



INSTRUCTIONS FOR COMPLETING ZONING or SIGN PERMIT APPLICATION

Please clearly print or type all necessary information on the Application and submit all required support materials. The support documentation is outlined below. If you have any questions, please call the Planning & Zoning Department at (856) 665-1000, ext. 1431 or 1430 or email zoning@pennsauken.gov.

Zoning Permit Required

A Zoning Permit is a document signed by the Zoning Officer which is required by Section 52-29 of the Pennsauken Township Development Regulations Ordinance as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure or building and which acknowledges that such use, structure or building complies with the zoning provisions of this chapter or a variance therefrom duly authorized by a municipal agency pursuant to the Municipal Land Use Law.

ALL APPLICANTS WHO NEED A ZONING/SIGN PERMIT MUST SUBMIT THE FOLLOWING:

Residential Applications – Zoning Permit Application Checklist

- 1. Completed Zoning AND/OR Sign Application
- 2. One (1) copy of property survey to scale with proposed improvement(s) drawn on it
- 3. Application Fee, cash in the exact amount or money order/check made payable to “Pennsauken Township”
- 4. Proof of ownership – Copy of Driver’s License, deed, tax bill, or lease (*leases must be notarized*)
- 5. Letter of approval from Homeowner’s Association, if applicable
- 6. Completed Property Tax Certification form (verifies taxes are paid and up to date)
- 7. Completed Construction Department Certification form (verifies there are no open permits)

Non - Residential Applications – Zoning Permit Application Checklist

- 1. Completed Zoning AND/OR Sign Application
- 2. One (1) copy of property survey to scale with proposed improvement(s) drawn on it
- 3. Application Fee, cash in the exact amount or check made payable to “Pennsauken Township”
- 4. Proof of ownership – Copy of Driver’s License, deed, tax bill, or lease (*leases must be notarized*)
- 5. Letter of approval from Property Owner, if applicable
- 6. Completed Property Tax Certification form (verifies taxes are paid and up to date)
- 7. Completed Construction Department Certification form (verifies there are no open permits)
- 8. Sign form

***Please note, Survey Plan’s should be drawn to scale (e.g. 10, 20, 30, 40, 50, 60 etc.)*

***Building and Electrical Subcode permit applications can be obtained at the Construction Department.*

Application and Review Fees (nonrefundable)	
Accessory Structure(s) review (sheds, carports, pergolas gazebos, garages etc.)	\$10.00
Awning review	\$10.00
New Construction /Addition/Alteration review for a new or existing single fam-construction app required	\$25.00
Pool review	\$20.00
Sheds under 200 sq ft	\$50.00
Fence	\$50.00
Concrete/Gravel	\$50.00

COMMONLY PROPOSED IMPROVEMENTS (*list is not all inclusive of projects requiring zoning approval, please check with office*)

CONCRETE/ASPHALT/STONES: (ZONING PERMIT REQUIRED)

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location and dimensions of the proposed changes
- ___ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

FENCES: (ZONING PERMIT REQUIRED)

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location of the proposed fence (be advised that fences must be 3 inches inside of the property lines)
- ___ 3. Provide the fence height and construction material (e.g. Wood, Vinyl, Chain Link etc.)

DECKS/PORCHES: (ZONING REVIEW REQUIRED)

*If approved by Zoning, a **construction permit** application will be needed*

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location and dimensions of the proposed structural changes
- ___ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

POOLS: (ZONING REVIEW REQUIRED)

*If approved by Zoning, a **Building & Electrical Subcode** construction permit application will be needed*

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location and dimensions of the proposed structural changes
- ___ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

SHEDS: (ZONING PERMIT REQUIRED)

*If approved by Zoning, a **Building Subcode** construction permit application will be needed (only for sheds 200 sq ft and over 10 feet in height or more in size)*

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location and dimensions of the proposed structural changes
- ___ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

CARPORTS/PERGOLAS/GAZEBOS: (ZONING REVIEW REQUIRED)

