

**MANSFIELD TOWNSHIP
ZONING PERMIT APPLICATION**

Do Not Write in This Space

Received _____ By _____
Cash _____ Check# _____
Application# _____ Control# _____
Approved _____ Denied _____
Reason for denial _____

Signature: _____

Application Fees - per Chapter 12-7:

Residential/Owner Occupied: \$35.00
Commercial CCO: \$100.00

Block: _____ Lot: _____ Zone: _____

Work Site Address: _____

Applicant Name (Please print): _____ phone # (____) _____

Email Address: _____

Property Owner: _____ phone # (____) _____

Email Address: _____

Owner Address: _____
Number Street City State Zip

Description of Work: _____

Prior Variance(s)?: Yes ____ No ____ Approval Date: _____ Resolution #: _____

- Please check **only** if you require a hard copy of your zoning approval or denial; otherwise, a copy will be **emailed** to the email address you provided.

PROJECT INFORMATION

- FENCE: Type: _____

Placement: On property lines. If on property line, indicate which on survey.
If other location, provide distances to property lines.

NOTE 1: Fences may not exceed 6ft in height above ground level

- POOL: Type: ____ Above Ground ____ In Ground

NOTE 1: Must be located 10ft from any property line & house. No closer to any street line than the existing setback line, but in no case, regardless of the building setback line, shall a pool be located less than 30 feet from the street line. This includes concrete and equipment.

NOTE 2: Must be 25 feet from well & septic

NOTE 3: A Certificate of Occupancy (CO) shall be required for all swimming pools prior to use.

- SHED: Type: Prefab _____ Other: _____

NOTE 1: Cannot exceed 200 square feet and no more than 12 feet high

NOTE 2: Setbacks are 10 feet from the rear and side yards and no closer to the front street than the rear extremity of the main building.

NOTE 3: Sheds and similar structures that are less than 200 square feet in area, 10 feet or less in height and are an accessory to a building of Use Groups R-2, R-3, R-4, and R-5 do not require a construction permit.

- GARAGE/POLE BARN:

NOTE 1: Cumulative size of garages shall not exceed 1,000 square feet per principal dwelling unit and be no more than 15 feet high.

NOTE 2: Setbacks are 10 feet from rear and side yards and no closer to the front street than the rear extremity of the main building

- PATIO/TERRACE

NOTE 1: Must be 10 feet from all property lines. They may be built at any size within the building envelope but may not be greater than 250 square feet outside the building envelope.

NOTE 2: For a patio requiring footings, retaining wall, or steps, a construction permit must be obtained.

- OTHER: Description: _____

DIMENSIONS OF THE PROJECT: Length: _____ Width: _____
Height: _____ Depth: _____

DIMENSIONS OF FENCE (Fence & Pool Permits only):
Height _____ Total Length: _____

ALL APPLICATIONS: ON SURVEY COPY, DRAW ARROWS FROM PROJECT TO ALL FOUR PROPERTY LINES. WRITE DISTANCES IN FEET ON THE ARROWS.

TO FRONT LINE: _____(ft.) TO REAR LINE: _____(ft.)

TO SIDE LINE (1): _____(ft.) TO SIDE LINE (2): _____(ft.)

TOTAL SQUARE FOOTAGE OF PROJECT: _____sq. ft. (not for fence application)

LOT SIZE: Width _____ Depth _____ Square Footage _____

Percentage of impervious lot coverage (prevents water from passing through i.e. structures, sidewalks, driveway, pool, decks, concrete patio, not pavers set in sand without cement).

Existing Lot Coverage _____sq. ft. + Proposed Lot Coverage _____sq. ft. =
Total _____sq. ft _____%

I hereby certify that I am the owner in fee of the above property or the agent of the owner with the owner's authorization to make application on his/her behalf for the proposed work. I also agree to conform to all applicable Mansfield Township Codes related to this project. I certify that to the best of my knowledge the information I provided on this application and supporting documentation are true and accurate. I understand that the approved grading plan will not be altered upon completion of the project. I also understand that false or misleading information is cause to revoke the Zoning Permit in addition to any construction permits issued for this proposed work. I agree to comply with all zoning, land use, and safety requirements in effect.

Owner (s) in fee:

PrintName: _____ Signature _____ Date: _____

MANSFIELD TOWNSHIP ZONING PERMIT INSTRUCTIONS FOR FILING

1. Application fees are non-refundable.
2. Two copies of your property survey must be submitted with a drawing of the proposed work indicated on the survey. Use a color pen or marker that contrasts with the color of the survey ink.
3. A survey must be updated if it does not accurately reflect *current* property features. You can manually update the survey yourself by drawing the features that are missing. You must provide exact dimensions of the features.
4. The Zoning Permit Application is only for Zoning approval. Applicants must still obtain all applicable State, County, Local Building, and Private Homeowner Association approvals
5. As of October 14, 2005, any existing dwelling with a well or septic which applies for a permit for an outside improvement must seek approval from the Burlington County Health Department by calling 609-265-5548. Health Department approval for well/septic properties is required to ensure there are no encroachments and/or conflicts with the well/septic systems.
6. For those properties located in an area with a Homeowners' Association, approval from the association must be documented *before* applying for a zoning permit.
7. For ANY COMMERCIAL Property being rented or use of the property being changed, a zoning application and \$100.00 fee MUST be submitted prior to Occupancy

APPLICATION CHECKLIST

- _____ Two (2) property surveys showing existing conditions and marked with the proposed changes to the property.
- _____ Where applicable, 1 copy of your Homeowners Association approval for the proposed change.
- _____ Where applicable, your Burlington County Health Department- Well/Septic Approval.
- _____ Application completed and appropriate fee submitted (\$35.00 or \$100.00)