



## Department of PLANNING AND ZONING

5605 N. Crescent Blvd  
Pennsauken, NJ 08110  
[www.pennsauken.gov](http://www.pennsauken.gov)

### **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. 168 or 155 or email [zoning@pennsauken.gov](mailto: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 - 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 - 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 ect.)*

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

Application and Review Fees ( <b>nonrefundable</b> )	
Accessory Structure(s) review (sheds, carports, pergolas gazebos, garages ect.)	\$10.00
Awning review	\$10.00
New Construction/Addition/Alteration review	\$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 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 structural changes
- \_\_\_ 3. Include on drawing the dimensions of any existing structures, as well as concrete/asphalt/stone coverage located on site

**POOLS: (ZONING PERMIT 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 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 PERMIT 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 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 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  
5605 N. Crescent Blvd  
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 _____	
<b>Applicant</b> <input type="checkbox"/> Same As Owner Name: _____ Address: _____ City: _____ State, Zip: _____ Email: _____ Phone: _____ Signature: _____	<b>Owner</b> 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 application #: _____
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

<b>WORKSITE INFORMATION</b>
Describe in detail the use & activities <b>PROPOSED</b> (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?  <input type="checkbox"/> No <input type="checkbox"/> 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	<b>Sign(s)</b>
<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**

**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: \_\_\_\_\_

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

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