



PROCESS

1. The Zoning Approval application must be completed up to and including a phone number/e-mail address to contact and notify. Applications with an email address will be notified first.
2. All applications must be complete, including an address of the property in question, block, lot, and zone provided on the Zoning Approval application. Department staff may be able to assist you with this information at the time of submission.
3. 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 Approval 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).
4. For **Building Permits**, a Zoning Approval 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 Approval application. Three (3) scaled copies 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 Approval application. Applicants MUST provide the following information on the survey and/or 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), as well as any floor plans and elevations.
5. A Housing Impact Fee (H.I.F.) may apply.
6. Please allow 7-10 business days for review and processing of a COMPLETE Zoning Approval application. Please do not call to check on the status of your application, until the allowable time has passed, as this may delay the process. Department staff will notify the listed applicant when the application is approved. A signature from the applicant, owner, or designated representative is required at the time of pick-up.

FEES

Payment is due at the time an approved Zoning Approval is picked up. Checks or money orders made payable to 'The Township of Cherry Hill' are preferred, as for security reasons, cash cannot be accepted in our office. Cash payments require a receipt from the Department of Community Development before being accepted at the Cashier's Window, next to Room 108 on the first floor. You must return to the Department of Community Development (Room 202) with the paid receipt before the Zoning Approval is issued. The following fees apply:

Residential properties: \$10.00

Non-Residential properties: \$25.00

APPROVAL

Due to the specific nature of a Zoning Approval application, 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 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).