

**STAFFORD TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT
260 E. BAY AVENUE
MANAHAWKIN, NEW JERSEY 08050
(609) 597-1000 x 8535
www.staffordnj.gov**

**ZONING PERMIT INSTRUCTIONS FOR
RAISING AN EXISTING SINGLE FAMILY HOME**

Initial Zoning Requirements:

1. Complete Zoning Permit Application.
2. Three (3) certified surveys of the proposed development, prepared by a NJ licensed surveyor or engineer. A plot plan prepared and certified by a NJ licensed architect is also acceptable and the survey or plot plan submission must include the following:

Setbacks distance from all (4 or more) corners of the structure(s) (drawn perpendicular to the property line) as well as the height of the proposed structure(s) from grade to peak.

If the structure is located in Special Flood Hazard A or AE Zone it must include the height of the proposed first floor elevation (including all electrical, heating, ventilation, plumbing and air-conditioning equipment, ductwork and other service facilities) and a certification by a NJ licensed architect or engineer that the new construction conforms to Stafford Code 114.16 & 114.17.

If the structure is located in Special Flood Hazard V Zone it must include the height of the proposed bottom of the lowest horizontal structural member (including all electrical, heating, ventilation, plumbing and air-conditioning equipment, ductwork and other service facilities) and a certification by a NJ licensed architect or engineer that the new construction conforms to Stafford Code 114.18. A V Zone certificate must also be completed by a NJ licensed architect or engineer.

3. \$25.00 - Zoning Permit Fee payable to Stafford Township.

Final Zoning Permit Requirements:

Prior to a final site inspection by the Zoning Officer, the following must be submitted:

1. Three (3) certified as-built surveys prepared by a NJ licensed surveyor or engineer showing the location and dimension (including height) of all structures and improvements, the setback distance from all (4 or more) corners of all structures (drawn perpendicular to the property line) and reflecting all existing conditions on the property.
2. If the property is located in a Flood Hazard Zone, certification of the finished grade elevations at all lot corners must be included on the final as-built survey along with three (3) final Elevation Certificates prepared by a surveyor, engineer or architect authorized by NJ law to certify elevation information.

Once the above documentation is submitted, a final site inspection will be performed. Should you fail the final zoning inspection, there will be a re-inspection fee of \$15.00. Additional information or documentation may be requested in order to issue your permit.

Note: This handout is for informational use only and is not to be substituted for the Stafford Township Code.

*** FORM REQUIRED BY ALL APPLICANTS WHEN ELEVATING A STRUCTURE ***

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Permit for Temporary Use of Public Roadway During Elevation of a Structure

Applicant: _____

Applicant Telephone: _____

Site Address: _____

Block: _____ **Lot:** _____

Will the structure be moving onto the roadway during construction? ☐ Yes ☐ No

If you answered yes to above question, complete the following information:

General Contractor: _____

General Contractor Telephone: _____

Piling Contractor: _____

Piling Contractor Telephone: _____

Tentative Date onto Roadway: _____

Tentative Date for Removal/Building Reset: _____

Bonding Required: ☐ \$5,000 certified check ☐ letter of credit _____

I understand that the project must adhere to Ordinance 2015-13 and all other applicable regulations.

Date: _____
_____ **Applicant's Signature**

Permit Approved: _____

Traffic Safety Officer: _____ **Date:** _____

Zoning Officer: _____ **Date:** _____

Construction Code Official: _____ **Date:** _____

Post-Move Inspection:

Inspection completed. The roadway is clear of all house moving equipment/associated material and bonding may be released.

Zoning Officer: _____ **Date:** _____

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**Permit for Temporary Use of Public Roadway
During Elevation of a Structure
Stafford Township Ordinance 2015-13**

1. The permit allows for the utilization of the public roadway for no more than ten (10) calendar days, weather permitting. The permit may be extended if inclement weather or other unforeseen circumstances delay the project. The permit may be extended upon written notice to the Zoning Officer. The extension shall only be for a period of time equal to the work time lost due to inclement weather or unforeseen circumstances.
2. The applicant shall post a cash bond or letter of credit in the amount of \$5,000 with the Township of Stafford to ensure the minimum passable roadway of fifteen (15) feet is maintained; proper safety requirements are in place and appropriate repairs are made at the completion of the project.
3. Any work to relocate the building to or from the public roadway shall take place between the hours of 7 am to 6 pm on weekdays and between the hours of 9 am and 6 pm on weekends and holidays.
4. No work shall be permitted between June 15th and September 15th.
5. Before any move commences, a construction permit for the elevation of the home must be obtained.
6. Fencing must be placed around the structure and secured so as not to create an attractive nuisance and to prevent access to the underside of the structure. Orange plastic contractor fencing is suggested for this purpose.
7. A minimum of fifteen (15) feet of passable roadway shall be maintained at all times. The fifteen (15) feet clearance is measured from the edge of the traffic cones that are required to be placed three (3) feet off the edge of the structure to the opposite side of the street as illustrated in the attached diagram.
 - a. All traffic controls utilized around the structure shall comply with the requirements of the Manual on Uniform Traffic Control Devices.
 - b. Traffic cones shall utilize a safety taper consisting of no less than six (6) cones on both sides of the structure. The safety taper shall not be greater than forty (40) feet in length nor less than ten (10) feet in length depending on roadway occupancy.
 - c. Traffic cones shall be a minimum of twenty-eight (28) inches in height and shall contain reflective taping for nighttime visibility.
 - d. Traffic cones shall not be placed more than three (3) feet from the outer most portion of the structure and shall not be spaced greater than five (5) feet apart as illustrated in the attached diagram.
 - e. Temporary "No Parking" signs shall be placed across from the structure so as to maintain a minimum travel roadway of fifteen (15) feet. Sign placement shall be as illustrated in the attached diagram.
8. The day the structure is being relocated into the public roadway, the applicant shall notify the Zoning Officer.
10. After the structure and all safety material are removed from the public roadway, the applicant shall contact the Zoning Officer in order to schedule an inspection and for the release of any posted funds.

28" Minimum

TEMPORARY NO PARKING (Posted Signs)

The diagram shows a cross-section of a brick wall, labeled 'STRUCTURE'. A vertical crack runs through the center of the wall. A horizontal crack is located near the base of the wall. A vertical double-headed arrow labeled '3' indicates the distance from the top of the wall to the horizontal crack. The wall is composed of bricks and mortar joints.