ZONING PERMIT PROCESS

Zoning Officer
856-468-1500 X-130
856-468-1323

The application is a two (2)-part form; please do not separate. Fill out the following information: Date of application, Block and Lot, Owner as listed in tax records (not contractors name), Phone number, Site address (where work is to be performed), and the work you wish to do. Please be specific with the work to be performed, such as: install new six foot fence in rear yard as per plan, install in ground swimming pool with size, build new addition with size, build new shed with size, etc. **Do not** fill in date of permit or zoning district. If the work to be performed needed a variance, please attach a copy of the Resolution granting the variance.

Along with the application you will need two copies of your survey (photo copies are OK) showing the improvement you wish to make, and showing the size of the improvement and the distance to **ALL** property lines and any other structures on the property. The copy of the survey **MUST** show all improvements on the property, present and proposed. If you cannot find an original copy of your survey, a hand drawn copy may be acceptable, at the Zoning Officer's discretion, if all of the improvements are properly shown and it is drawn to scale.

Once the application is completed, you can leave the application in the mailbox hanging on the wall outside the Zoning Officer's office. The Zoning Officer will call you when the application is approved or if there are any questions or problems. It is not necessary to see the Zoning Officer in person to get a permit, but if you wish to meet with him his hours are:

Tuesdays – 6:00 p.m. – 7:30 p.m.

TOWNSHIP OF MANTUA
401 Main Street
Mantua, NJ 08051

Department of Land Use and Code Enforcement

GRADING COMPLIANCE CERTIFICATION

I, _____PROPERTY OWNER, CERTIFY
(Print Name)
that the yard areas surrounding the location of the following identified improvement(s) will not be significantly regraded, altered, changed, or modified in any way other than those minimum changes necessary to establish reasonable grades to accomplish the proposed improvement.

The undersigned property owner further certifies all soil or other materials that may be displaced as a result of the proposed improvement(s) will not be deposited on the property in such a manner to significantly alter the natural existing grades of the property.

The undersigned property owner agrees to correct any and all drainage problems to adjacent property owners that may arise as a result of the proposed improvement(s) and/or noncompliance of this certification as required by §230-38 Grading.

(CHECK ALL THAT APPLY)

☐ **RESIDENTIAL ADDITION**

☐ **RESIDENTIAL SWIMMING POOL/CABANA**

☐ **RESIDENTIAL GARAGE**

☐ **RESIDENTIAL TOOL SHED**

☐ **OTHER:**

_____

_____

_____

_____
(SIGNATURE)

Sworn to and subscribed before me
On this _____day of _____, 20___

_____
Notary Public

TOWNSHIP OF MANTUA
ZONING OFFICER

401 MAIN STREET, MANTUA, NJ 08051
(856) 468-1323 FAX (856) 468-3671

ZONING PERMIT

****APPLICANT FILL OUT BELOW:**

Date of Application_____ Block_____Lot_____

Owner_____

Site
Address_____

Telephone Number_____

This is to certify that the above-described premises together with any building thereon, are to be used for or are used for:

_____

Please describe work to be performed:

_____

****ZONING OFFICER FILL OUT BELOW:**

Date of Permit_____ Zoning District_____

Which is a:

(_____) Use permitted by Ordinance

(_____) Use permitted by Variance – Approved on _____subject to any special conditions attached to the grant thereof.

(_____) Valid non-conforming Use as established by the finding of the Municipal Land Use Board or (_____) by the undersigned Zoning Officer on the basis of evidence supplied by the applicant specified on the reverse hereof. Also specified on the reverse hereof is a detailed statement of all aspects of the non-conforming use.

(_____) There is a non-conforming structure of the premises by reason of insufficient
(____) set back (____) side yard (____) front yard (____) other (specify)

_____

_____

PLEASE NOTE: THIS PERMIT EXPIRES ONE YEAR FROM APPROVAL DATE
****YOU MUST SEE THE CONSTRUCTION OFFICE FOR CONSTRUCTION PERMITTING PROCESS****

_____
ZONING OFFICER