

Instructions for Z-CCO Applications
PLEASE READ CAREFULLY

DO NOT SUBMIT WITHOUT SURVEYS DATED WITHIN 6 MONTH

1. Complete Z-CCO application and Home Improvement form, sign both pages and return them to the Zoning office with the documentation required, listed below, with a check payable to **Manalapan Township** for \$100.00. Please note, only the signed original will be accepted. Photocopies and or scanned copies will not be accepted.
2. Once the completed application and form are submitted a review of the house file will be done and a Z-CCO Report will be generated and emailed to you.
3. A Zoning site inspection is required. Once all the items on the report have been addressed and satisfied we will schedule the site inspection.

Documentation Required

The completed application and form, both signed with original signature. Both are also available on the website, www.mtnj.org and at the Municipal Building.

Two full-size surveys*, prepared by a NJ licensed surveyor, certified to the property owner and dated within six (6) months of the date of the Z-CCO application. *The survey must be drawn to scale, no smaller than one-inch equals 50 feet, showing all existing building(s), improvements, setbacks, and yard distances in exact location to street and lot lines.

Zoning Requirements

Additions, Decks, Flat or Raised Patios and other Accessory Structures

Must meet the minimum area, yard and building requirements of the zoning district.

Driveways

New and/or replacement must be minimum 10 feet from the side lot line. *Except in the R-4 Zoning District; driveways shall be a minimum five (5) feet from the side lot line.

Fences

No fencing located within 25 feet of street line, (front and or street-side).

Fences shall **not** exceed three (3) feet in height in a front yard and shall not exceed six (6) feet in height in a rear yard or side yard.

No fencing over a public easement or right-of-way unless the Township of Manalapan grants a revocable license for the erection of that fence.

Pools and Hot Tubs

Both must meet the minimum setback requirements of the zoning district, with proper fence enclosure.

Sheds

Only **one** per property, located in the rear yard and conforming to minimum setback requirements of the zoning district. Maximum size 12'x18'x10'.

Property Maintenance Requirements

No overgrown vegetation or noxious weeds. **No** debris in yard.

No fences in disrepair. **No** sidewalks, curbs and/or driveway apron in need of repair/replacement.

No obstructions overhanging/obstructing onto sidewalks or within sight triangle.

Deficiencies observed during inspection will require correction before the Zoning Certificate of Continued Occupancy is issued.

TOWNSHIP OF MANALAPAN
DEPARTMENT OF ZONING/CODE ENFORCEMENT
120 ROUTE 522
MANALAPAN, NJ 07726
(732)446-8301

Nancy DeFalco
Zoning/Code Enforcement Officer
ndefalco@mtnj.org



OFFICE USE ONLY:

| | |
|----------------|------------------------------|
| Certificate #: | Final Inspection Date: _____ |
| Issued Date: | |
| Survey Date: | Approx. Closing Date: _____ |

REQUEST FOR ZONING C.C.O. (Non UCC)

Date: _____ Block: _____ Lot: _____

PROPERTY LOCATION: _____

PROPERTY OWNER'S NAME: _____

OWNER'S PRESENT ADDRESS: _____

OWNER(S) E-MAIL ADDRESS: _____

PRIMARY NUMBER: _____ CELL NUMBER: _____

NAME OF ATTORNEY: _____ PHONE NO: _____

EMAIL OF ATTORNEY: _____

BUYER(S) NAME FOR CERTIFICATE: _____

EMAIL ADDRESS(ES) FOR BUYER(S): _____

PHONE NUMBER(S) OF BUYER(S): _____

NAME, EMAIL & NUMBER OF SELLER'S AGENT: _____

NAME, EMAIL & NUMBER OF BUYER'S AGENT: _____

BUYER'S ATTORNEY NAME & PHONE: _____

BUYER'S ATTORNEY EMAIL: _____

Fees are due at the time of application. Acceptable forms payments are cash, check, money order or certified check. Please make checks payable to "Manalapan Township".

ALL FEES ARE NON-REFUNDABLE. ZONING C.C.O. FEE: \$100.00

I hereby give permission to authorize personnel from the Township of Manalapan to inspect the above-referenced property at any time.

APPLICANT'S SIGNATURE _____ PRINT NAME _____ DATE _____



HOME IMPROVEMENT QUESTIONNAIRE

This form must be completed by the homeowner. No letter of authorization will be accepted in lieu.

PROPERTY LOCATION: _____

BLOCK: _____ LOT: _____ ZONING DISTRICT: _____

Whether YOU made improvements to the property or whether they were in place when you purchased your home, please answer yes or no, if your property has ANY of the improvements listed below.

ZONING APPROVAL and or COMMENTS
(Office Use Only)

| | | | |
|-----------------------------|-----------|----------|-------|
| ADDITION(S) | YES _____ | NO _____ | _____ |
| CABANA / POOL HOUSE | YES _____ | NO _____ | _____ |
| COVERED PATIO/DECK | YES _____ | NO _____ | _____ |
| DECK | YES _____ | NO _____ | _____ |
| DETACHED GARAGE | YES _____ | NO _____ | _____ |
| DRIVEWAY- NEW or EXTENSION | YES _____ | NO _____ | _____ |
| ENCLOSED PORCH | YES _____ | NO _____ | _____ |
| FENCE | YES _____ | NO _____ | _____ |
| FINISHED BSMT (OVEN/STOVE) | YES _____ | NO _____ | _____ |
| GARAGE CONVERSION | YES _____ | NO _____ | _____ |
| GAZEBO / PAVILION | YES _____ | NO _____ | _____ |
| HOT TUB/SPA | YES _____ | NO _____ | _____ |
| PATIO / PAVERS / WALKWAY | YES _____ | NO _____ | _____ |
| SHED | YES _____ | NO _____ | _____ |
| SOLAR PANELS (GROUND MOUNT) | YES _____ | NO _____ | _____ |
| SPORTS COURT | YES _____ | NO _____ | _____ |
| STANCHIONS or PORTICO | YES _____ | NO _____ | _____ |
| SWIMMING POOL | YES _____ | NO _____ | _____ |

OTHER: _____

Variences granted in relation to this property. *(circle one)* YES NO

If yes, what for; year; app. #: _____

COMMENTS: *(Office Use Only)* _____

I DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE.

 HOMEOWNER'S SIGNATURE (SELLER ONLY) PRINT NAME DATE

 REPRESENTATIVE OF THE ZONING DEPARTMENT DATE