

**ZONING PERMIT APPLICATION
NEW HOME CHECKLIST**

Have you submitted all of the following? **Your zoning permit will not be approved if any of the following items are incomplete:**

- 1. COMPLETE Application. With ALL applicable sections filled out.
- 2. Homeowner's Signature on page four (4) of application.
- 3. Three (3) copies of a sealed preliminary plot plan showing the following:
 - a. Property lines and dimensions;
 - b. Building dimensions and proposed set back dimensions;
 - c. Existing elevations of the lot and street conditions, spot elevations and contours;
 - d. Proposed grades to include proposed contours and sufficient spot elevations at the building corners, driveway, and yard areas to clearly show impact of new grading;
 - e. First floor, garage floor, and basement/crawlspace floor elevations of building to be constructed, description of house or building style (ranch, bi-level, 2 story), and critical grade that applies;
 - f. A description of the building to be constructed, basement, crawl space or slab construction;
 - g. Existing and proposed utilities (water, sewer, gas, etc.) and ground mounted equipment (A.C. units, generators, etc.)
 - h. Where applicable, sufficient information to show any impact on adjoining properties, if any;
 - i. Certification by a New Jersey licensed professional engineer of the seasonal high-water table elevation at the location of the proposed building.
 - j. Setback dimensions from property lines of all proposed construction.
- 4. One (1) full set of construction drawings drawn to scale with all dimensions shown.
- 5. Two (2) copies of the front elevation plan.
- 6. One (1) copy of the Freehold Soil Conservation District Certification or Exemption Letter.

IF APPLICABLE:

- 7. One (1) copy of any required NJDEP permits, approvals, etc.
- 8. Street opening permit.
- 9. Well/Septic Certificate of Approval from Freehold Health Department.

*****Additional information may be required upon review.*****

Once your application has been reviewed we will contact the person listed as the applicant on the application via email if there are any problems or questions that arise.

Once the application has been approved, we will contact the person listed as the applicant on the application via telephone to pay for the application. The following fees are required upon approval:

The permit fee will be \$225. Any additional review requested by the Township Engineer or the Zoning Officer shall require an additional fee of \$75.

If a Mount Laurel fee is required, it will be calculated by the Tax Assessor upon receiving the application. The first payment will be required prior to issuance of a Zoning Permit and the second at time of C.O.

Sewer and water connection fees if applicable (see attached).

Owner's Name: _____ **Phone Number:** (____) _____ - _____

Address & Zip Code: _____

E-Mail: _____

Applicant's Name: _____ **Phone Number:** (____) _____ - _____

Address & Zip Code: _____

Applicant is: Owner ____ Contractor ____ Other (describe) _____

E-Mail: _____

Address of Property: _____

Block: _____ **Lot:** _____ **Zone District:** _____

POST APPLICATION SUBITTALS

1. Prior to a sheathing inspection, the property owner shall submit a sealed foundation as-built plan to the Land Use Office. The plan must show the setbacks and elevations related to the as-built foundation and specifically show the top of block elevation and any other critical floor elevations.
2. At least five days before the date on which a certificate of occupancy is required, the property owner shall submit two copies of a sealed as-built survey together with fee of \$150 to the Land Use Office. Any additional reviews requested by the Township Engineer or the Land Use Office shall require an additional fee of \$100. The as-built plan must show an overall plan as well as depict the same data in a tabulation format on the plan. No inspection will be scheduled until the as-built survey has been supplied by the property owner. The as-built plan shall show:
- a. Property lines and dimensions;
 - b. Existing elevations of the lot and street conditions, as well as contours and critical spot elevations;
 - c. First floor, garage floor, and basement/crawlspace floor elevations, description of house style, and critical grade that applies;
 - d. All building setbacks;
 - e. A description of the building constructed, basement, crawl space or slab construction;
 - f. Where applicable, sufficient information to show any impact on adjoining properties, if any;
 - g. A certificate from the preparer that the same is in substantial conformance with the plan previously submitted for initial review for a zoning permit. If alterations have been made, they should be explained by notes or attachments with explanations of how the changes are different from the original plan, and explain why they have no significant impact upon the approved grading plan or adjoining properties;
 - h. Drywell installation certification by New Jersey Licensed Professional Engineer with raised seal (if applicable).
 - i. Zoning Chart showing setbacks, height, & coverage calculations
3. Land Use Inspection is required prior to C.O. to ensure all building and site work has been completed per plans, including:
- a. Planting of landscaping and ground stabilization
 - b. All construction material and debris removed from the property
 - c. Façade compliance.
 - d. Street address installed.
4. Second Mt. Laurel Fee payment (if applicable).

If there are any questions regarding the submission of this application, please contact the Wall Township Land Use Office at 732.449.8444 ext. 213.

Applicant/owner hereby certifies that all statements and information provided and made part of this application are true to the best of his knowledge, information and belief. Applicant/owner further stipulates that all relevant municipal ordinances and all conditions, regulations and requirements of the township, its agents, boards and commissions including but not limited to the Wall Township Land Use Office, the Wall Township Planning Board and the Wall Township Board of Adjustment have been met as required.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____