

Joint Construction Inter Local Services (Woodbury - Wenonah - Westville - - Woodbury Height)
 Woodbury - **Central Office** - 33 Delaware St., Entrance Rear Courtyard, Woodbury, NJ 08096
 Phone 856-845-1300 ext 127 Fax 856-686-0230

INSTRUCTIONS FOR ZONING APPLICATION

Zoning application review is to verify any type of structure, accessory to be constructed on the property meets the town zoning setback distances, lot coverage. **Issuance** of an approval **or** denial is **within two (2) weeks** and sometimes a little longer during the busy seasons April to September.

This does not include Construction Review time. Issuance of an approval **or** denial of a construction application is **within 20 Business days once a "Complete"** package is submitted.

PLEASE SET YOUR SCHEDULE ACCORDINGLY

Before ordering material, purchasing item or scheduling installation you want to **make sure** your application has been approved. **If all information is not completed or shown application is incomplete**

REQUIREMENTS: PLEASE READ INSTRUCTIONS your application **will be** considered **INCOMPLETE**

Home Improvement Contractor's:

MANDATORY as of January 1, 2006. State of N.J. Department of Consumer Affairs, Division of DCA – Contractor's doing residential work must be registered with the State. **If Home Improvement Contractor is not** registered they **SHALL NOT** perform work in the **State of New Jersey**. (including- demolition, concrete, landscaping, etc.)

1. Submit two (2) of everything except zoning application

2 clear, legible, full copies, of your **survey** with zoning application. **No** partial, **No** cut off copies excepted. If the survey **is not** submitted with application, it is considered **incomplete**. **You may use** the survey received at the time **you bought the property**. **Survey is very important, do not give them all away!**

2 Brochure booklets /specs for item (fence, pre-fab shed,carport etc...)

2 Copies of contractors State NJ Home Improvement Registration card

*** PLEASE USE - COLOR PEN / PENCIL - DRAW & MARK SETBACKS ***

- 1. Must draw in location** where structure(s), fence, additions, sheds, garages, pools, decks, signs, etc are going
- 2. Must show setback** distances on survey. **USE - COLORS PEN / PENCIL**
- 3. Setbacks -measure** as follows : **Front yard – both side yard** property lines to new item / **front sidewalk property line to structure - Rear property** line to new structure/accessory – **both side yard** property lines to new structure/accessory •**House** to new structure/accessory if applicable. (New Bldgs, additions, garages, decks, patios, steps, sheds, pools, signs, etc)

- Zoning Official shall review zoning application to see if you meet your local town requirements. **If you meet the requirements**, the Zoning Official will sign approval & you may proceed to next step; **If you Do Not meet the requirements**, then you may apply to your town Planning/Zoning Board of Adjustments to try an obtain the necessary approval; either way notification will be forwarded to Construction Dept.

- **Submit copies** of **Historical certificate** and / or **Planning/Zoning Bd resolution** with Zoning application if you were **required to go** before either or both boards.

- **If all information** is not completed **or** shown as required the application **will be** considered **incomplete**.

| | | |
|--------------|--------------------------------------|--|
| FEES: | Zoning setback & all other reviews : | Due at time of submittal: \$ 10.00 |
| | Fence location / setback | Due after review – \$ 45.00 |

WILL BE NOTIFIED BY Fax **OR** Mail of **APPROVAL OR DENIAL**

FENCING Additional Info:

Regulations for **corner properties are different from interior properties**

1. Submit a **BROCHURE** on fence being installed with application.
2. Fence **must be located INSIDE** property line; **OFF an** inch **or** more.
3. **Privacy fence - the good side must face out** toward neighbors.

| | | | |
|-------------------|--|--------------------|---------------------------------------|
| Date Rec'd | | Zoning ONLY | Zoning & Construction Apps |
|-------------------|--|--------------------|---------------------------------------|

