



LACEY TOWNSHIP
ZONING PERMIT APPLICATION

Block: _____ Lot: _____ Site Address: _____

Applicant's Name: _____ Phone: _____ Email: _____

Applicant's Address (if different from Site Address): _____

Applicant's Signature: _____

****I hereby certify that the proposed work is authorized by myself, the Owner of the property, OR that I have been authorized by the Owner of the property to make this application and we agree to conform to all applicable Zoning laws of this jurisdiction.****

Owner / Homeowner's Information (if different from the Applicant's Info)

Name: _____ Phone: _____ Email: _____

Permit Request with Fees– Please Check All that Apply:

- ☐ Air Conditioner / Generator*
- ☐ Convert to Living Space*
- ☐ Deck*
- ☐ Fence*
- ☐ Garage / Car Port / Pole Barn*
- ☐ Hot Tub / Spa*
- ☐ Outdoor Kitchen*
- ☐ Pergola*
- ☐ Signage*
- ☐ Temporary Storage Structure*
- ☐ 3 Season Room*
- ☐ Shed*

*Base fee: **\$25** for the first structure or building for which a permit is required pursuant to § 335-79 and is not specified below; **\$10** for each additional structure or building.

- ☐ Addition \$100 + \$500 for Engineering
- ☐ Business Change of Ownership \$75
- ☐ Commercial Establishment \$250
- ☐ Home Occupation \$50
- ☐ New Business / Tenant \$75, with signage \$85
- ☐ New Single Family Dwelling or House Raise
 - ☐ \$500 – Twp. Engineer Review & Certificate of Occupancy Inspection (excluding new homes with board approval)
 - ☐ \$100 – Zoning Permit
- ☐ Pool \$100 + \$500 for Engineering
- ☐ Temporary Signage
 - ☐ \$25 first week
 - ☐ \$10 each week thereafter
- ☐ Tree Clearing (vacant property) \$25
- ☐ Other: _____

Description of Work:

Application Fee Amount Enclosed: \$ _____

****PLOT PLAN OR SURVEY MARKED TO ADEQUATELY DEPICT THE PROPOSAL REQUIRED****

FOR OFFICE USE ONLY

Control #: _____ Payment: Cash _____ Check #: _____

Approved: _____

Block: _____ Lot: _____ Tax Map: _____ Zone: _____

Denied: _____

*Township of Lacey, NJ
Thursday, November 17, 2022*

Chapter 335. Zoning

Article XII. Administration

§ 335-79. Zoning permits.

[Amended 2-14-1991 by Ord. No. 5-91; 6-24-1993 by Ord. No. 93-57; 12-9-1993 by Ord. No. 93-100; 12-22-1998 by Ord. No. 98-49; 6-11-2004 by Ord. No. 2004-38; 2-9-2012 by Ord. No. 2012-06; 5-22-2014 by Ord. No. 2014-12; 12-12-2019 by Ord. No. 2019-23]

- A. Zoning permits shall hereafter be secured from the Zoning Officer prior to the construction, erection or alteration of any building or structure or part of a structure or use or development of a building or structure or land. All requests for zoning permits shall be made in writing by the owner or his authorized agent and shall include a statement of the use or intended use of the building or structure or land and shall be accompanied by a plan of the lot delineating thereon the exact size, shape and location of all proposed structures and such other information as may be necessary for the enforcement of this chapter.
- B. In addition, zoning permit applications for new residential construction shall be on the form provided by the Zoning Officer and shall be accompanied by a plot plan of the lot in question, prepared by a licensed land surveyor or engineer, clearly depicted on a sheet size no smaller than 8 1/2 inches by 11 inches, drawn to an appropriate scale, not greater than one inch equals 50 feet, which shall include the following:
- (1) A current survey of the property, including the lot's metes and bounds and the direction and distance to the nearest intersecting street.
 - (2) All existing or proposed easements and/or lands dedicated to public use.
 - (3) All existing or proposed buildings and structures, with all dimensions and with front, side and rear yard setback dimensions indicated, and with required setback lines shown.
 - (4) Any existing or proposed sidewalks and driveways.
 - (5) The name of the street(s) and the composition of the surfaces of the street(s) which the lot abuts.
 - (6) Sufficient street elevations (center-line, gutter and top-of-curb, if applicable) and existing and proposed lot elevations to include, at a minimum, property corners, midpoints of property lines and center of lot, and specifying those for the finished first floor and garage floor elevations of the proposed structure related to the abutting street elevations. The lowest floor of any structure, first floors and any floor area intended as habitable space, other than area conforming to the definitions set forth in the IBC (International Building Code), Uniform Construction Code and this chapter and defined as "basement" or "cellar," shall not be less than 18 inches above the center-line elevation of the abutting street(s). Garages, enclosures, and other areas intended for limited storage shall not be less than eight inches above the center line of the abutting street. All elevations shall be according to the NAVD (North American Vertical Datum of 1988), and the source of datum so noted. Any specific circumstances for which elevation requirements cannot be met will be subject to review by the Zoning Officer and Construction Official on a case-by-case basis. Under no circumstances

