

STAFFORD TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT
260 E. BAY AVENUE
MANAHAWKIN, NEW JERSEY 08050
(609) 597-1000 x 8535
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**ZONING PERMIT INSTRUCTIONS FOR:
FOR NEW SINGLE FAMILY HOMES NOT IN A RECENTLY
APPROVED MAJOR SUBDIVISION**

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:
 - a. 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.
 - b. Grading and drainage plan in accordance with Chapter 118 of the Township Code prepared by a NJ licensed engineer. A foundation as-built survey will be required after installation pursuant to Chapter 118-6.
 - c. If applicable, curb and driveway apron plan in accordance with Chapter 130 of the Township Code.
 - d. 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.
\$25.00 - Grading and Drainage Permit Fee payable to Stafford Township.

\$450.00 – Grading and Drainage Inspection Fees payable to Stafford Township.
(Separate check)

For new homes in the R-90 and R-75 Zones, there may be additional fees as follows:

\$15.00 – Curb/Driveway Apron/Sidewalk Permit Fee payable to Stafford Township.
\$75.00 – Inspection fee payable to Stafford Township. (Separate check)

Additional information or documentation may be requested in order to issue your permit.

Final Zoning Permit Requirements:

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

1. As-built survey 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 an Elevation Certificate 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.