All zoning application reviews are \$ 10.00 Except Fences, which are \$ 45.00

PAYMENT: _____, 2011 ; _____ Cash _____ Check # _____

Woodbury Wenonah Westville Woodbury Heights

APPLICATION FOR ZONING PERMIT

** **Zoning approval** and/or permit **shall be** required prior to the construction of any structure, alteration of any building, structure, (including signs, sheds, fences, decks, additions, pools, etc...) or portion thereof and prior to the use or change in use of a building or land in the Borough / City. NO construction permits will be issued until zoning and/or any other prior approvals are granted.

| | | |
|----|---|-------------|
| 1. | Person applying: | Tel. |
| | _____ Homeowner * _____ Contractor * _____ Sales Representative | Fax: |

* Company Name: _____ Contact: _____

Address: _____
No Street Town State Zip

| | | |
|---|--|-------------|
| 2 | Owner of Premises: | Tel. |
| | Address if different from person applying | Fax: |

| | | |
|---|-----------------|----------------|
| Description of land to be developed: | Block #: | Lot # : |
|---|-----------------|----------------|

| | |
|----|-------------------------------|
| 3. | Project Site Address : |
|----|-------------------------------|

* **SECTION - A** / _____ Removal of _____ rental units from # 3 Project site address

___ **New** construction of a _____ : L _____ W _____ H _____, # of stories _____

BE SPECIFIC

___ **Addition and/or** alterations to existing dwelling: L _____ W _____ H _____, # of Stories _____

| | |
|---|---------------------|
| What is Addition /NEW going to be? | Be specific: |
|---|---------------------|

| | | |
|----------------------|-----------------------|---------------------|
| * Section - B | Accessory Uses | (structures) |
|----------------------|-----------------------|---------------------|

CHECK THE APPROPRIATE

| | | | | | | | |
|------------|---|---|---|-----------|---|---|---|
| ___ Garage | L | W | H | ___ Deck | L | W | H |
| ___ Patio | L | W | H | ___ Porch | L | W | H |

| | | | | | | |
|-----------|------|---------|--------------------|------|---|---|
| ___ Fence | Type | Hght(s) | ___ Retaining Wall | Hght | L | W |
|-----------|------|---------|--------------------|------|---|---|

| | |
|---|--|
| ___ Swimming Pools : ___ New / ___ Replacement | ___ Aboveground -SIZE- L _____ W _____ H |
| ___ In-ground -SIZE-L _____ W _____ Depth(s) _____ | ___ Hot Tub / Spa -ON ___ ground or ___ porch or deck |

| | | | | | | |
|----------------------------|------------|-----------------|---|---|---|-------------|
| ___ Storage Sheds : | ___ Prefab | ___ Stick Built | L | W | H | _____ Sq Ft |
|----------------------------|------------|-----------------|---|---|---|-------------|

| | | | | | |
|---------|--------------------|---------------|--------------|-----------|----------|
| ___ NEW | ___ REPLACEMENT OF | ___ Driveways | ___ Sidewalk | ___ Apron | ___ Curb |
|---------|--------------------|---------------|--------------|-----------|----------|

| | |
|-----------|--|
| ___ Other | |
|-----------|--|

| | | | | |
|-----------------------------|-----------------------|-------------------|----------|-----------|
| Commercial Use ONLY: | ___ Continue same use | ___ Change of Use | ___ sign | ___ other |
|-----------------------------|-----------------------|-------------------|----------|-----------|

May require Planning/Zoning Board approval. ___ **Sign:** Type _____ size: L _____ W _____ H _____

Fence: Type _____ size: L _____ W _____ H _____ Plus back ___ **Temporary Banner:** Size L _____ W _____ H _____

--**Brief** explanation of existing and proposed use of property : _____

--Has the above premises been subject of any prior applications to the Planning/Zoning Board to the applicant's knowledge?

___ **NO** ___ **YES** (if yes, when _____ and what for _____)

ALL Applications must be accompanied with **two (2) copies of a true, accurate & legible site plan/survey**, showing all existing **And** proposed improvements upon the land and show all building set backs **and** property lines, (front yard, side yard & rear yard dimensions)

Site Plan: Title: _____ Date: _____ :Prepared by: _____

Company Name: _____ Phone: _____

Address: _____

I certify that the above information is true and correct to the best of my knowledge.

