



**BOROUGH OF LAWNSIDE
DEPARTMENT OF PLANNING/ZONING**

4 Dr. Martin Luther King Jr. Road Lawnside, NJ 08045
Phone 609-828-3784 Fax 856-546-3232

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Marian Hauser, Secretary to the Planning Board and Zoning Board 856-573-6214 m.hauser@lawnside.net

**INSTRUCTIONS FOR
ZONING/LAND USE/ SIGN PERMIT APPLICATION**

ALL APPLICANTS WHO NEED A ZONING//LAND USE/ SIGN PERMIT MUST SUBMIT THE FOLLOWING:

1. Completed Zoning/Land Use and/or Sign Permit Application
2. Proof of ownership (deed, tax bill, or lease)
3. A detailed floor plan of proposed use, conversion of single family dwelling shall have measurement of all habitable space. Accurate drawing of a proposed sign including dimensions and illustration signed by sign supplier. Any addition or accessory uses or fences must have a Plot Plan, Survey or detailed Illustration. Additions/fences must be presented on a Plot Plan, Survey or detailed Illustration with rear, front and side setbacks. **A copy of all plans must accompany the application.**
4. Completed Tax Assessment Certification Form to be completed by the Borough of Lawnside Tax Office – 2nd Floor, phone number 856-573-6216. The form can also be emailed to borotaxoff@lawnside.net or faxed to 856-547-1915 for completion.
5. Non-Refundable Zoning/Land Use Application Fee:

\$50.00 - Fence
\$75.00 – Residential
\$115.00 – Commercial
\$125.00 - Institutional
\$170.00 – Industrial
\$425.00 – Billboards

Non-Refundable Sign Application Fee:	\$100.00 – below 3,000 square feet of area
	\$150.00 – 3,000 square feet of area or more

Payment accepted in Cash, Check or Money Order made payable to the Borough of Lawnside

Please return completed applications to the above address. Incomplete Applications shall not be processed. Any incomplete applications which remains incomplete for more than 10 business days will be discarded and new application and additional payment must be submitted for review. Falsification in any form shall subject applicant to a fine.

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION **UPDATED 8/2024**

BOROUGH OF LAWNESIDE

DEPARTMENT OF PLANNING/ZONING

APPLICATION FOR ZONING/LAND USE/SIGNAGE

Block: _____ Lot: _____ Zoning Classification: _____

Property Address: _____

Owner of Record: _____ Phone: _____

Contact Name: _____ Phone: _____

Email: _____

Proposed construction or use: _____

Setbacks for the proposed construction or installation of structure:

Front _____ feet Rear _____ feet Right Side _____ feet Left Side _____ feet

Percentage of ground coverage: _____ Height: _____

Frontage of Lot _____ lineal ft. Corner Lot _____ sq. ft. Inside Lot _____ sq. ft.

Signage Details

Type of Sign: _____ Photo of Sign : _____ (Attached)

Square footage of sign: _____ Number of Signs Proposed _____

Number of Feet of Sign from Top to Grade: _____ Number of Feet from Bottom to Grade: _____

Illustration/Wording of Sign: _____

Will the Sign be illuminated? _____

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATIONUPDATED 8/2024****

A Plot Plan, Survey or detailed Illustration must be submitted with application showing all existing buildings, sheds, pools, driveways, etc. along with the proposed construction.

The applicant certifies that the above information has been completed accurately to the best of their knowledge.

Applicant Signature

Date

OFFICE USE ONLY

☐ This application has been examined and found to be in compliance with the Land Use Ordinance for the Borough of Lawnside

☐ Permits/Approvals are required: U.C.C. ☐ Municipal ☐ Historic ☐

☐ This application has been rejected because of non-compliance with the Land Use Ordinance for the Borough of Lawnside:

Rejected applications can be revised to comply with the Land Use Ordinance or you may apply to the Planning/Zoning Board for variance by contacting the Zoning Official or Zoning Board Secretary.

☐ Other: _____

☐ Revised application received on _____

Planning & Zoning Official

Date

TAX ASSESSMENT CERTIFICATION

Applicant shall have this form completed by the Borough of Lawnside Tax Office – for completion to indicate whether taxes, water and sewer accounts are paid up to date. Upon completion, this form shall be submitted with the original application. Please be advised that no applications will be reviewed if the account shows nay balance owed; no permit can be issued until account is paid in full. Proof of payment may be required before review is completed.

Property Owner Name: _____

Address: _____

Block: _____ **Lot:** _____

TAX OFFICE

An application for Zoning/Land Use or Signage permit has been submitted to the Division of Planning. Please check your s to be certain that the account is current

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENT ARE:

Account Type	Qtr.	Due date	Amount Owed	Other
Taxes/W&S/Other	_____	_____	_____	_____
Taxes/W&S/Other	_____	_____	_____	_____
Taxes/W&S/Other	_____	_____	_____	_____
Taxes/W&S/Other	_____	_____	_____	_____

COMMENTS: _____

TAX OFFICE SIGNATURE: _____

DATE: _____