



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 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)

_____ 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.



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:



Building and Lot Coverage Worksheet

Department of Planning & Zoning

Block: _____ Lot: _____ Zoning District: _____

Acreage _____ Square Feet _____

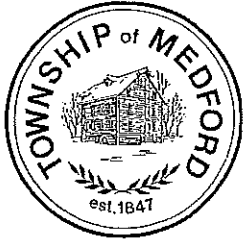
1	Lot size (multiply acreage by 43,560 to get square feet)		
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BUILDING COVERAGE

		Dimensions	Square Feet
Existing			
2	House	_____	_____
3	Attached garage	_____	_____
4	Attached deck with roof OR Attached patio with roof	_____	_____
5	Other attached	_____	_____
6	Total existing building cover (add lines 2 thru 5)		[]
7	Total % of existing building cover (line 6 divided by square feet in line 1 multiply 100)		[]
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)		[]
12	Total Building Cover in square feet - existing and proposed (add line 6 plus line 11)		[]
13	Total % of Building Cover (line 12 divided by square feet in line 1 then multiply by 100)		[]
14	Total % Building coverage permitted (from Planning and Zoning Staff)		[]

LOT COVERAGE

		Dimensions	Square Feet
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)		[]
24	Total % of existing lot cover (line 23 divided by square feet in line 1 then multiply by 100)		[]
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)		[]
30	Total cover in square feet - existing and proposed (add line 23 plus 29)		[]
31	Total % Lot cover (line 30 divided by square feet in line 1 then multiply by 100)		[]
32	Total % Lot coverage permitted (from Planning and Zoning Staff)		[]



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? _____

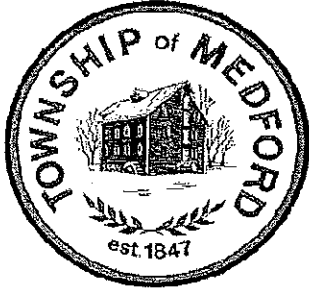
Does the improvement involve the removal of trees? Y or N A) >2" _____ B) <4" _____

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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TOWNSHIP OF MEDFORD IN-GROUND POOL GRADING PLAN CHECKLIST

All in-ground pools which involve grading or disturbing of surface dirt of more than 4500 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 the 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 pools, decks, retaining walls, etc.
- ___ Based on site inspection, conditions presented on the plan must be consistent with actual field conditions.

4. Where Retaining Structures or 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 a 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 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 Fees	Application Charge
(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]



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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.