

# **TOWNSHIP OF TOMS RIVER**

## **ZONING OFFICE**

### **ZONING PERMIT INSTRUCTIONS**

**APPLICANTS ARE ENCOURAGED TO USE THE FOLLOWING OUTLINES AS A GUIDE FOR PREPARING PLANS AND APPLICATIONS FOR ZONING PERMITS. THE REQUESTED DOCUMENTATION AND PLAN DETAILS SHOULD BE CONSIDERED THE MINIMUM INFORMATION NECESSARY FOR SUBMITTAL TO THE ZONING OFFICE. ADDITIONAL INFORMATION MAY BE REQUESTED TO ENSURE THAT THE APPLICATION COMPLIES WITH THE TOWNSHIP'S ZONING/LAND USE REGULATIONS. PROVIDING THE INFORMATION AS REQUESTED WILL FACILITATE THE ZONING REVIEW IN A TIMELY MANNER. ADDITIONAL INFORMATION IN THE FORM OF HANDOUTS ARE AVAILABLE IN THE ZONING OFFICE AND "ON LINE" AT THE TOWNSHIP'S WEB SITE INCLUDING REGULATIONS FOR THE CONSTRUCTION OF FENCES, POOLS, DECKS, SHEDS, SIGNS, ETC.**

**EACH APPLICATION SHOULD INCLUDE: (1) A COMPLETE "ZONING PERMIT APPLICATION" FORM, (2) WRITTEN CONSENT FROM THE LAND OWNER, (3) FEES, (4) ALL INFORMATION REQUESTED IN THE INSTRUCTIONS BELOW, (5) ALL INFORMATION REQUESTED ON THE APPLICATION FORM AND (6) A COMPLETE "RESIDENTIAL DEVELOPMENT FEES TO FUND AFFORDABLE HOUSING" FORM.**

#### **New Dwelling on spot lot:**

- 1 Two copies of a plot plan prepared by a Professional Engineer. The plan must depict dimensions of the structure, grading, setbacks from property lines, porches, decks, A/C condensers, driveway, retaining walls and all information pursuant to ordinance # 4158-08.**
- 2 Architectural drawings including floor plans and elevations (side views). These plans can be drawn by the home owner. The use and dimensions of each room must be labeled on the floor plans. The drawings must include the building height and entrance porch and deck rail details.**
- 3 Building lot coverage calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones.**
- 4 Copy of tree removal permit**

#### **New Dwelling within subdivision:**

- 1 Two copies of a plot plan prepared by Professional Engineer. The plan must include the filed map number and date and depict dimensions of structure, first floor elevation, setbacks from property lines, grading consistent with approved development plans, porches, decks, A/C condensers, driveway locations and all information pursuant to ordinance # 4158-08**

- 2 Copy of approved grading/development plan**
- 3 Architectural drawings including floor plan and elevation (side view) drawings. These plans must label use of each room and include interior dimensions of same. The drawings must include building height and entrance porch and deck rail details.**
- 4 Building lot coverage calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones.**
- 5 Copy of tree removal permit or proof that a Tree Management Plan has been approved.**

**Dwelling Addition:**

- 1 Survey Plan prepared by Professional Land Surveyor.**
- 2 Two copies of a plot plan prepared by a Professional Engineer. The plan must show setback dimensions from all property lines and depict location and dimensions of the addition, porches, decks, A/C condensers, driveway and all information pursuant to ordinance # 4158-08.**
- 3 Architectural drawings including floor plan and elevation (side view) drawings. These plans must label use of each room and include interior dimensions of same. The floor plan of the entire house should be included. The drawings must include building height and entrance porch and deck rail details.**
- 4 Demolition Plan indicating which walls, joists, rafters, etc. are to be removed. Portions of the structure to remain after demolition should be clearly labeled on the plan.**
- 5 Building lot coverage calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones.**
- 6 Plot plans for additions not exceeding 150 square feet can be prepared by the home owner using a copy of the survey plan.**

**Accessory Buildings including Sheds:**

- 1 Survey Plan prepared by Professional Land Surveyor.**
- 2 Two copies of a plot plan based on Survey Plan. This drawing can be prepared by the home owner provided the building is no larger than 150 square feet. The plot plan must show setback dimensions from all property lines and depict location and dimensions of the accessory building. The proposed distance between the building and other structures such as pools must also be shown on the plan.**
- 3 Floor plan and elevation (side views) drawings must show dimensions of the structure – please include the height of the building.**
- 4 Building lot coverage calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones. With the exception of one storage shed containing less than 100 square feet of floor area, all buildings are subject to the maximum lot coverage by building requirement (section 348-5.8).**
- 5 See “SHEDS/GARAGES/ACCESSORY BUILDINGS” handout**

- 6 Plot plans for buildings over 150 square in size must be prepared by a Professional Engineer and include all information pursuant to ordinance # 4158-08.

