land from another. For the purposes of this ordinance, gates shall be considered a fence, whether freestanding or attached to a fence, wall, or other structure.

B. No fences or walls shall be erected within the Township without the owner of the premises or his representative obtaining a permit from the Zoning Officer of the Township. The fence or wall permit shall be forwarded to the Township Engineer for review and comment if deemed necessary by the Zoning Officer.

(Please refer to Section 513 found here for the complete rules & regulations: https://www.ecode360.com/30806151LUL?highlight=fence,fences,fencing)

- Completed Zoning Permit Application. The application shall be completely filled out.
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.
Description/Brochure for fence (N/A for typical split rail or solid wood/vinyl privacy fence).
Completed Homeowners Association Courtesy Notice/Approval (if applicable).
Appropriate Zoning Permit Fee - \$50.00 (Cash or Check/Money Order payable to Medford Township)



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) ADDRESS/LOCATION OF WORK: _____

3) PROPERTY OWNER'S NAME: _____

ADDRESS: _____

DAY PHONE #: _____ EMAIL: _____

Signature: _____ Print Name: _____ Date: _____

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

DAY PHONE #: _____ EMAIL: _____

Signature: _____ Print Name: _____ Date: _____

5) CONTRACTOR/COMPANY: _____ Contact Person: _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

Signature: _____ Print Name: _____ Date: _____

6) PROPOSED USE: COMMERCIAL/RESIDENTIAL; IF COMMERCIAL, SPECIFIC TYPE OF BUSINESS:

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

8) DESCRIPTION OF IMPROVEMENT(S): _____

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

*****INDICATE ON SURVEY LOCATION OF TREES TO BE REMOVED*****

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

10) 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.)

ZONING PERMIT APPLICATION (Page 2)

11) 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.

12) 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.

13) 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: _____

Taxes paid Y / N

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. The improvements may include accessory structures such as sheds, garages, pools, solar arrays and fencing. Medford Township encourages all applicants to work with their respective Associations to ensure the proposed project is permitted in their neighborhood.

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

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	Application Fee	Escrow Account
(a) New Construction: 1 or 2 Family Dwelling Unit	\$100	
(b) New Construction: Multiple Dwelling Building	\$200	
(c) Additions or rehabilitation of fences, sheds, above ground pools, or any other structure and residential improvements requiring issuance of a zoning permit	\$ 50	\$500 *
(d) Inground Pools (includes pool grading plan) 2 copies	\$150	
(e) Non-residential development	\$250	\$750 *
(f) Change of Tenant	\$ 75	
(g) Sign and/or Refacing Permit	\$100 per sign	

* If Engineering or Planning review is determined to be required by the Zoning Officer.