

NORTH HANOVER TOWNSHIP

Burlington County, New Jersey

ZONING PERMIT APPLICATION

FOR OFFICE USE ONLY

Application No.: _____

Date Received: _____

Fee Paid: _____

Date of Application: _____

This application must be completed in full and submitted to the Zoning Officer along with the required fee and all supporting documentation. Incomplete applications will not be processed. Please print clearly or type.

SUBMIT TO: Patti Conrad, Zoning Officer

North Hanover Township Municipal Building | 41 Schoolhouse Road | Jacobstown, NJ 08562

Phone: (609) 758-2522 ext. 215 | Email: zoningmh@northhanovertwp.com

SECTION 1: APPLICANT INFORMATION

Applicant Name			Phone
Mailing Address			Email
City	State	Zip Code	Fax

SECTION 2: PROPERTY OWNER INFORMATION (if different from applicant)

Owner Name			Phone
Mailing Address			Email
City	State	Zip Code	

SECTION 3: PROPERTY INFORMATION

Property Address / Location			
Block	Lot	Qualifier	Zone District
Lot Area (acres / sq ft)		Current Use of Property	

Is the property located in a flood zone? ☐ Yes ☐ No

If yes, flood zone designation _____

SECTION 4: TYPE OF PERMIT REQUESTED & APPLICATION FEE SCHEDULE

Check the type of permit being applied for:

- ☐ Fence / Wall
- ☐ In-Ground Pool
- ☐ Above-Ground Pool
- ☐ Garage
- ☐ Barn / Pole Barn / Shed
- ☐ Patio / Deck
- ☐ Home Addition
- ☐ New Dwelling
- ☐ Commercial Building
- ☐ Sign
- ☐ Mobile Home
- ☐ General Zoning (Non-Specific)

Permit Type	Fee
Fence Application	\$30.00
In-Ground Pool	\$50.00
Above-Ground Pool	\$30.00
Garage	\$50.00
Barn / Pole Barn / Shed	\$50.00
Patio / Deck	\$30.00
Home Addition	\$50.00
New Dwelling	\$75.00
Commercial Building	\$75.00
Sign	\$30.00
Mobile Home	\$30.00
General Zoning (Non-Specific)	\$30.00

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SECTION 5: PROJECT DESCRIPTION

Provide a detailed description of the proposed work, use, or activity:

Estimated Cost of Construction \$

Estimated Start Date

Completion Date

SECTION 6: DIMENSIONAL / BULK INFORMATION

Complete the following for existing conditions and the proposed project. Refer to the North Hanover Township Zoning Ordinance for applicable standards.

Standard	Required by Ordinance	Existing Conditions	Proposed
Minimum Lot Area			
Minimum Lot Width (ft)			
Minimum Lot Depth (ft)			
Minimum Front Yard Setback (ft)			
Minimum Side Yard Setback (ft)			
Minimum Rear Yard Setback (ft)			
Maximum Building Height (ft)			
Maximum Lot Coverage (%)			
Maximum Impervious Coverage (%)			
Maximum Floor Area Ratio			
Number of Parking Spaces			
Building Footprint (sq ft)			
Gross Floor Area (sq ft)			

SECTION 7: CONTRACTOR / PROFESSIONAL INFORMATION

General Contractor Name

NJ License #

Contractor Address

Phone

Architect / Engineer Name

NJ License #

Surveyor Name

NJ License #

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SECTION 8: REQUIRED DOCUMENTS CHECKLIST

Submit the following with this application (check all that are enclosed):

- ☐ Completed application form with all applicable fees
- ☐ Copy of deed or proof of ownership / authorization from property owner
- ☐ Current property survey (certified by a licensed NJ surveyor)
- ☐ Site plan drawn to scale showing all existing and proposed structures, setbacks, and dimensions
- ☐ Floor plans and building elevations (for new construction or additions)
- ☐ Plot plan showing location of proposed work in relation to property lines
- ☐ Flood zone determination / elevation certificate (if applicable)
- ☐ Homeowners Association (HOA) approval letter (if applicable)
- ☐ Environmental permits or approvals (e.g., NJDEP, Pinelands Commission, if applicable)
- ☐ Proof of septic system approval or sewer connection (if applicable)

Note: Additional documentation may be required based on the nature of the application. The Zoning Officer reserves the right to request supplementary materials.

SECTION 9: CERTIFICATIONS AND ACKNOWLEDGMENTS

By signing this application, I certify the following:

1. All information provided in this application is true, accurate, and complete to the best of my knowledge.
2. I am the owner of the property or have been duly authorized by the property owner to submit this application.
3. I understand that this zoning permit does not constitute a building permit, and that a separate building permit may be required from the Burlington County Construction Code Office prior to commencement of work.
4. I understand that the proposed use or construction must comply with all applicable provisions of the North Hanover Township Zoning Ordinance and other municipal, county, state, and federal regulations.
5. I agree to allow the Zoning Officer or designated representative to inspect the property for compliance with the terms and conditions of this permit at reasonable times.
6. I understand that if the proposed work requires a variance or other relief from the Zoning Ordinance, this application will be referred to the North Hanover Township Joint Land Use Board for review.
7. I understand that this permit shall expire if the authorized work is not commenced within twelve (12) months of the date of issuance, or if the work is suspended or abandoned for a period of six (6) months.
8. I understand that any false statements or misrepresentations made in this application may result in revocation of the zoning permit and may subject the applicant to penalties under applicable law.