*If approved by Zoning, a **Building Subcode** construction permit application will be needed*

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location and dimensions of the proposed structural changes
- ___ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

AWNINGS: (ZONING REVIEW REQUIRED)

*If approved by Zoning, a **construction permit** application will be needed*

- ___ 1. Survey Plan of the property, prepared by Professional Land Surveyor
- ___ 2. On the survey draw the location and dimensions of the proposed structural changes
- ___ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

SIGNS: (ZONING PERMIT REQUIRED)

- ___ 1. Two sets of renderings (plans showing location and dimensions of signs)

Submission of Application

Please check with the Construction Department to determine if your project requires additional approvals. Each department has their own policies for accepting applications. For most residential applications, Zoning approvals need to be obtained before the Building Department will review an application for the project.

PLEASE RETURN COMPLETED APPLICATIONS TO:

Pennsauken Township
Attn: Planning & Zoning Department
2400 Merchantville Avenue
Pennsauken, NJ 08110

Review of Application

Upon receipt of a complete Zoning Permit application, the Zoning Officer shall have ten (10) business days to review and act upon said application. A Zoning Permit or a denial will be issued to the applicant through the US Postal Service or email upon completion of review.

INCOMPLETE APPLICATIONS SHALL NOT BE PROCESSED. ANY APPLICATION WHICH REMAINS INCOMPLETE FOR MORE THAN 10 BUSINESS DAYS WILL BE DISCARDED. FALSIFICATION IN ANY FORM SHALL SUBJECT APPLICANT TO A FINE OR MUNICIPAL COURT.

No construction, erection, alteration, repair, remodeling, conversion, renovation, or demolition of any building or structure shall begin prior to Zoning approval. Other municipal agency approvals maybe required.

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ZONING PERMIT APPLICATION

DATE APPLICATION SUBMITTED: _____

APPLICANT INFORMATION	
Applicant Interest: () owner () tenant () agent/contractor – License # _____ Exp. Date _____	
Applicant <input type="checkbox"/> Same As Owner Name: _____ Address: _____ City: _____ State, Zip: _____ Email: _____ Phone: _____ Signature: _____	Owner Name: _____ Address: _____ City: _____ State, Zip: _____ Email: _____ Phone: _____ Signature: _____
(both signatures required, or letter of approval from the owner, if the applicant is not the property owner)	

WORKSITE INFORMATION
Work Site Address: _____ (if applicable, please include building and suite #)
Block: _____ Lot: _____ Zoning District: _____
Do you have an association that requires exterior approval? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide a copy of approval letter
Was Board approval required for this improvement and/or property? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide resolution #: _____
Is this an update to a previously submitted application? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide permit #: _____
Is the structure presently vacant? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, how long? _____
Will TREES be removed? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, how many? _____ # of TREES

WORKSITE INFORMATION

Describe in detail the use & activities **PROPOSED** (attach separate sheet if necessary): _____

Are there other activities existing within the same property? _____

Are any of the activities conducted in the principal building existing as a nonconforming use?
 No Yes (please explain) _____

Proposed Zoning Permit– Select Type of Improvement(s) below:

Residential	Non – Residential	
<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> New Tenant/ Use	Sign(s)
<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> New Principal Structure	<input type="checkbox"/> Wall
<input type="checkbox"/> Deck	<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Accessory Structure (shed, etc.)	<input type="checkbox"/> Fence	<input type="checkbox"/> Temporary
<input type="checkbox"/> Driveway (New/Pave/Expand)	<input type="checkbox"/> Site Work	
<input type="checkbox"/> Walkway / Patio / Landing	<input type="checkbox"/> Wireless Telecommunications	
<input type="checkbox"/> Fence		
<input type="checkbox"/> Other: _____ Conversion, Home Occupation, etc.	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

By signing this application, you are certifying that the above stated information is accurate, and the survey (if applicable) submitted with this application is a true representation of the property except for any work proposed by this application. The Zoning Department reserves the right to inspect all improvements to verify compliance with the authorized zoning permit.

