



## DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

17 North Main Street • Medford • NJ 08055

• PHONE: 609/654-2608 x312 or x315 • FAX: 609/953-7720

### CHECKLIST FOR THE SUBMISSION OF A RESIDENTIAL ZONING PERMIT FOR A FENCE

#### LAND DEVELOPMENT ORDINANCE § 513--Fences and Walls.

[Ord. No. 1992-1 § 2; amended by Ord. No. 1996-4 §§ 7- 9; Ord. No. 2006-7 § 1; 4-7-2015 by Ord. No. 2015-5]

A. A fence or wall shall be defined, for the purposes of this ordinance, as an artificially constructed barrier of wood, masonry, stone, wire, metal or any other manufactured material or combination of materials, erected for the enclosure or partial enclosure of land and/or dividing one piece of land from another. For the purposes of this ordinance, gates shall be considered a fence, whether freestanding or attached to a fence, wall, or other structure.

B. No fences or walls shall be erected within the Township without the owner of the premises or his representative obtaining a permit from the Zoning Officer of the Township. The fence or wall permit shall be forwarded to the Township Engineer for review and comment if deemed necessary by the Zoning Officer.

(Please refer to Section 513 found here for the complete rules & regulations:  
<https://www.ecode360.com/30806151LUL?highlight=fence,fences,fencing> )

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Description/Brochure for fence (N/A for typical split rail or solid wood/vinyl privacy fence).
- \_\_\_\_\_ Completed Homeowners Association Courtesy Notice/Approval. (if applicable).
- \_\_\_\_\_ Appropriate Zoning Permit Fee - \$50.00 (Cash or Check/Money Order payable to Medford Township)



# ZONING PERMIT APPLICATION

DEPARTMENT OF PLANNING & ZONING

17 NORTH MAIN STREET

MEDFORD, NJ 08055 PHONE: (609) 654-2608 x315 or x312

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

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

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

DAY PHONE #: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

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

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

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

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

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

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

ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

5) PROPOSED USE (COMMERCIAL/RESIDENTIAL) IF COMMERCIAL, SPECIFIC TYPE OF BUSINESS: \_\_\_\_\_

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

7) DESCRIPTION OF WORK: \_\_\_\_\_

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

Fences: Height (front yard) \_\_\_\_\_ (side yard) \_\_\_\_\_ (rear yard) \_\_\_\_\_

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

9) UTILITIES (Check all that apply):  Septic  Well  Public Sewer  Public Water

### FOR OFFICE USE ONLY

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

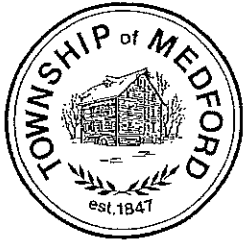
Application # \_\_\_\_\_ Approval Date \_\_\_\_\_ Memorialization # \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied: \_\_\_\_\_ Date: \_\_\_\_\_ Reason(s): \_\_\_\_\_

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

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Description:



**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 insure 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 insure 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 of 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(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe the proposed development/improvement:**

Has the proposed improvement been reviewed with the Association? \_\_\_\_\_

Does the improvement involve the removal of trees? Y or N 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 Signature**

**Print**

**Date**

**Homeowner Association Representative**

**Print**

**Date**



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**SEPTIC SYSTEM NOTICE**

Per State Statute, any applicant with a septic system that is seeking a Zoning Permit for an addition, garage, shed, deck, pool, patio pavers, or any other structure on their property, or when proposing to finish a basement to include a new bathroom must first have their proposed project reviewed and approved by the Burlington County Health Department.

Applicants are to contact Sara Zuccarello of the Burlington County Health Department at (609)265-5568.

Ms. Zuccarello or one of her staff will review the proposed plans over the phone, and issue a letter within 24-48 hours. This letter is to be submitted with the Zoning Permit Application to Medford Township.

# 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 Fees</b>	<b>Application Charge</b>
(a) 1 or 2 Family Dwelling Unit	\$100
(b) Multiple Dwelling Building	\$200
(c) Additions or rehabilitation of fences, Sheds, above ground pools or any Improvements requiring issuance of zoning permit	\$50
(d) Inground Pools (includes pool grading plan)	\$150
(e) Non-residential development authorized by Site Plan Approval	\$250
(f) Change of Tenant	\$75
(g) Sign and/or Refacing Permit	\$100

[NOTE: There are no escrow account charges for the above applications]