



**DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT**

49 Union Street • Medford • NJ 08055

• PHONE: 609/654-2608 x315 • FAX: 609/714-1790

**CHECKLIST OF THE SUBMISSION OF A  
RESIDENTIAL ZONING PERMIT FOR A SHED**

Private Residential Sheds for storage (other than for vehicles) and other customary residential accessory structures, e.g., gazebos, cabanas, etc., owned by the residents of the property and each not exceeding 15 feet in height, and not exceeding 168 square feet in gross floor area. One such structure is permitted on lots less than one acre. Two accessory structures (each not exceeding 168 square feet) are permitted on lots between one and two acres. Lots two acres or greater in size are permitted to have up to three such structures.

In most Zoning Districts, sheds and other accessory structures noted above require a minimum 5' side and rear yard setback.

**\*SHEDS LARGER THAN 168 SQ FT REQUIRE A BULK VARIANCE FROM THE ZONING BOARD**

**\*SHEDS LARGER THAN 200 SQ FT ALSO REQUIRE A CONSTRUCTION PERMIT  
(ANY SHED w/ ELECTRIC, PLUMBING, ETC. WILL REQUIRE CONSTRUCTION PERMITS)**

- \_\_\_\_\_ Completed Zoning Permit Application. The application shall be completely filled out.
- \_\_\_\_\_ One (1) copy of the survey/plot plan with proposal drawn to scale with the distances marked to the property lines and the house. **Note:** The survey must be a true and accurate representation of what currently exists and what is proposed. Homeowner must sign an affidavit on survey.
- \_\_\_\_\_ Completed Building & Lot Coverage Worksheet.
- \_\_\_\_\_ Brochure/Construction drawings for shed.
- \_\_\_\_\_ Completed Homeowners Association Courtesy Notice/Approval signed by HOA representative (if applicable)
- \_\_\_\_\_ Appropriate Zoning Permit Fee - \$50.00 (Cash or Check/Money Order payable to Medford Township.
- \_\_\_\_\_ If the property has a **SEPTIC SYSTEM**, the proposed project must be submitted to the Burlington County Board of Health for review and approval.



# ZONING PERMIT APPLICATION

DEPARTMENT OF PLANNING & ZONING  
49 UNION STREET / MEDFORD, NJ 08055  
Phone: (609) 654-2608 x315

1) BLOCK # \_\_\_\_\_ LOT # \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_ AGE OF PROPERTY: \_\_\_\_\_

2) ADDRESS/LOCATION OF WORK: \_\_\_\_\_

3) PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAY PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

4) APPLICANT'S NAME: (If different from Property Owner) \_\_\_\_\_

DAY PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

5) CONTRACTOR/COMPANY: \_\_\_\_\_ Contact Person: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

6) PROPOSED USE: COMMERCIAL/RESIDENTIAL; IF COMMERCIAL, SPECIFIC TYPE OF BUSINESS:

\_\_\_\_\_

7) NEW CONSTRUCTION \_\_\_\_\_ CHANGE OF USE/TENANT \_\_\_\_\_  
IMPROVEMENT (i.e., Pool, Addition, Shed, Fence) \_\_\_\_\_ (Check one)

8) DESCRIPTION OF IMPROVEMENT(S): \_\_\_\_\_

**WILL THIS REQUIRE REMOVAL OF TREES? \_\_\_\_\_ IF SO, HOW MANY? \_\_\_\_\_**

**\*\*\*INDICATE ON SURVEY LOCATION OF TREES TO BE REMOVED\*\*\***

9) PROPOSED SETBACKS: Front \_\_\_\_\_ Rear \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_

10) FOR FENCES: Height (front yard) \_\_\_\_\_ (side yard) \_\_\_\_\_ (rear yard) \_\_\_\_\_

Material: check one: Wood \_\_\_\_\_ Vinyl \_\_\_\_\_ Chain-link \_\_\_\_\_ Other (list) \_\_\_\_\_

Will fence enclose a pool? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, you must see the Construction Dept.)