shall individual lots be graded in such a manner as to redirect stormwater runoff onto adjacent and/or downstream properties or disturb or change the existing drainage patterns of an adjacent lot. Drainage flow arrows shall be provided to clearly depict the directions of stormwater runoff. No grading or the creation of sump conditions shall be permitted on adjacent lots.

- (7) A grading and stormwater management plan prepared in accordance with the following standards and requirements:
 - (a) Methods or provisions to abate or prevent any adverse surface drainage or stormwater runoff impacts or conditions to adjacent and/or downstream lots.
 - (b) Drainage calculations using the United States Department of Agriculture Soil Conservation Service TR-55 analyses for the twenty-five-year-frequency rainfall for Ocean County. Calculations indicating capacities requiring volumes and rates of recharge shall be prepared and certified by a New Jersey licensed professional engineer.
 - (8) The limits of clearing and soil disturbance, any trees to be saved and, in general, the requirements as specified in Chapter **313**, Trees, Article II.
 - (9) The locations of any freshwater wetlands or a statement on the plan that none exist.
 - (10) Any other information as may be necessary for the enforcement of this chapter by the Zoning Officer.
- C. Prior to a foundation inspection as required by the Construction Official, and before additional work continues, an as-built foundation survey shall be submitted for the Zoning Officer's approval, clearly depicting the location and elevation of the constructed foundation.
- D. Prior to the issuance of a certificate of occupancy, an as-built survey for all residential, commercial and industrial development shall be submitted to the Zoning Officer for review and inspection by the Township Engineer, clearly depicting the location of all development, grading and direction of stormwater.
- E. There shall be a fee for each zoning permit required by and issued pursuant to § **335-79** as set forth below:
- (1) Base fee: \$25 for the first structure or building for which a permit is required pursuant to § **335-79** and is not specified below; \$10 for each additional structure or building.
 - (2) Commercial establishments: \$250.
 - (3) Residential additions: \$100 plus \$325 for Township Engineer's review of plot plan submission and final as-built survey and \$175 for an engineering inspection.
 - (4) Temporary signs: \$25 for the first week displayed; \$10 for each week thereafter.
 - (5) Home occupation: \$50.
 - (6) New business: \$75.
 - (7) Pool: \$100 plus \$325 for Township Engineer's review of plot plan submission and final as-built survey and \$175 for an engineering inspection.
 - (8) Dwelling: \$100 plus \$325 for Township Engineer's review of plot plan submission and \$175 for an engineering inspection.

NEW TENANT/BUSINESS-ZONING INFORMATION

- ✓ Name of Business
- ✓ Approx. Sq Ft
- ✓ Unit # (If Applicable)
- ✓ # of Employees
- ✓ Detailed description of business
- ✓ Floor Plan (can be hand drawn)
- ✓ Signage- Need picture of existing signage at property of both free-standing and flat attached sign (even if signs are blank)
 - 3 rendering drawings needed from sign company (including square footage of façade of the building and (if applicable) free-standing sign as well as indicating proposed dimensions of new signage.
- ✓ New Food Establishments or selling package goods a local food handler license is also required (If Applicable)