Applicant Signature

Date

Print Name

Title / Relationship to Owner

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SECTION 9 (continued): ADDITIONAL SIGNATURES

Property Owner Signature (if different from applicant)

Date

Print Name

Title / Relationship to Owner

SECTION 10: ZONING OFFICER DETERMINATION (Office Use Only)

- ☐ **APPROVED** — The proposed use / construction complies with the Zoning Ordinance.
- ☐ **APPROVED WITH CONDITIONS** (see below)
- ☐ **DENIED** — The proposed use / construction does not comply with the Zoning Ordinance. Applicant may apply to the North Hanover Township Joint Land Use Board for relief.
- ☐ **REFERRED** to the North Hanover Township Joint Land Use Board for review.

Conditions / Comments:

Zoning Officer Signature

Date of Determination

Patti Conrad, Zoning Officer | (609) 758-2522 ext. 215 | zoningmh@northhanovertwp.com

NORTH HANOVER TOWNSHIP

Burlington County, New Jersey • Construction / Zoning Department

RESIDENTIAL LOT GRADING PLAN REVIEW — APPLICATION FOR GRADING REVIEW

NO CONSTRUCTION / ZONING PERMIT SHALL BE ISSUED UNTIL THE GRADING PERMIT IS APPROVED.

Applicability: Ordinance 2007-08 shall be applicable to all residential lots and the residential portion of agricultural lots within the Township of North Hanover where an overall grading plan has already been reviewed and approved by the Joint Land Use Board, or where the review and approval of an individual lot grading plan prior to the issuance of a building permit is required where land disturbance of five hundred (500) square feet or more is proposed.

SECTION 1: PROPERTY & APPLICANT INFORMATION

Block	Lot	Owner's Name

Current Owner's Address to be Inspected

Development Name (if applicable)

Contact Person for Inspection

Phone #	Email

SECTION 2: STRUCTURE TO BE USED AS

- ☐ Single Family Dwelling
- ☐ Commercial Unit
- ☐ Above-Ground Swimming Pool
- ☐ In-Ground Swimming Pool
- ☐ Accessory Building (Garage / Pole Barn)
- ☐ Other (explain):

**APPLICANT MUST PROVIDE FIVE (5) COPIES OF A LOT GRADING PLAN
SIGNED AND SEALED BY A NEW JERSEY STATE LICENSED ENGINEER.**

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RESIDENTIAL LOT GRADING PLAN REVIEW — FEES & WAIVER

SECTION 3: WAIVER REQUEST (if applicable)

I, _____ (Owner / Applicant), am requesting a waiver of the residential lot grading plan.

For a waiver to be reviewed by the Township Engineer, please fill out this application and submit a formal letter of waiver request stating the reason for the waiver. The initial application fee, review fee, and initial site inspection fee are still required to be paid if approved for waiver.

SECTION 4: FEE SCHEDULE

As per Section 16-285.E.1 (sections a–e) of Ordinance 2007-08

Fee Description	Amount
Initial Application Fee (per lot)	\$35.00
Engineer's Initial Review Fee (individual or multiple lot grading plan submission, per lot)	\$150.00
Engineer's Review Fee for Each Revised or As-Built (individual or multiple lot grading plan submission, per lot)	\$100.00
Initial Site Inspection Fee (upon request for initial site inspection, per lot)	\$200.00
Site Reinspection Fee (upon each request for site reinspection, per lot)	\$100.00

The application fees and review fees MUST be paid by SEPARATE CHECKS made payable to North Hanover Township.

FOR OFFICE USE ONLY

APPLICATION	REVIEW	RE-REVIEW
Date Received _____	Review Fee \$ _____	Re-Review Fee \$ _____
Application Fee \$ _____	Review Date _____	Re-Inspection Date _____
Received By _____	Received By _____	Received By _____
Check # _____	Check # _____	Check # _____
Grading Plan Approval Date _____		
Grading Inspection Approval Date _____		
Request for Waiver Approval / Denial Date _____		

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REQUIREMENTS & INSTRUCTIONS FOR APPLICANT — WELL & SEPTIC

As of October 14, 2005, any existing dwelling with well and septic which applies for a permit for an outside improvement must seek prior approval from the Burlington County Health Department by calling (609) 265-5548.

Health Department approval for well and septic properties is required to ensure there are no encroachments and/or conflicts with the well / septic systems. Please use the attached Board of Health (BOH) application.

SURVEY REQUIRED

A survey must be included with your application. The survey must include:

- ☐ Location of all structures on the property
- ☐ The square footage of all existing and proposed structures on the property
- ☐ Location of well showing setbacks to the proposed structure
- ☐ Location of septic showing setback to the proposed structure
- ☐ Property lines
- ☐ Setback measurements (in feet) to all property lines for the proposed structure

ADDITIONAL REQUIREMENTS

- ☐ \$25.00 application fee is due at time of submission (fee is to be paid to Burlington County). **All fees are non-refundable.**
- ☐ Mobile homes associated with mobile home parks must obtain an authorization letter from the park owner granting permission.
- ☐ Please allow 10 business days for the application to be processed.



SEPTIC SYSTEM ADDITION OR CHANGE OF USE APPLICATION

Name of Property Owner: _____
Mailing Address: _____
Township: _____
Block and Lot of Property: _____
Phone Number: _____
Email: _____

Explain in writing what your proposed project or addition will be:

Number of bedrooms before addition: _____

Number of bedrooms after addition: _____

**Site plan of the property must be included with application showing
the following information:**

- Location and dimensions of proposed project
- Location of all septic system components (septic tank and septic field location must be included)
- Distance of septic systems components to proposed project
- Location of well (if applicable)
- Distances between the proposed project and all components of septic system and well (if applicable) must be included

COMPLETED APPLICATION AND SKETCH CAN BE SUBMITTED TO BCHD@CO.BURLINGTON.NJ.US

Contact 609-265-5515 with questions on application submission