



ZONING PERMIT APPLICATION CHECKLIST

TOWNSHIP OF MONROE
Zoning Department
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This checklist serves as a guide to be able to submit a complete application to the Zoning Office of Monroe Township for a review and ultimate issuance of a permit. Please keep this for your records and reference of FAQ's.

Failure to comply with the checklist and apply incomplete may result in the return of your application.

APPLICATION DIRECTIONS

- The Zoning Permit Application form must be completed in its entirety with an original signature of the Property Owner.
 - Each application should have an email address as a point of contact for questions or application status changes.
- A **current survey of the property must be provided** including the title block, showing the proposed work and all setbacks (distances) from the proposed work to all property lines in the current owner's name, as required by 175-3A must be provided with the application for any exterior improvements.
- Placement of fencing shall be shown by X's along the line of placement.
- Solar Roof applications must be accompanied by a set of plans, showing specifications of panel system installation and count.
- Any interior change of use or alteration application must be accompanied by a floor plan with labels of the use of the space or rooms being requested.
- A PDF of the original document can be sent by the designer to accompany large copies, no photographs will be accepted.
- Any property that is subject to HOA approval for the proposed work must be granted prior to the submission of your Zoning Application and a copy of the approval must be included with your application.
- Any application that requires a Grading Review as required by Monroe Township Code 175-117A will be placed **on hold** until the Township Engineer approves any plan or waiver request.
 - **As of 4/1/2020 a Lot Grading Waiver Request application fee is \$50.**
- Zoning Permit Application for **Residential Use is \$50**
- Zoning Permit Application for **Non-Residential Use is \$100**
- A \$25 fee is required for any alteration, change or resubmission for a Zoning Permit, typically as a result of a denial of a previous application for the same proposed work.
- Payments can be made in the form of exact cash, check or money order.

DURATION & CLOSURE OF ZONING PERMIT

In accordance with Monroe Township Code 175-3B, a Zoning Permit issued by the Zoning Officer of Monroe Township will expire one year from the date of issuance.

- Please contact our office to notify that your project has been complete if a Construction Permit is not required for your project in order to close out your permit.
- Any Zoning Permit that requires a Construction Permit will be closed once a copy of the Certificate issued by the Construction Office is received.
- Failure to start any work or obtain and act on a Construction Permit within one year will require an extension fee of \$25 and an application to our office if the proposed work has not changed.
- Failure to start any work or obtain and act on a Construction Permit within one year will require a new complete application and \$50 fee if the scope of work changes.
- If a Certificate of Compliance is required and specified on your project, it will be stated on the issued permit.
 - This separate application shall be submitted prior to the issuance of a Certificate of Occupancy by the Construction Office with \$50 fee and any prior approvals required based on any Board approval or Township Engineer approval.

PLEASE DO NOT SCHEDULE ANY DELIVERY OR INSTALLATION OF ANY POOL, SHED, FENCE, ETC. WITHOUT HAVING THE ZONING PERMIT APPROVED FIRST, TO BE SURE YOU COMPLY WITH ALL REQUIREMENTS OF THE ZONE THAT THE PROPERTY IS LOCATED IN AND/OR THE MONROE TOWNSHIP ZONING ORDINANCE.

Application review can take up to 10 business days once a complete application is received, and the point of contact on the application will be contacted once the review is complete