

Township of Ocean

ZONING DEPARTMENT

50 Railroad Avenue Waretown, New Jersey 08758

Tel: (609) 693-3487 Fax: (609) 693-0478

INSTRUCTIONS FOR ZONING PERMIT APPLICATION

- \$50.00 Non-refundable fee payable to the “**TOWNSHIP OF OCEAN**” and must be paid at the time of submittal.
For new construction, additions, accessory buildings, ALL sheds and structures for the use of storage including temporary storage trailers, bulkheads, decks, **ALL** types of pools, hot tubs, driveways, walkways, patio’s
- \$20.00 Non-refundable fee payable to the “**TOWNSHIP OF OCEAN**” and must be paid at time of submittal for fences and retaining walls.
- Permit cost for SIGNS is as follows: temporary signs such as banners, “A” frame signs/sandwich signs etc. is \$5.00. Permanent identification signs are \$25.00 application fee plus .25 cents per square foot and when applicable a construction fee is required.
- Permit cost for tree removal is a \$10.00 application. \$10.00 for a permit fee and an additional \$25.00 per acre.
- Include block and lot and address for **ALL** properties.
- **NEW USE/OCCUPANT:** Describe present use of property including all uses on the property i.e. residential/retail etc. with floor plan showing location of each use and proposed new use, also include number of employees.
- **NEW SINGLE FAMILY DWELLING:** Show details on current/accurate survey indicating all setbacks and heights of each structure. Submit elevation certificate, elevation drawings and architectural. Indicate on plans all proposed walkways, driveways, first and second floor decks, access stairs, hot tubs, pools and pool equipment, sheds, air conditioning condensers, etc. **ALL NEW CONSTRUCTION EITHER DEMOLITION AND REBUILD OR IMPROVEMENT ON VACANT LAND IS SUBJECT TO C.O.A.H FEES**
- **ADDITIONS:** Show details on current/accurate survey indicating all setbacks and heights of each existing and proposed structures. Submit elevation certificate and architectural drawings.
- **SIGNS:** All signs must have a current/accurate survey/site plan showing all setbacks from property lines. Provide a sketch of building and where sign will be located (show width and height of sign) and all other signs presently on the building including but not limited to window signs.

For ground/freestanding signs, locate sign on current/accurate survey/site plan showing all setbacks from property lines. All sign applications must provide all dimensions of sign, size of letters, colors and lighting details. All signs located in the Redevelopment Zone are restricted to the approved standards of the redevelopment plan and site plan design standards.
- **FAÇADE IMPROVEMENTS:** Submit color rendering of proposed improvements including but not limited to siding, awnings etc. Redevelopment Committee will provide comment if applicable.
- **SHEDS:** All sheds *must be anchored*. 100 square feet and under requires zoning permit only. 100 square feet to 120 square feet requires zoning and building.
- **ACCESSORY BUILDING:** Over 120 square feet. Submit elevation certificate and elevation drawings along with construction plans. If proposing a driveway indicate it on the survey.
- **FENCES:** Provide catalog information of fence, show on a current/accurate survey location of the fence. Indicate on the application proposed linear feet, height and whether it is solid or 50 percent. Fences must be 6 inches off of the subject property and finished sides must face outward.

- **TREES:** Must provide current/accurate survey showing the location of the trees that are being removed. Trees must be tagged or marked for site inspection. Tree permits expire in 90 days. In some cases it may be required to have an arborist report or a Township Landscape architect report. Environmental Commission also has the right to review all tree removal applications.
- **BULKHEADS:** Must submit current/accurate survey indicating the structures including but not limited to; sheds, fences, arbors, planters, driveways, walkways, patios, decks, pools, hot tubs, air conditioning condensers, pool equipment, ponds, accessory buildings, Quonset huts, gazebos and pergola. If proposing to remove existing decks, patio, sheds or walkways in order to construct bulkhead, the replacement of any decks, patios, sheds or walkways require approval.
- **PATIOS/DECKS:** If you are installing a patio that does not require a building permit and you are proposing steps, landings and guards of any kind they must comply with sections 311 and 312 of the current adopted International Residential Code of New Jersey Edition and a detailed drawing must accompany the application
- **DRIVEWAYS:** Must submit current/accurate survey. Driveways within all residential zones within the township, the minimum side yard setback for a driveway shall be:
 - a. one foot where the garage doors front a public street or where the garage is detached from the principal structure; or
 - b. one foot where the garage doors do not front a public street (i.e. side load garage)

GENERAL INFORMATION:

- If the premise of which the application is being made was the subject of any prior application to the Zoning Board of Adjustment or Planning Board you must attach a copy of the written decision or resolution.
- Applicant must submit FOUR copies of a current/accurate survey/plot plan. Surveys must show accurately all structures including but not limited to; sheds, fences, arbors, planters, driveways, walkways, patios, decks, pools, hot tubs, air conditioning condensers, pool equipment, ponds, accessory buildings, Quonset huts, gazebos and pergola. **SETBACKS** to all existing and proposed structures must be indicated on the survey and **DRAWN TO SCALE**. Survey/plot plan must accompany every application, survey/plot plan must be current/accurate and drawn to scale. **NO EXCEPTIONS**. Survey/Plot plans cannot be two (2) or more pieces taped together, faxed, reduced or enlarged as it affects the accurate scale of the survey.
- Architectural/construction plans must be submitted with a copy of all prior approvals (i.e. DEP, Pinelands, Soils, DOT, CAFRA, etc.)
- **Stair Information:** All stairs being installed must comply with the following, the maximum riser height shall be 8 ¼ inches and the minimum tread depth shall be 9 inches. The greatest difference between risers and treads within any flight of stairs shall not exceed 3/8 of an inch. Width of stairs must be at least 36 inches. Open risers between adjacent treads are not limited on stairs with a total rise of 30 inches or less. Porches, balconies, ramps or raised floor surfaces located more than 30 inches above the floor or grade below shall have guards not less than 36 inches in height.
- **Landing Information:** There shall be a floor or landing on each side of each exterior door. The floor or landing at the exterior door shall not be more than 1.5 inches lower than the top of the threshold. Where a stairway of two or fewer risers is located on the exterior side of a door, other than the required exit door, a landing is not required. The exterior landing at an exterior doorway shall not be more than 8.25 inches below the top of the threshold, provided the door does not swing over the landing. The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches measured in the direction of travel.
- **Barrier Information:** All fences being used, as a barrier for a pool must comply with the barrier requirements, the top of the barrier must be at least 48 inches in height, if chain link is being used the maximum mesh size shall be 2 ¼ inches. All gates shall swing away from the pool and shall be self-closing and self-latching device, the release mechanism of the self-latching device shall be located at least 54 inches from the bottom of the gate.

FOR ADDITIONAL INFORMATION PLEASE INQUIRE WITHIN.

Revised 9-24-2012