**Pool:**

- 1 Survey Plan prepared by Professional Land Surveyor.
- 2 Two copies of plot plan based on Survey Plan. The plot plan must show proposed setback distances from all property lines and depict location and dimensions of the pool. The proposed distance between the pool water and other structures such as buildings and fences must also be shown on the plan. Location of the fence, pool filter and heater (if proposed) must also be shown on the plot plan.
- 3 Detailed drawing (with dimensions) of the fence. Please use the Township's handouts entitled "POOLS" and "FENCES" as your guide. Also, see page 4 of this handout.
- 4 Applications for in-ground pools and above ground pools with a diameter of 14 feet or more must include a plan showing detailed existing and proposed spot elevations to determine the overland drainage patterns on the subject properties and impact on adjacent properties. This plan must be prepared by a Professional Engineer and include all information pursuant to ordinance # 4158-08.
- 5 For additional information and submission requirements see "Pool Permit Submission Requirements" handout prepared by the Township of Toms River Permits and Inspection Office.
- 6 Plot plans for above ground pools with a diameter of less than 14 feet may be prepared by the home owner.

**Deck:**

- 1 Survey Plan prepared by Professional Land Surveyor.
- 2 Plot Plan based on Survey Plan. This drawing may be prepared by the home owner using a copy of the survey plan. The plan must show setback dimensions from all property lines, dimensions of deck and location of steps, landings, etc. The proposed distance between the deck and other structures such as sheds and pools should also be shown on the plan. Please include the distance between the deck and any body of water such as a lagoon.
- 3 Floor plan and elevation (side view) drawings. Please include all dimensions. The drawings must show the deck height above ground, risers, treads and deck rail details (please include baluster dimensions and gap between balusters).
- 4 For decks 36" or more above grade please include building lot coverage calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones.
- 5 See deck handout

**Fences:**

- 1** Survey Plan prepared by a Professional Land Surveyor.
- 2** Plot Plan based on Survey Plan. This drawing can be prepared by the home owner using a copy of the survey plan. The plan must show the location and dimensions of the fence. A line with a series of X's (----X----X----X----X----) can be used to illustrate a closed fence. Similarly an open fence can be illustrated by drawing a line with a series of O's (----O----O----O----O----). Please include the distance between the fence and any body of water such as a lagoon. In the case of a corner lot, please indicate the distance between the fence and any property line at a street.
- 3** Construction drawings/details of the fence including fence height, materials, picket dimensions and gap between pickets.
- 4** See fence handout.

**Driveway / Patios / Regrading:**

- 1** Any proposed paving, regrading or disturbance exceeding 150 square feet must be depicted on a plot plan prepared by a Professional Engineer (see ordinance # 4158-08).

# TOWNSHIP OF TOMS RIVER ZONING PERMIT APPLICATION

(PLEASE SEE DETAILED ZONING PERMIT INSTRUCTIONS)

**A ZONING PERMIT APPLICATION MUST INCLUDE:**

- 1) THIS COMPLETED APPLICATION FORM
- 2) PLOT PLAN OR SURVEY MARKED TO ADEQUATELY DEPICT THE PROPOSAL
- 3) ARCHITECTURAL PLANS AND/OR ADEQUATE DETAILS
- 4) FEE (EXACT CHANGE OR CHECK MADE PAYABLE TO ' TOWNSHIP OF TOMS RIVER'
- 5) A COPY OF THE RESOLUTION COMPLIANCE CERTIFICATE IF DESIGN HAS PRIOR BOARD APPROVAL
- 6) WRITTEN CONSENT FROM THE LAND OWNER
- 7) OTHER SUBMITTALS THAT MAY BE REQUIRED BY THE ZONING OFFICER

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
 (circle one) OWNER CONTRACTOR TENANT CONTRACT PURCHASER