Signature of applicant _____ Date: _____

MUST COMPLETE FRONT **AND** BACK OF FORM **if applying** for **FENCE** **Page 1 of 3**

Wenonah - Westville - Woodbury - Woodbury Heights

MUST COMPLETE IF APPLYING FOR A FENCE -

PRINT NEATLY Block _____ Lot _____

1. Work Site: _____

2. Owner: _____

Address, if different: _____

Phone: _____ Cell: _____ Fax: _____

| | | | | |
|----|---|------------------------------------|-------------|-------------------------------------|
| 3. | Who will be performing the work? | <input type="checkbox"/> Homeowner | or a | <input type="checkbox"/> Contractor |
|----|---|------------------------------------|-------------|-------------------------------------|

4. Contractor's Name: _____

Company's Name: _____

Representative's Name: _____

Address of Company: _____
No. Street Town Zip

Office Phones: _____ Fax: _____

| | | | | |
|----|--|------------------------------------|-------------------------------------|-------------------|
| 5. | When permit is ready contact : | <input type="checkbox"/> Homeowner | <input type="checkbox"/> Contractor | For PICKUP |
|----|--|------------------------------------|-------------------------------------|-------------------|

HOMEOWNER CANNOT TAKE permit out & then have a contractor perform the work, homeowner **can only pull** permit for the contractor **BUT** must still supply all the required contractor's information

| | | | | |
|----|-----------------|--------------------------------------|---|---------------------------------|
| 6. | Fence is | <input type="checkbox"/> Replacement | <input type="checkbox"/> New installation | Estimated Cost: \$ _____ |
|----|-----------------|--------------------------------------|---|---------------------------------|

7. **DESCRIPTION:** Height of fence: Front yard - _____ Height - **Front corners** of house to **enclose** front yard
 Rear yard - _____ Across Back rear _____ Height and / or _____ down **rear Sides** _____ Height

| | | | | | | |
|-----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|--|--------------------------------|
| Type of fence: | <input type="checkbox"/> Privacy | <input type="checkbox"/> Picket | <input type="checkbox"/> Chain link | <input type="checkbox"/> Split rail | <input type="checkbox"/> Board on board | <input type="checkbox"/> Solid |
|-----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|--|--------------------------------|

| | | | | |
|------------------|-------------------------------|--------------------------------|-----------------------------------|---------------------------------------|
| Material: | <input type="checkbox"/> Wood | <input type="checkbox"/> Vinyl | <input type="checkbox"/> Aluminum | <input type="checkbox"/> Wrought Iron |
|------------------|-------------------------------|--------------------------------|-----------------------------------|---------------------------------------|

8. **IMPORTANT INFO:** HOME IMPROVEMENT CONTRACTOR REGISTRATION **MANDATED BY State of New Jersey DCA - Regulation went into Effective January 1, 2006 and** if contractor **does not** have a Home Improvement Registration card, contractor is **NOT ALLOWED** to perform any type of home improvement in the **STATE OF NEW JERSEY. This is for the Homeowner's PROTECTION !**

9. **MUST SUBMIT COPY** of Home Improvement Registration card, **ALONG** with supplying number on form - Home Improvement Registration # 13VH _____

10. If **copy** of card **is not** submitted with application, the application is **INCOMPLETE.**

| | | |
|-----|-----------------------|--|
| 11. | Agent Section: | I further certify that the proposed work is authorized by the owner of the property stated above and I have been authorized by the property owner to make this application as their agent. |
|-----|-----------------------|--|

| | |
|------|--|
| 11-A | Signature of authorized contractor: _____ |
|------|--|

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| 12. | Owner Section: | I further certify, that I am the owner of the property stated above and WILL BE installing the fence OR I am ONLY completing paperwork to have a NJ registered Home Improvement Contractor perform the work |
|-----|-----------------------|--|

| | |
|------|--------------------------|
| 12-A | Signature : _____ |
|------|--------------------------|