Navigating the Process:

A Guide to the Borough of Haddonfield’s
Construction/Zoning/Planning Permit Applications

Borough of Haddonfield
242 Kings Highway East
Haddonfield, New Jersey 08033
Monday-Friday 8:30am-4:30pm
(856)-429-4700
About this Guide:

This permit guide was created as an overview of the requirements for permit applications from the Construction/Community Development office. For additional information on fees, submission requirements and specific issues please refer to the Construction/Community Development Office website or contact the Construction Office directly at (856)-429-4700 ext. 210.

Getting Started:

The first step is to determine what it is that you would like to do: *Build Something New or Renovate an Existing Structure.*

The next step is to determine which kind of permit you need for your project: *A Construction Permit or a Zoning Permit.*

New Jersey State Law (The Uniform Construction Code) sets the requirements for when you do and do not need a permit. Permits are required for all property owners who wish to construct, enlarge, repair, renovate, alter, or demolish a building or structure.

- Construction permits are issued for all new single-family home construction or additions to an existing single-family home.
- Construction permits are also issued for the construction of garages and sheds, driveways, patios and decks as well as significant changes to plumbing, heating and electrical systems.

The next step is to determine what the zoning regulations permit. **Be sure to know whether or not your property is located in the historic district - there may be more regulations for your property!** The State of New Jersey regulates planning and zoning on the local level. The Borough of Haddonfield has a specific set of Zoning Ordinances that set the guidelines for development and renovation within the Borough. Regulations include:

- Permitted/Conditional Uses
- Lot Size/Dimension Requirements
- Allowable Building Height/Area
- Required Yard Setbacks
- Fence Height and Design Requirements
- Impervious Coverage
- And More!
The Next Steps:

After you have determined whether or not your project requires a permit and which type of permit you need (Construction or Zoning, or Both), it’s time to file your application! Each permit has different requirements and different costs. For more specific information contact the Construction/Community Development Office. The following pages will guide you through each type of permit.

Zoning Officer Review Process:

Once you have submitted a completed application, the Zoning Officer will review all materials submitted. After review, the Zoning Officer will respond with an approval or an explanation for denial within ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.

Please note that the Borough does not accept electronic payment for applications. Cash and checks are both accepted. Checks should be made out to the Borough of Haddonfield. Mail applications and payment (please do not mail cash) to:

Construction and Community Development
Borough of Haddonfield
242 Kings Highway East
Haddonfield, New Jersey 08033

Or submit applications and payment in person to the Construction and Community Development Office: Borough Hall Office 104 Monday-Friday from 8:30am-4:30pm.
Application for Zoning Permit

Zoning Permit # ____________
Fence Permit # ____________

Block: ____________
Lot: ____________
Zone: ____________

A SCALED SURVEY MUST BE SUBMITTED WITH THE APPLICATION SHOWING ALL EXISTING BUILDINGS, SHEDS, POOLS, DRIVEWAYS, ETC. ALONG WITH THE PROPOSED CONSTRUCTION AND IMPERVIOUS COVERAGE CALCULATIONS. ALL BUSINESS APPLICATIONS MUST ALSO PROVIDE AN INTERIOR LAYOUT OF BUSINESS AREA. FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL DELAY APPROVAL.

A thirty dollar ($30) fee is required at time of application submission. Cash or check only - checks payable to Borough of Haddonfield.

Address: ____________________________________________

Description of Proposed Use, Improvements or Project: ______________________________________________________

Property Owner’s Name: ____________________________________________
Property Owner’s Address: ____________________________________________
Property Owner’s Phone Number: ________________________________________
Applicant’s Name: ________________________________________________
Applicant’s Address: ________________________________________________
Applicant’s Phone Number: __________________________________________
Applicant’s Email Address: ____________________________________________

Applicant’s Signature: ___________________________ Date: ____________

By signing this application, the applicant hereby certifies that the applicant is (the agent of) the owner of record of the subject-property and is authorized to make this application and consents to the Borough of Haddonfield conducting a site visit in order to verify the accuracy of the plans submitted and the statements made in connection herewith. The applicant also certifies the survey submitted accurately depicts current site conditions.

Note: If there have been any previous applications concerning this property, a copy of all permits, resolutions, certifications or reports issued in connection therewith must be attached hereto.

THIS APPLICATION IS HEREBY APPROVED: ____________
THIS APPLICATION IS HEREBY DENIED: ____________
Zoning Officer: ____________________________
Date: ____________________________________________________________________

THIS APPLICATION HAS BEEN:
DENIED for non-compliance with the Zoning Ordinance for the Borough of Haddonfield
APPROVED with the following conditions:

Additional Permits/Approvals are required for:  Construction _____  Planning Board _____  Historic _____
Application for Driveway Permit Checklist:

Note:

- No new driveway or an extension of an existing driveway shall be constructed within three (3) feet of any side property line unless both property-owners execute cross-easements allowing each other access to the areas on each other’s properties surrounding the proposed driveway.
- No new driveway or an extension of an existing driveway that exceeds the maximum impervious coverage for the property will be approved.
- No new driveway or an extension of an existing driveway consisting of loose stone shall be approved without approval from the Borough Engineer and the submission of a plan for retaining the loose stone on the property.

