



GLOUCESTER TOWNSHIP
JOIN THE EXCITEMENT

Department of Community Development & Planning
1261 Chews Landing Road - P.O. Box 8, Blackwood, NJ 08012
Phone: (856) 374-3500

ZONING PERMIT APPLICATION SUBMISSION INSTRUCTIONS

Per Section 500-1103 of the Gloucester Township Land Development Ordinance, a Zoning Permit must be obtained prior to the commencement of the following:

- (1) Any use, change of use or extension of a nonconforming use of lands and premises;
- (2) The erection, construction, alteration, repair, remodeling or conversion of any building, structure, or any portion thereof;
- (3) The removal or destruction of any building or structure;
- (4) The moving of a building or structure of whatsoever kind or nature, or any portion thereof, for storage, location, relocation, placement or erection; and it shall be unlawful for any person to commence any of the foregoing without first having obtained a zoning permit therefor; or
- (5) Replacement or repair of an existing porch/patio (even if this repair or replacement does not involve any increase to the footprint area).

The issuance of a Zoning Permit shall be required prior to the approval of a construction permit issued by the Construction Code Official for the erection, construction, alteration, repair, remodeling, removal or destruction of any building, structure or portion thereof.

Application Checklist

The following documentation must be submitted with your completed Zoning Permit Application:

- ☐ Two (2) hard copies of surveys prepared, signed, and sealed by a licensed New Jersey Land Surveyor, certified on a date within **six (6) months** of the date of submission that outlines **all existing conditions/structures, and proposed work, including total project area (square footage), dimensions (length, width, height), and setbacks to property lines and to existing structures.**
- ☐ If previously approved by the Gloucester Township Planning Board or Zoning Board of Adjustment, the approved site plan and Resolution must also be submitted.
- ☐ Application fee (cash or check). Check made payable to "Gloucester Township."
- ☐ Letter of approval from Homeowners Association, if applicable.

Review of Application

Upon receipt of a completed Zoning Permit Application and required documentations, the Zoning Officer shall have ten (10) business days to grant or deny said application. If any application is approved or denied, a written permit shall be issued by the Zoning Officer.

Issued Zoning Permits are only valid or effective one (1) year from the date of issuance, and shall thereafter be null and void unless use, change or use, extension of nonconforming use, erection, construction, repair, remodeling, conversion, removal, destruction or moving, alteration, or relocation of a

building or structure authorized by such permit shall have been substantially commenced within one (1) year from the date of issuance of zoning permit and proceeded with due diligence.

Zoning Permit Fees

Where one permit application submission includes several approval requests, the sum of the individual required fees shall be paid.

Project Type	Fees
Residential	
Deck	\$75
Garage	\$75
Driveway	\$50
Generator	\$25
Patio/Pavers/Slab	\$50
Fence	\$25
Solar Panels	\$75
Residential Dwelling	\$100
Pool (above/inground), Hot tub	\$75
Roof over patio/deck	\$100
Shed/gazebo/pergola	\$75
Additions (sunroom, porch enclosure, covered deck/patio, etc.)	\$100
Other	\$50
Non-Residential	
Tenant fit-out	\$150
New Construction	\$500
Change of Owner/Tenant/Business Name	\$100 per unit
Temporary Construction Trailer	\$50 each
Temporary Tent	\$50 each
Wireless Telecommunications/Antenna/Equipment	\$150 each
Solar Panels	\$200 (less than 100 panels) \$500 (above 100 panels)
Other	\$150
Sign	\$150 + \$100 if total signs exceed three (3) signs



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ZONING PERMIT APPLICATION

For Office Use Only			
Date Received ¹: _____ Application/Permit# : _____ Fee (\$): _____			
¹ Upon receipt of complete application and all necessary documentation.			
Property Information			
Address: _____ Tax Block/Lot: _____ Zoning District: _____			
Existing/Last Use of Property: _____			
Proposed Use of Property (if applicable): _____			
How would you like to receive your permit: ☐ REGULAR MAIL ☐ E-MAIL ☐ PICK-UP			
Do you have an approval from the Planning Board or Zoning Board of Adjustment for this project? ☐ Yes ☐ No If yes, provide the application number: _____ Resolution approval date: _____			
Applicant/Applicant's Agent		Owner (If different from Applicant)	
Name: _____		Name: _____	
Contact Name: _____		Contact Name: _____	
Address: _____ _____		Address: _____ _____	
City: _____ State, Zip: _____, _____		City: _____ State, Zip: _____, _____	
Phone: (____) ____ - ____ E-mail: _____		Phone: (____) ____ - ____ E-mail: _____	
RESIDENTIAL: Type of Project (Check all that apply)			
☐ Dwelling	☐ Additions	☐ Deck, Porch	☐ Generator
☐ Garage	☐ Shed, Gazebo, Pergola	☐ Pool, Hot Tub	☐ Solar Panels
☐ Fence	☐ Driveway	☐ Patio/Paver/Slabs	☐ Roof
☐ Sign	☐ Other: _____		

NON-RESIDENTIAL: Type of Project (Check all that apply)		
☐ New Construction	☐ Change Of Ownership/Tenant/Business Name	☐ Wireless Telecommunications/ Antenna/Equipment
☐ Tenant Fit-Out	☐ Temporary Construction Trailer	
☐ Sign	☐ Temporary Tent	☐ Solar Panels
☐ Fence	☐ Other:	

Project Description

Please provide a **detailed** description of proposed work or activities, including **total project area proposed (square footage), setbacks to property lines, setbacks to existing structures on site, dimensions of proposed structures (length, width, height), etc.** (use additional sheets if necessary):

I, the undersigned, hereby acknowledge and affirm that the information provided in this zoning permit application is true and accurate to the best of my knowledge. I understand that any misrepresentation of facts or failure to comply with the conditions set forth in this permit may result in the revocation of the permit and/or other legal consequences as determined by the Gloucester Township Zoning Officer.

Furthermore, I acknowledge that it is the responsibility of the applicant and property owner to comply with all applicable zoning regulations, codes, and ordinances of Gloucester Township

By signing below, I confirm that I have read and understood this acknowledgment and agree to abide by all requirements related to this permit.

Applicant's Signature:_____ Date_____

Property Owner's Signature: _____ Date _____