

**MANSFIELD TOWNSHIP  
ZONING PERMIT APPLICATION**

**Do Not Write in This Space**

Received \_\_\_\_\_ By \_\_\_\_\_  
Cash \_\_\_\_\_ Check# \_\_\_\_\_  
Application# \_\_\_\_\_ Control# \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Reason for denial \_\_\_\_\_  
  
Signature: \_\_\_\_\_

**Application Fees:**

Residential/Owner Occupied: \$35.00  
Commercial CCO: \$100.00

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Applicant Name (Please print): \_\_\_\_\_ phone # (\_\_\_\_) \_\_\_\_\_

Property Owner: \_\_\_\_\_ phone # (\_\_\_\_) \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Number Street City State Zip

Description of Work: \_\_\_\_\_

Prior Variance(s)?: Yes \_\_\_\_ No \_\_\_\_ Approval Date: \_\_\_\_\_ Resolution #: \_\_\_\_\_

**PROJECT INFORMATION**

FENCE: Type: \_\_\_\_\_

Placement: On property lines. If on property line, indicate which on survey.  
If other location, provide distances to property lines.

**NOTE 1:** Fences may not exceed 6ft in height above ground level

POOL: Type: \_\_\_\_ Above Ground \_\_\_\_ In Ground

**NOTE 1:** Must be located 10ft from any property line & house. No closer to any street line than the existing setback line, but in no case, regardless of the building setback line, shall a pool be located less than 30 feet from the street line. This includes concrete and equipment.

**NOTE 2:** Must be 25 feet from well & septic

**NOTE 3:** A Certificate of Occupancy (CO) shall be required for all swimming pools prior to use.

SHED: Type: Prefab \_\_\_\_\_ Other: \_\_\_\_\_

**NOTE 1:** Cannot exceed 200 square feet and no more than 12 feet high

**NOTE 2:** Setbacks are 10 feet from the rear and side yards and no closer to the front street than the rear extremity of the main building.

**NOTE 3:** Sheds and similar structures that are less than 200 square feet in area, 10 feet or less in height and are an accessory to a building of Use Groups R-2, R-3, R-4, and R-5 do not require a construction permit.

GARAGE/POLE BARN:

**NOTE 1:** Cumulative size of garages shall not exceed 1,000 square feet per principal dwelling unit and be no more than 15 feet high.

**NOTE 2:** Setbacks are 10 feet from rear and side yards and no closer to the front street than the rear extremity of the main building

PATIO/TERRACE

**NOTE 1:** Must be 10 feet from all property lines. They may be built at any size within the building envelope but may not be greater than 250 square feet outside the building envelope.

**NOTE 2:** For a patio requiring footings, retaining wall, or steps, a construction permit must be obtained.

OTHER: Description: \_\_\_\_\_

DIMENSIONS OF THE PROJECT: Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Height: \_\_\_\_\_ Depth: \_\_\_\_\_

DIMENSIONS OF FENCE (Fence & Pool Permits only):  
Height \_\_\_\_\_ Total Length: \_\_\_\_\_

**ALL APPLICATIONS: ON SURVEY COPY, DRAW ARROWS FROM PROJECT TO ALL FOUR PROPERTY LINES. WRITE DISTANCES IN FEET ON THE ARROWS.**

TO FRONT LINE: \_\_\_\_\_ (ft.) TO REAR LINE: \_\_\_\_\_ (ft.)

TO SIDE LINE (1): \_\_\_\_\_ (ft.) TO SIDE LINE (2): \_\_\_\_\_ (ft.)

TOTAL SQUARE FOOTAGE OF PROJECT: \_\_\_\_\_ sq. ft. (not for fence application)

LOT SIZE: Width \_\_\_\_\_ Depth \_\_\_\_\_ Square Footage \_\_\_\_\_

**Percentage of impervious lot coverage** (prevents water from passing through i.e. structures, sidewalks, driveway, pool, decks, concrete patio, not pavers set in sand without cement).

Existing Lot Coverage \_\_\_\_\_ sq. ft. + Proposed Lot Coverage \_\_\_\_\_ sq. ft. =

Total \_\_\_\_\_ sq. ft \_\_\_\_\_ %

I hereby certify that I am the owner in fee of the above property or the agent of the owner with the owner's authorization to make application on his/her behalf for the proposed work. I also agree to conform to all applicable Mansfield Township Codes related to this project. I certify that to the best of my knowledge the information I provided on this application and supporting documentation are true and accurate. I understand that the approved grading plan will not be altered upon completion of the project. I also understand that false or misleading information is cause to revoke the Zoning Permit in addition to any construction permits issued for this proposed work. I agree to comply with all zoning, land use, and safety requirements in effect.

Owner (s) in fee:

PrintName: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**MANSFIELD TOWNSHIP ZONING PERMIT  
INSTRUCTIONS FOR FILING**

1. Application fees are non-refundable.
2. Two copies of your property survey must be submitted with a drawing of the proposed work indicated on the survey. Use a color pen or marker that contrasts with the color of the survey ink.
3. A survey must be updated if it does not accurately reflect *current* property features. You can manually update the survey yourself by drawing the features that are missing. You must provide exact dimensions of the features.
4. The Zoning Permit Application is only for Zoning approval. Applicants must still obtain all applicable State, County, Local Building, and Private Homeowner Association approvals
5. As of October 14, 2005, any existing dwelling with a well or septic which applies for a permit for an outside improvement must seek approval from the Burlington County Health Department by calling 609-265-5548. Health Department approval for well/septic properties is required to ensure there are no encroachments and/or conflicts with the well/septic systems.
6. For those properties located in an area with a Homeowners' Association, approval from the association must be documented *before* applying for a zoning permit.

**APPLICATION CHECKLIST**

- \_\_\_\_\_ Two (2) property surveys showing existing conditions and marked with the proposed changes to the property.
- \_\_\_\_\_ Where applicable, 1 copy of your Homeowners Association approval for the proposed change.
- \_\_\_\_\_ Where applicable, your Burlington County Health Department- Well/Septic Approval.