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11) UTILITIES (Check all that apply): \*Septic \_\_\_\_\_ Well \_\_\_\_\_ Public Sewer \_\_\_\_\_ Public Water \_\_\_\_\_

\*BE ADVISED A LETTER FROM BURLINGTON COUNTY HEALTH DEPARTMENT PROPERTIES WITH SEPTIC MAY BE REQUIRED.\*

12) IS THIS PROPERTY GOVERNED BY A HOMEOWNER ASSOCIATION (INC., COLONY CLUB, CIVIC ASSOCIATION PER SECTION 605 OF ORDINANCE 1992-1(2) Yes \_\_\_\_\_ No \_\_\_\_\_

\*IF YES, PLEASE INCLUDE THE HOMEOWNER ASSOCIATION COURTESY LETTER FROM AN OFFICER OF THE ABOVE ASSOCIATION APPROVING THE PROPOSED PROJECT IN QUESTION # 7 ABOVE.\*

13) HAS A VARIANCE EVER BEEN GRANTED FOR THIS PROPERTY Yes \_\_\_\_\_ No \_\_\_\_\_

**THIS APPLICATION SHALL INCLUDE ONE (1) COPY OF A PLOT PLAN OR NJ LICENSED LAND SURVEY IF AVAILABLE, CLEARLY DETAILED SHOWING ALL EXISTING AND PROPOSED STRUCTURES WITH DIMENSIONS, SETBACKS, AND RECORDED EASEMENTS. (IN CERTAIN SITUATIONS A NJ LICENSED LAND SURVEY MAY BE REQUIRED)**

ALL INFORMATION SUPPLIED HEREIN IS CONSIDERED TO BE MATERIAL FACTS, AND MISREPRESENTATIONS SHALL BE SUFFICIENT CAUSE FOR DENIAL OF THIS APPLICATION OF REVOCATION OF ANY PERMIT(S) PREVIOUSLY ISSUED.

*PLEASE NOTE: PURSUANT TO NJ STATE STATUE SECTION 40:55-18 THE ZONING OFFICIAL HAS TEN (10) BUSINESS DAYS TO RESPOND TO YOUR APPLICATION.*

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### FOR OFFICE USE ONLY

Proposed Project was approved by:      Zoning Board \_\_\_\_\_ Planning Board \_\_\_\_\_ Other (specify) \_\_\_\_\_

Application # \_\_\_\_\_ Approval Date \_\_\_\_\_ Memorialization # \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_ Zoning Control # \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Taxes paid Y / N

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Zoning Permit # \_\_\_\_\_

Send to Construction: Yes  No

**Description/Notes:**



DEPARTMENT OF PLANNING & ZONING

COURTESY NOTICE
FOR
HOMEOWNER ASSOCIATIONS

The purpose of this notice is to provide information to Homeowners Associations regarding proposed development or construction applications within a planned development and/or subdivision to ensure the application is consistent with all HOA deed restrictions, restrictive covenants and by-laws.

This form is to be filled out by the Applicant as part of a complete application and approved by Homeowner Association when applicable.

Property Identification:

Applicant:
Owner, if not same as Applicant:
Address or Applicant:
Phone Number or Email Address of Applicant:
Address of Work Site:
Block and Lot Number:

This property is subject to the rules/restrictions of the following Association:

Describe the proposed development/improvement:

Has the proposed improvement been reviewed with the Association?

Does the improvement involve the removal of trees? Yes No a) >2" b) <4"

If a lake front lot is involved, how close is the improvement to the lake? feet

Does the improvement involve an existing buffer/easement of any type?

