

TOWNSHIP OF ELK

680 Whig Lane, Monroeville, New Jersey 08343
856-881-6525, ext. 119 Fax: 856-881-5750

Zoning Permit #:	_____
Date Re'cd:	_____
Fee: \$50	_____
Check #:	_____
Zone:	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Date:	_____

Revised, Zoning Permit Application Fee: \$50 (check payable to Elk Twp.)

An approved Zoning Permit is required, prior to the commencement of a use or the construction, reconstruction, alteration, conversion or installation of a sign, structure, or a building. It acknowledges that such use of a sign, structure, or a building complies with the provisions set forth by the Township code or by a variance therefore duly authorized by the Planning Board or Zoning Board of Adjustment.

A Zoning Permit shall be granted or denied within ten (10) business days of receipt of a complete application. Construction Permits may not be issued until zoning approval is received.

***Please Note: Prior written approval must be obtained from HOA's, Lakeview Mobile Home Park, Inc., Lake Garrison Inc., Silver Lake Associates, Oldman's Creek Campground and Old Cedar Campground.**

1. Date of Application: _____ Block: _____ Lot(s): _____
 Property Location: _____
 Property Owner Name _____ Phone: _____
 Property Owner Address: _____
 or
 Authorized Agent: _____ Phone: _____
 (must submit signed affidavit from owner authorizing Agent to secure a Zoning Permit)

2. Contractor's Name: _____ Phone: _____
 Contractor's Address: _____

3. Description of proposed work (check all that apply):
 New Home, size _____ (sq. ft.) Addition, size _____ (_____ sq ft) Shed, size _____ (_____ sq ft)
 Garage/Pole barn, size _____ (_____ sq ft) Deck, size _____ Pool, size _____
 Fence, height _____ Sign, _____ (sq. ft.) Other: _____, size _____ (_____ sq ft)

Is the structure more than 600 sq. ft ? yes, _____ sq ft. No

***Grading Plan. All structures greater than 600 sq. ft., at grade or floor level, require Grading Plan approval from the Township Engineer.** The plan must be signed & sealed by NJ licensed surveyor for existing conditions and a NJ professional engineer for proposed conditions (see ordinance 96-66M application requirements & fees). Building permits cannot be issued until approved.

***Mandatory Development Fee (Ordinance §70-4).** The housing impact fee is a fee that is collected to assist the Twp. in meeting its Constitutional obligation to provide housing opportunities for low & moderate income households. New homes shall pay a residential development fee of 1.5% of the estimated equalized assessed value of land and improvements (determined by the Gloucester County Tax Assessor), provided no increased density is permitted. **Fifty percent of the fee is collected at time of permit and the balance at C.O.**

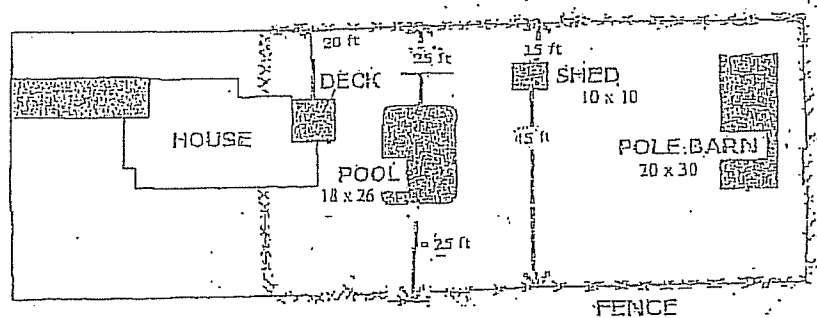
4. **Attach a Survey/plot plan of entire property showing:**
 a. All structure locations, existing and proposed, drawn to scale with dimensions.
 b. All property lines, easements, lot restrictions, yard setbacks, driveways, grading contours and percent of lot coverage
 c. New commercial and single-family dwellings must be drawn by NJ licensed surveyor or engineer.
 d. ***Attach letter of review and approval from Atlantic City Electric Company for any building within or adjacent to an Atlantic Electric Company easement, if applicable.**

Zoning Permit Application General Information:

- Complete the Zoning Permit application (include an attached survey/plot plan). Failure to provide all necessary information will result in an "incomplete" application.
- If the applicant is not the owner of the premises, the Authorized Agent must submit a signed affidavit from the owner authorizing the agent to secure a zoning permit.
- If the Zoning Permit is for the construction or renovation of dwellings or other buildings the owner of the property must also sign the application.
- A Zoning Permit shall be granted or denied within ten (10) business days of receipt of a "complete" application by the Zoning Officer.
- All applications with accompanying proofs, plans and documents shall become a public record.

All applications **MUST INCLUDE** a copy of the PROPERTY SURVEY showing proposed improvements and all relative dimensions and distances of these improvements to all property lines. Swimming pools shall be located in rear yard and at least 25 feet from property lines.

Below is a sample survey. The setbacks depicted are for illustration purposes only. Check with the Zoning Officer for the minimum required setback distances for your specific project.



NOTE: Call before you dig in NJ, toll free 1-800-272-1000, for free markouts 3 full days before you dig to locate underground utilities. "It's the Law"