



ZONING PERMIT PROCESS

PROCESS

1. A **Certificate of Conformance** shall be obtained for every change of use of any non-residential development unless the same or a substantially similar use to the immediate prior use is being continued. (Ordinance 0-2010-016 & 017). The applicant shall comply with all recommendations of the Winslow Township Planning/ Zoning Office, the Winslow Township Police Department, the Winslow Township Fire Office and the Winslow Township Construction Official.
2. The certificate of conformance shall not be issued for the use or occupancy of the premises until all site conditions are in conformance with the current site plan approval.
3. The Zoning Permit shall not be issued for the new use until all conditions of any reviewing board approval have been completed, the plan has been signed by the Board Engineer and Secretary and the signed copy has been submitted to the Zoning Officer.
4. All properties must be up to date on taxes, water and sewer payments, and have no delinquencies or liens on the property, prior to applying for said permit.
If delinquencies apply, a permit will be denied after 10 days if no payment is made to bring the property up to date.
5. A **Zoning Permit** will contain the following information:
 - The owner of the property/applicant applying for the permit (provide **consent of owner form**)
 - Contact information for owner/applicant
 - Address or block/lot of property receiving permit
 - Description of work / proposed use; specify height, sq footage, description of work
 - Permits for Animals; in accordance with 82-6 of the Winslow Codebook.
 - Prior approvals of either Planning Board, and/or Zoning Board. Resolution and meeting date.
 - Solar Permits- if you are removing Trees, provide plan and details related to the removal
6. Please allow 10 business days for review and processing of a COMPLETE Zoning Permit Application. Please allow for the full ten days before inquiring on the status of the application, as this may delay the process. Department staff will notify the listed applicant when the Zoning Permit is approved and/or denied.
7. **The issuance of a zoning permit does not begin until the application is deemed complete by the Zoning officer.**

FEES

Payment is due at the time the **Zoning Permit** is received. Checks, or money orders, made payable to the 'Township of Winslow, are preferred; however, cash and/or card payments are also accepted. Per 40-44 of the Zoning Ordinance, the following fees apply:

Zoning Permit: \$30.00 residential permit; \$50.00 commercial permit

+ **new single-family homes:** \$500.00 grading inspection fee + **new townhomes:** \$250.00 per unit

ADDITIONAL INFORMATION- The following documents must be submitted along with the Zoning Permit:

- Property survey, dated within 5 years of application. Draw or mark on survey the proposed work and show all setback information to side, rear, and front yard property lines.
- Lot/Building coverage calculation for Additions, Sheds, Garages, Pole barns, etc.
- HOA approval, if applicable



ZONING PERMIT APPLICATION

APPLICANTS NAME: _____ BLOCK(S): _____

PROPERTY: _____ LOT(S): _____

☐ APPLICANT IS OWNER

CHECK ONE

☐ APPLICANT IS NOT OWNER
(PROVIDE CONSENT OF OWNER FORM)

EXISTING USE: _____

Was the property a part of a prior, Planning Board or Zoning Board approval? If so, provide resolution and meeting date

☐ Yes, _____ or ☐ No

PROPOSED IMPROVEMENTS AND/OR USE (if applicable):

Solar permits: Are you removing Trees? Please indicated total # and show location on Plan

If applicable, indicate # of livestock animals, as defined by 82-6 of the Winslow Code:

_____ SMALL ANIMALS _____ MEDIUM ANIMALS _____ LARGE ANIMALS LOT SIZE: _____

PREFERRED DELIVERY OF PERMIT, ONCE ISSUED

☐ MAIL TO APPLICANT

☐ PICK UP

☐ EMAIL: _____

Certification that the information submitted is true and accurate, to the best of your knowledge:

Applicant/Owners signature: _____ **Date:** _____

No changes may occur to this permit and the accompanying documents as of this date and accompanied by the applicant's signature.

FOR DEPARTMENT USE: COAH FEE: ☐ Y OR ☐ N (ZONES RM, RH, PR-3, PR-4 EXEMPT)

RECEIPT No.: _____ FEES COLLECTED: _____ DATE PROCESSED: _____

PROPERTY ASSESSMENTS: ☐ TAXES DELINQUENT ☐ UTILITIES DELINQUENT ☐ UP TO DATE

This application is: ☐ **APPROVED** ☐ **DENIED** due to non-compliance with the zoning requirements

ZONING OFFICER: _____ **DATE:** _____

ANIMAL CONTROL OFFICER (IF APPLICABLE): _____ **DATE:** _____