E-MAIL ADDRESS (OPTIONAL): \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_  
APARTMENT P.O. BOX STREET CITY/TOWN ZIP CODE

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ SITE ADDRESS \_\_\_\_\_

**APPROVAL REQUESTED (PLEASE CHECK ALL THAT APPLY):**

- |   |       |                                  |       |
|---|-------|----------------------------------|-------|
| New single-family(S/F) dwelling*        | _____ | Two-family dwelling*             | _____ |
| Reconstruct S/F dwelling*               | _____ | Repair S/F dwelling              | _____ |
| S/F dwelling addition over 150 sq. ft.* | _____ | Interior S/F dwelling renovation | _____ |
| Accessory building                      | _____ | Shed                             | _____ |
| Pool                                    | _____ | Pool heater                      | _____ |
| Deck                                    | _____ | Fence                            | _____ |
| Air conditioning                        | _____ | Above ground tank (S/F)          | _____ |
| Commercial tent*                        | _____ | Sign*                            | _____ |
| Permit update                           | _____ | Special event signage*           | _____ |

- This request has prior approval from the Zoning Board of Adjustment or Planning Board \_\_\_\_\_
- Change of commercial tenant (include a completed "statement of operation/description of use" form)\* \_\_\_\_\_
- Commercial interior renovation\* \_\_\_\_\_
- Subdivision certificate\* \_\_\_\_\_
- Subdivision exemption certificate\* \_\_\_\_\_
- Nonconforming use certificate\*\* \_\_\_\_\_
- Zoning regulation compliance certificate\*\* \_\_\_\_\_
- Other (explain) \_\_\_\_\_

With the exception of applications marked by an asterisk\* all forms must be accompanied by a \$50.00 fee pursuant to C. 348. With the exception of decks , any construction, pools and/or grading disturbing over 150 square feet of the lot area will require an additional review fee of \$100.00 pursuant to C. 348.

\***\$75.00**      \*\***\$100.00**

APPLICATION FEE AMOUNT ENCLOSED: \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Application number \_\_\_\_\_ Date received \_\_\_\_\_ Receipt number \_\_\_\_\_

Date Denied: \_\_\_\_\_ Reasons: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Conditions: \_\_\_\_\_

<b>APPLICANT NOTIFIED BY:</b>	<b><u>DENIAL</u></b>	<b><u>APPROVAL</u></b>
PHONE (DATE CALLED)	_____	_____
E-MAIL (DATE SENT)	_____	_____
FAX (DATE)	_____	_____
MAIL (DATE MAILED)	_____	_____

- [ ] The Permit/Building Department is now reviewing your application.
- [ ] No additional permits are required to begin construction.
- [ ] It is the applicant's responsibility to submit the stamped plan to the Permit /Building Dept.

\_\_\_\_\_  
**ZONING OFFICER**

# RESIDENTIAL DEVELOPMENT FEES TO FUND AFFORDABLE HOUSING

Applicant: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Estimated Cost of Construction \$ \_\_\_\_\_

Has a Building Permit been obtained for this property any time after 9/28/10? \_\_\_\_\_

If a Building Permit was obtained, please list work completed \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* DO NOT WRITE BELOW THIS POINT - FOR OFFICE USE ONLY \*\*\*

**Addition to Improved Lot or Home on Vacant Lot**

Equalized Assessed Value after improvements	\$ _____
<b>Minus</b> Equalized Assessed Value of property prior to improvement	\$ _____
<b>INCREASE IN EQUALIZED ASSESSED VALUE</b>	<b>\$ _____</b>

**PAYMENT**

Construction increases Equalized Assessed Value more than \$25,000 but less than \$50,000 = **\$300.00 FEE**

Construction increases Equalized Assessed Value more than \$50,000 = **\$300 FEE PLUS:**

Increase in EAV \$ \_\_\_\_\_ - \$50,000 = \_\_\_\_\_ x1.5%= \$ \_\_\_\_\_

\$ \_\_\_\_\_ received on \_\_\_\_\_ cash \_\_\_\_\_ check# \_\_\_\_\_ by \_\_\_\_\_

\$ \_\_\_\_\_ received on \_\_\_\_\_ cash \_\_\_\_\_ check# \_\_\_\_\_ by \_\_\_\_\_

Zoning Permit # \_\_\_\_\_