



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 SWIMMING POOL**

No private swimming pool shall be installed on any lot unless said lot shall contain a residence and said pool shall be accessory to the residence and meet the setback requirements for accessory buildings in the district in which it is located, except that if the pool is located in the front yard, the pool shall be set back at least the same distance from the street line as required for the principal building. There shall be no minimum distance requirement between the pool and principal building.

- _____ 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.

- _____ (If there is no existing fence to code) One (1) copy of the fence brochure. Construction permit will be required if fence surrounds a pool or acts as a pool barrier. (See Construction Department for details).

- _____ Completed Building and Lot Coverage worksheet.

- _____ Completed Homeowners Association Courtesy Notice/Approval.
(If applicable)

- _____ Construction Entrance Plan

- _____ Two (2) sets of grading plans must be submitted for in-ground pool applications.

- _____ Appropriate Zoning Permit Fees. In ground-\$150.00 Above ground-\$50.00

- _____ If the property has a **SEPTIC SYSTEM**, the Burlington County Board of Health must review and approve the proposed project.



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TOWNSHIP OF MEDFORD

IN-GROUND POOL GRADING PLAN CHECKLIST

All in-ground pools which involve grading or disturbing of surface dirt of more than 500 square feet shall require a review of a grading plan. Applications shall be accompanied by a grading plan, submitted in triplicate, conforming to the standards as follows:

Applicant will be notified if their Grading Plan submission is found deficient and will be required to provide additional information within ten (10) working days.

1. Grading Plans:

___ Must have a title block indicating the address of the site, lot and block designation and be titled "GRADING PLAN". The title block must contain the name, address and telephone number of preparer. The plan must also contain the name and address of the applicant.

___ Must be signed and sealed (embossed) by a Professional Land Surveyor, Professional Engineer, Certified Landscape Architect or Registered Architect licensed in the State of New Jersey, if deemed necessary by the Zoning Officer or Township Engineer.

___ Must have note on the plan specifying that the vertical datum year. If an assumed datum is used, a conversion equation must be indicated on the plan.

2. Property Lines, Easements and Setbacks:

___ Must be shown on the plan. Abutting properties must be identified by Lot and Block Numbers.

___ Must have bearings and dimensions of property lines, building setback lines and purpose of any easements in accordance with the Zoning Ordinance.

3. Plan Requirements

_____ The lot shall be graded to direct surface runoff toward the frontage road or other defined drainage paths. Finish deck elevations shall be set above the natural grade occurring on the lot to prevent surface water from flowing into the pool.

_____ Plan must have pertinent information related to elevations of the existing/proposed site improvements such as proposed pool deck, finish floor of the dwelling, finished grades at all building openings and corners, top of curb and gutter, sidewalk and driveway.

_____ Plan must show limits of fill and land disturbance. In no case shall fill be placed so as to interrupt existing drainage patterns or within five (5) feet of property line. IN no case shall fill be placed within an easement.

_____ In no case shall an in-ground pool or pool decking be placed within the required accessory setback. In no case shall an in-ground pool or pool decking be placed within an easement. The grading plan shall ensure that the proposed swimming pool will not cause an increase in runoff to adjacent property owners.

_____ Must show lot layout including all structures and other site improvements with overall dimensions of structures, offset distances from property lines and location of driveways, fences, pool, decks, retaining walls, etc.

_____ Base on site inspection, conditions presented on the plan must be consistent with actual field conditions.

4. Where Retaining Structures and Other Site Details are Needed:

_____ Retaining structures which must retain more than four (4) feet of material must have calculations prepared by a licensed professional engineer certifying the stability of the structure.

_____ Details of all proposed site improvements such as landscape or retaining structures, drainage facilities, etc., shall be submitted with and become part of this application. All proposed site improvements, which are subject to building codes, shall be submitted for review to determine compliance with applicable standards.



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.)

ZONING PERMIT APPLICATION (Page 2)

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.

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. The improvements may include accessory structures such as sheds, garages, pools, solar arrays and fencing. Medford Township encourages all applicants to work with their respective Associations to ensure the proposed project is permitted in their neighborhood.

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)		

BUILDING COVERAGE		Dimensions	Square Feet
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Existing			
2	House		
3	Attached garage		
4	Attached deck OR 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"/>

LOT COVERAGE		Dimensions	Square Feet
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Existing			
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:

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

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:

17. Zoning Permit	Application Fee	Escrow Account
(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.