TOWNSHIP OF ELK
667 Whig Lane Road
Monroeville, New Jersey 08343
856-881-6525, ext. 19 Fax: 856-881-5750

Zoning Permit #:	_____
Date Re'cd:	_____
Fee: $50	_____
Check #:	_____
Zone:	_____
☐ Approved ☐ Denied	
Date:	_____

Zoning Permit Application

An approved Zoning permit is required, prior to the commencement of a use or the construction, reconstruction, alteration, conversion or installation of a sign, structure, or a building. It acknowledges that such use of a sign, structure, or a building complies with the provisions set forth by the Township code or by a variance therefore duly authorized by the Planning Board or Zoning Board of Adjustment.

A Zoning permit shall be <u>granted or denied within ten (10) business days of receipt</u> of a complete application. Construction Permits may not be issued until zoning approval is received.

***Please Note: Prior written approval must be obtained from Lakeview Mobile Home Park, Inc., Lake Garrison, Silver Lake Associates, Oldman's Creek Campground and Old Cedar Campground.**

1. Date of Application: _____ Block: _____ Lot(s): _____

   Property Location: _____

   Property Owner Name/Address: _____

   Owner's Phone No.: _____

   Property Owner's Signature: _____
   or
   Authorized Agent: _____ Phone: _____
   (must submit signed affidavit from owner authorizing Agent to secure a Zoning Permit)

2. Contractor's Name: _____ Contractor's Phone No.: _____

   Contractor's Address: _____

3. Description of proposed work (check all that apply):
   ☐ New Home ☐ Addition ☐ Garage ☐ Pole Barn ☐ Shed ☐ Deck
   ☐ Signs sq. Ft. ☐ Pool ☐ Commercial ☐ Other: _____

Is the structure more than 600 sq. ft ? ☐ yes, _____sq ft. ☐ No

*<u>Grading Plan.</u> **All structures greater than 600 sq. ft., at grade or floor level, require Grading Plan approval from the Township Engineer.** The plan must be signed & sealed by NJ licensed surveyor for existing conditions and a NJ professional engineer for proposed conditions (see ordinance 96-66M application requirements & fees).
Building permits cannot be issued until approved.

*<u>Mandatory Development Fee (Ordinance §70-4).</u> The housing impact fee is a fee that is collected to assist the Twp. in meeting its Constitutional obligation to provide housing opportunities for low & moderate income households.
New homes shall pay a residential development fee of 1.5% *of the estimated equalized assessed value of land and improvements* (determined by the Gloucester County Tax Assessor), provided no increased density is permitted.
Fifty percent of the fee is collected at time of permit and the balance at C.O.

4. **<u>Attach</u> a Survey/plot plan of entire property showing:**
   a. All structure locations, existing and proposed, drawn to scale with dimensions.
   b. All property lines, easements, lot restrictions, yard setbacks, driveways, grading contours and percent of lot coverage
   c. New commercial and single-family dwellings must be drawn by NJ licensed surveyor or engineer.
   d. ***<u>Attach</u> letter of review and approval from Atlantic City Electric Company for any building within or adjacent to an Atlantic Electric Company easement, if applicable.**

5. Construction plans showing:
   a. Details and dimensions of all proposed structures and signs, showing their total square footage and height.
   b. Existing and intended use of each building and structure.

6. State dimensions of principal building:

7. State dimensions of all accessory buildings:

8. Describe in detail the activity/activities to be conducted in the principal building and any accessory activities to be conducted in any of the accessory buildings:

9. State whether any of the activities described in number 8 above are conducted as a nonconforming use (a use or activity which fails to conform to the requirements of the zoning district in which it is located), if so, state facts supporting this contention:

10. Has the above premises been the subject of any prior application to the Zoning Board of Adjustment or Planning Board to applicant's knowledge? ☐ Yes , attach resolution. ☐ No

I hereby certify that the information furnished on this application form and all supplemental materials is accurate and true knowing that the Zoning Officer will rely upon its accuracy. I understand that if any of the above statements are false, I may be subject to fines and/or penalties.

_____ Date: _____
Applicant's signature

I hereby acknowledge and consent to the filing of this application:

_____ Date: _____
Signature of Property Owner

Note: Scheduling of all necessary inspections is the responsibility of the Applicant and/or Contractor and the applicant should check with the Construction Department for any additional permits that may be required.

CALL BEFORE YOU DIG FOR UTILITY LOCATIONS: 1-800-272-1000

***Any building within or adjacent to Atlantic Electric Company easements must first be reviewed and approved by Atlantic City Electric Company. These easements include any easements as shown on the property owner's current survey or plot plan. All inquiries should be addressed to: Atlantic City Electric Co., ATTN: Real Estate Department, 5100 Harding Highway, Mays Landing, NJ 08330**

For Office Use only: Date Received: _____ $50.00 fee collected: Cash/Check #_____

☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Incomplete

☐ Grading Plan w/fees, required, applic. given to applicant ☐ Development fee required, applic. given to applicant

Signature: _____ Date reviewed: _____
David L. McCreery, Zoning Officer

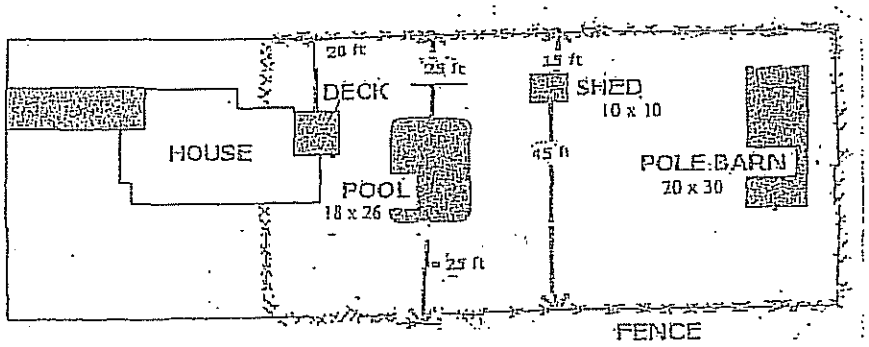
Comments: **Zoning Permit Approval is valid for one (1) year.**

Zoning Permit Application General Information:

- Complete the Zoning Permit application (include an attached survey/plot play). Failure to provide all necessary information will result in an "incomplete" application.
- If the applicant is not the owner of the premises, the Authorized Agent must submit a signed affidavit from the owner authorizing the agent to secure a zoning permit.
- If the Zoning Permit is for the construction or renovation of dwellings or other buildings the owner of the property must also sign the application.
- A Zoning Permit shall be granted or denied within ten (10) business days of receipt of a "complete" application by the Zoning Officer.
- All applications with accompanying proofs, plans and documents shall become a public record.

All applications MUST INCLUDE a copy of the PROPERTY SURVEY showing proposed improvements and all relative dimensions and distances of these improvements to all property lines. Swimming pools shall be located in rear yard and at least 25 feet from property lines.

Below is a sample survey. The setbacks depicted are for illustration purposes only. Check with the Zoning Officer for the minimum required setback distances for your specific project.



NOTE: Call before you dig in NJ, toll free 1-800-272-1000, for free markouts 3 full days before you dig to locate underground utilities. "It's the Law"