Applicant's Signature

Applicant's Name (Printed)

Date

HOA Representative Signature

Representative's Name (Printed)

Date



# Building and Lot Coverage Worksheet

## Department of Planning & Zoning

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

		Acreage	Square Feet
1	Lot size (multiply acreage by 43,560 to get square feet)		

<b>BUILDING COVERAGE</b>		Dimensions	Square Feet
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<b>Existing</b>			
2	House		
3	Attached garage		
4	Attached deck <b>OR</b> Attached patio		
5	Other attached		
6	Total existing building cover (add lines 2 thru 5)		<input type="text"/>
7	Total % of existing building cover (line 6 divided by square feet in line 1 multiply 100)		<input type="text"/>

**Proposed Addition to House** (Identify structure, e.g., addition, deck, attached garage, etc.)

8			
9			
10			
11	Total proposed building cover (add lines 8 thru 10)		<input type="text"/>
12	Total Building Cover in square feet - existing and proposed (add line 6 plus line 11)		<input type="text"/>
13	Total % of Building Cover (line 12 divided by square feet in line 1 then multiply by 100)		<input type="text"/>
14	Total % Building coverage permitted (from Planning and Zoning Staff)		<input type="text"/>

<b>LOT COVERAGE</b>		Dimensions	Square Feet
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<b>Existing</b>			
15	Building cover from line 6		
16	Driveway (including stone, pavers, etc.)		
17	Sidewalks, paver patios, etc.		
18	Detached garage(s)		
19	Detached Deck(s)		
20	Shed(s) or other accessory buildings		
21	Pools, including surrounding concrete deck		
22	Other (Gazebos, etc)		
23	Total existing lot cover (add lines 15 thru 22)		<input type="text"/>
24	Total % of existing lot cover (line 23 divided by square feet in line 1 then multiply by 100)		<input type="text"/>

**Proposed** (Identify structure, e.g., patio, driveway, pool, shed, garage, etc.)

25	Building Cover from line 11		
26			
27			
28			
29	Total proposed lot cover (add lines 25 thru 28)		<input type="text"/>
30	Total cover in square feet - existing and proposed (add line 23 plus 29)		<input type="text"/>
31	Total % Lot cover (line 30 divided by square feet in line 1 then multiply by 100)		<input type="text"/>
32	Total % Lot coverage permitted (from Planning and Zoning Staff)		<input type="text"/>



**SEPTIC SYSTEM ADDITION OR CHANGE OF USE APPLICATION**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Township: \_\_\_\_\_

Block and Lot of  
Property: \_\_\_\_\_

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

Email: \_\_\_\_\_

Explain in writing what your proposed project or addition will be:

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Number of bedrooms before addition: \_\_\_\_\_

Number of bedrooms after addition: \_\_\_\_\_

**Site plan of the property must be included with application showing the following information:**

- Location and dimensions of proposed project
- Location of all septic system components (septic tank and septic field location must be included)
- Distance of septic systems components to proposed project
- Location of well (if applicable)
- Distances between the proposed project and all components of septic system and well (if applicable) must be included

**COMPLETED APPLICATION AND SKETCH CAN BE SUBMITTED TO [BCHD@CO.BURLINGTON.NJ.US](mailto:BCHD@CO.BURLINGTON.NJ.US)**

Contact 609-265-5515 with questions on application submission

## **ZONING PERMIT FEES**

### §901. Fees

A. Every application for development shall be accompanied by a check payable to the Township of Medford in accordance with the following schedule:

<b>17. Zoning Permit</b>	<b>Application Fee</b>	<b>Escrow Account</b>
(a) New Construction: 1 or 2 Family Dwelling Unit	\$100	
(b) New Construction: Multiple Dwelling Building	\$200	
(c) Additions or rehabilitation of fences, sheds, above ground pools, or any other structure and residential improvements requiring issuance of a zoning permit	\$ 50	\$500 *
(d) Inground Pools (includes pool grading plan) 2 copies	\$150	
(e) Non-residential development	\$250	\$750 *
(f) Change of Tenant	\$ 75	
(g) Sign and/or Refacing Permit	\$100 per sign	

\* If Engineering or Planning review is determined to be required by the Zoning Officer.