

Residential

Township of Manalapan Zoning Permit Fee and Application Requirements

Nancy DeFalco, Code Enforcement/Zoning Officer/Administrative Officer
732-446-8301 or 732-446-8322
732-446-0134 facsimile
ndefalco@mtnj.org
www.mtnj.org

When submitting a permit application, please note the following:

- 1) **Three (3) full-size copies, that measure to scale, of a plot plan and or survey prepared by a NJ licensed surveyor containing the following:**
 - ❖ All existing and proposed structures.
 - ❖ All dimensions of the lot and structures.
 - ❖ All setbacks from the structures to the property lines.
 - ❖ All setbacks from outermost part of sun deck surrounding a pool to the property lines.
 - ❖ All adjacent streets and waterways.
 - ❖ If applicable, include two (2) copies of the Board Resolution, the date the map was signed, and/or the date that the subdivision map was filed with the County Clerk, along with the file map and number.

NO PARTIAL, TAPED, FAXED, REDUCED OR ENLARGED PLOT PLAN/SURVEY COPIES WILL BE ACCEPTED.

- 2) **Two (2) copies of the plan with dimensions and heights noted:**
 - ❖ An elevation drawn to scale of the building or structure to be erected.
 - ❖ If you reside in a development with a Homeowner's Association, two (2) copies of the Association letter of approval as well as all other documentation submitted to Association with your request must be included.

PLOT PLANS/SURVEYS AND BUILDING PLANS MUST MATCH FOR COMPLETE REVIEW

- 3) **For basement and/or garage renovations; Three (3) copies of the plan:**
 - ❖ A simple layout labeling each room as to its intended "use" or "uses".
- 4) **Fences located within a utility easement;** three copies of the letter of approval from the utility company that governs the easement must be included with the submission. If located within a **drainage easement** governed by the Township of Manalapan, a Revocable Fence License Agreement will be required. The Revocable Fence License Agreement is **\$100**, in addition to zoning permit fee.

The minimum zoning permit fee shall be **\$100.00** Except for the following:

- New construction; **\$150.00**
- POD or Dumpsters **\$ 20.00**
- Garage/yard sales **\$ 20.00**

Grading and drainage plans submitted to the Township Engineer for review and approval, **\$200** for initial review and a **\$100** fee of for each review of a revised plan.

Please make all checks and/or money orders payable to **Manalapan Township**