



*You couldn't pick a better place.*

# Instructions

## PROCESS

1. The Zoning Permit application must be completed up to and including a phone number/e-mail address to contact and notify the applicant. All applications must be complete, including an address of the property in question, block, lot, and zone completed on the Zoning Permit application. See Zoning Ordinance §1103 for more information.
2. For a **Certificate of Occupancy**, which includes a non-residential tenant fit-up, change of use, change of owner, or change of occupancy, a Zoning Permit is required to ensure the use is permitted in that zone. The existing and/or prior use and the proposed use needs to be provided on the application. Please be specific when indicating the use (for example, the terms 'office', 'general office', 'retail', etc. are NOT acceptable).
3. For **Building Permits**, a Zoning Permit is required to ensure the improvement complies with the required setbacks. The type of proposed structure and/or improvement needs to be identified on the Zoning Permit application. One (1) scaled copy of a property survey (usually included with personal mortgage documents), which indicate the location of the proposed structure/improvement are required when submitting a Zoning Permit application. Applicants MUST provide the following information on the survey and the application:
  - Shed: floor area, height, distance from property line (setback)
  - Fence: height, type of fence, linear footage (length)
  - Pool: above or below ground, depth of pool, distance from property line (setback)
  - Decks: area, dimensions, height (from ground), distance from property line (setback)
  - Addition: area, dimensions, height, distance from property line (setback), floor plans and elevations.
4. A Housing Impact Fee (HIF) or Non-Residential Development Fee (N-RDF) may apply.
5. Please allow 10 business days for review and processing of a COMPLETE Zoning Permit application. Please allow for the full ten days before inquiring on the status of the application, as this may delay the process. Department staff will notify the listed applicant when the Zoning Permit is ready. A signature from the applicant, owner, or designated representative is required at the time of issue.

## FEES

Payment is due at the time an approved Zoning Permit is issued. Checks or money orders, made payable to the 'Township of Cherry Hill', are preferred; however, cash is also accepted. Cash payments at the Cashier's Window, next to Room 108 on the first floor, require a receipt from the Code Enforcement Department (Room 205) before the Zoning Permit can be issued. Per §901, the following fees apply:

Residential properties: \$20.00      Non-Residential properties: \$50.00

## APPROVAL

Due to the specific nature of a Zoning Permit, additional permits may be required:

- Building Permits or a Certificate of Occupancy are available in the Department of Code Enforcement/Construction (Room 205).
- Sign Permits are available on-line at [www.cherryhill-nj.com](http://www.cherryhill-nj.com) or in the Department of Community Development (Room 202).
- Tree Removal Permits are available at no cost in the Department of Public Works (1 Perina Boulevard).
- Right-of-Way (ROW) permits are available in the Department of Engineering (1 Perina Boulevard).



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ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ LOT(S): \_\_\_\_\_

RESIDENTIAL (Fee: \$20.00)       NON-RESIDENTIAL (Fee: \$50.00)

EXISTING USE: \_\_\_\_\_

PROPOSED IMPROVEMENTS AND/OR USE (be specific): \_\_\_\_\_

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

**CERTIFICATE OF OCCUPANCY**

TENANT FIT-UP       CHANGE OF USE       CHANGE OF OWNER       CHANGE OF OCCUPANCY

**BUILDING PERMIT** (scaled copy of survey required, please complete information in box)

FENCE       DECK/PATIO       NEW DWELLING       ACCESSORY USE  
 SHED       POOL/HOT TUB       ADDITION       OTHER

SIZE: \_\_\_\_\_' x \_\_\_\_\_'      HEIGHT: \_\_\_\_\_'      DEPTH: \_\_\_\_\_'  
            LENGTH                      WIDTH

SETBACKS: FRONT: \_\_\_\_\_'      REAR: \_\_\_\_\_'      SIDE: \_\_\_\_\_'      BOTH SIDES: \_\_\_\_\_'

Is the lot an inside or corner lot?       INSIDE LOT       CORNER LOT

Will TREES be removed?       NO       YES      If Yes, how many? \_\_\_\_\_ # OF TREES

Was Planning Board or Zoning Board approval required for this improvement and/or property?

NO       YES      If Yes, what is the APPLICATION No.: \_\_\_\_\_      DATE APPROVED? \_\_\_\_\_

**APPLICANT**       SAME AS OWNER

**OWNER**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

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

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

CITY, STATE, ZIP: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPLICATION No.: \_\_\_\_\_      DATE SUBMITTED: \_\_\_\_\_      DATE PROCESSED: \_\_\_\_\_



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# Zoning Permit Consent of Owner

ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ LOT(S): \_\_\_\_\_

PROPOSED IMPROVEMENTS AND/OR USE (be specific): \_\_\_\_\_

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

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)  
\_\_\_\_\_ (notary)

\_\_\_\_\_  
**SIGNATURE (owner)** **DATE**

\_\_\_\_\_  
**PRINT NAME**

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## OWNER CONTACT INFORMATION

NAME: \_\_\_\_\_

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

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_