Property Owner Signature & Name: _____ Date: _____

(REQUIRED, or attach letter of approval from owner)

Applicant Signature & Name (if different): _____ Date: _____

OFFICIAL USE ONLY:

Date Received: _____ Fee(s): _____ Review Deadline Date: _____
 Check #: _____ Receipt #: _____ Decision Date: _____
 Comments: _____

CONSTRUCTION DEPARTMENT & PROPERTY TAX CERTIFICATION FORM

THIS FORM MUST BE COMPLETED.

TO OBTAIN CERTIFICATIONS YOU CAN EMAIL OR COME IN PERSON TO THE CONSTRUCTION AND TAX OFFICE.

CONSTRUCTION DEPARTMENT CERTIFICATION

Name of property Owner: _____

Address: _____

Block: _____ Lot: _____

Applicant is compliant and has no outstanding permits over 2yrs old: _____

Applicant is not compliant and has outstanding open permits over 2 years old: _____

Name of approving personnel: _____ Date: _____

TAX OFFICE CERTIFICATION

Name of property Owner: _____

Address: _____

Block: _____ Lot: _____

_____ Taxes are current.

_____ Taxes are not current.

Name of approving personnel: _____ Date: _____

RENTAL PROPERTY CERTIFICATION

Name of property Owner: _____

Address: _____

Block: _____ Lot: _____

_____ Registered _____ Not Registered

Name of approving personnel: _____ Date: _____

Upon completion, this form shall be submitted with the original application.

PERMIT APPLICATIONS WILL BE DENIED if the applicant is not compliant.

Owner and Contractor Responsibilities

Fences

It is the responsibility of the owner or agent to erect a fence in conformance with Township Laws or Ordinances. A permit holder should take every precaution to ensure that the fence will be erected on the property (3 inches inside the property lines) . If there is reason to believe that there may be a conflict or a problem with neighbors, the permit holder should try to resolve these problems before installing a fence.

Permit Location Problems

When the permit holder proceeds with care as stated, and a neighbor complains about the location, it will be the responsibility of the neighbor to prove that the location is faulty. **Township does not get involved in property line disputes.**

Other permits

It is the responsibility of the owner or agent to make sure all work being completed is in conformance with Township Laws or Ordinances. If there is reason to believe that there may be a conflict or a problem with neighbors, the permit holder should try to resolve these problems before completing the work. Applicants and or agents must follow their survey as a guidance for the property setbacks.

Inspections

Any work done involving a planning and zoning permit needs to be inspected. All homeowners or contractors MUST call for inspection. If an inspection is not completed with the first 6 months applicant must call in for an extension. A violation notice will be sent to the applicant or contractor if a final inspection is not completed. Please call 856-655-1000 ext. 1431 or 1430 to schedule an inspection once the work is completed.

Any work that is started must be completed within the first six months. All permits expire within a year of the permit date.

By signing this application, you are certifying that as the applicant you understand the above stated information.

Property Owner Signature & Name: _____ Date: _____

(REQUIRED, or attach letter of approval from owner)

Applicant Signature & Name (if different): _____ Date: _____

Owner and Contractor Responsibilities

Other Permits

It is the responsibility of the owner or agent to make sure all work being completed is in conformance with Township Laws known as Ordinances. If there is reason to believe that there may be a conflict or a problem with neighbors, the permit holder should try to resolve these problems before completing the work. Applicants and or agents must follow their survey as a guidance for the property setbacks.

The applicant and or owner of the subject property agrees the proposed structure will not be used as a rental unit, living space and any use besides what is being stated on the application and in accordance with Township Laws and Ordinances. The applicant must agree not kitchen will be added to the proposed addition.

By signing this application, you are certifying that as the applicant you understand the above stated information.

Property Owner Signature & Name: _____ Date: _____

(REQUIRED, or attach letter of approval from owner)

Applicant Signature & Name (if different): _____ Date: _____