All Applications for Driveway Permits Must Include:

1. A completed application for a Zoning Permit
2. An accurate, scaled survey of the property depicting the proposed location of the driveway and any curb-cuts associated therewith. An accurate survey must include:
   a. The date of the survey and;
   b. The name and seal of the surveyor who prepared the survey
3. A statement indicating the total area (in square feet) of:
   a. The property that is currently covered by all of the existing buildings and/or structures and;
   b. The property that will be covered by the proposed driveway, or driveway extension
4. A description of the type of paving materials proposed to be used at the property

All complete applications will be reviewed by the Zoning Officer. After review, the Zoning Officer will respond with an approval or an explanation for denial within ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.
Application for Shed Permit Checklist:

Note:

- No new shed or addition to an existing shed shall be erected within five (5) feet of any side or rear property line.
- No new shed, or addition to an existing shed, that exceeds the maximum permitted building coverage or the maximum permitted impervious coverage for the subject-property shall be approved.
- No new shed, or addition to an existing shed, that exceeds eighteen (18) feet in height will be approved.
- All new construction that exceeds two hundred (200) square feet must have an approved construction permit and submit a preconstruction video.

All Applications for Shed Permits Must Include:

1. A completed application for a Zoning Permit
2. An accurate, scaled survey of the property depicting the proposed location of the shed, or addition to an existing shed. An accurate survey must include:
   a. The date of the survey and;
   b. The name and seal of the surveyor who prepared the survey
3. A statement indicating the height, width and length (in feet), of the proposed shed, or addition to an existing shed
4. A statement indicating the total area (in square feet) of the property that is currently covered by all of the existing buildings and/or structures and;
   the property that is proposed to be covered by the proposed shed or addition to an existing shed, in addition to all of the existing buildings or structures.
5. A statement indicating the current impervious coverage of the property and the proposed impervious coverage of the property
6. A statement indicating the proposed use of the proposed shed, or addition to an existing shed

All complete applications will be reviewed by the Zoning Officer. After review, the Zoning Officer will respond with an approval or an explanation for denial within in ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.
All Applications for A/C, Heat Pump or Air-Handler Unit Permits Must Include:

1. A completed application for a Zoning Permit
2. An accurate, scaled survey of the property depicting the proposed location of the A/C, Heat Pump or Air-Handler unit. An accurate survey must include:
   a. The date of the survey and;
   b. The name and seal of the surveyor who prepared the survey
3. A statement indicating the height, width and length (in feet) of the proposed A/C, Heat Pump or Air-Handler Unit
4. A statement indicating the maximum “bel” or “decibel” level of the proposed A/C, Heat Pump or Air-Handler Unit
5. A plan depicting how the A/C, Heat Pump or Air-Handler Unit will be screened from view from both the adjoining properties and the public right-of-way

All complete applications will be reviewed by the Zoning Officer. After review, the Zoning Officer will respond with an approval or an explanation for denial within ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.

Note:

- No new A/C, Heat Pump, or Air-Handler Unit shall be erected within five (5) feet of any side or rear property line.
- No new A/C, Heat Pump or Air-Handler Unit shall be approved that exceeds the maximum permitted impervious coverage for the property.
- No new A/C, Heat Pump or Air-Handler Unit shall be approved whose maximum “bel” or “decibel” level is in excess of eight (8).

Application for Air-Conditioner, Heat Pump or Air-Handler Unit Checklist:
Application for Fence Permit Checklist:

Note:

- No fence shall be erected within ten (10) feet of an existing fence.
- No fence shall be erected such that the supporting members are visible to one’s neighbor(s).
- No fence located in the front yard setback of any principal building or structure, or along or adjacent to a public right-of-way shall exceed four (4) feet in height.
- Along all other locations, no fence shall be erected that is greater than six (6) feet in height.

All Applications for Fence Permits Must Include:

1. A completed application for a Zoning Permit
2. An accurate, scaled survey of the property depicting the location(s) of the proposed fence as well as the location of any existing fence(s). An accurate survey must include:
   a. The date of the survey and;
   b. The name and seal of the surveyor who prepared the survey
3. An elevation drawing, photograph, catalog cut or other reasonably accurate visual depiction of the proposed fence, which shows:
   a. The height from grade to the highest point of the proposed fence
   b. The material of which the proposed fence is to be fabricated
   c. The style of the proposed fence
   d. The method of installation of proposed fence

All complete applications will be reviewed by the Zoning Officer. After review, the Zoning Officer will respond with an approval or an explanation for denial within ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.
Note:

All new construction exceeding 200 square feet also requires a construction permit. A preconstruction video submission is also required before permits will be issued.

All Applications for Permits to Construct a New Single-Family Home, or an Addition to an Existing Single-Family Home Must Include:

1. A completed application for a *Zoning Permit*
2. An accurate, scaled survey of the property depicting the proposed location of the new single-family home or addition to an existing single-family home. An accurate survey must include:
   a. The date of the survey
   b. The name and seal of the surveyor who prepared the survey
3. A statement indicating the height, width and length, (in feet) of the proposed new single-family home, or addition to an existing single-family home
4. A statement indicating the current number of bedrooms and the proposed number of bedrooms
5. A statement indicating the proposed use of the new single-family home, or addition to an existing single-family home
6. A statement indicating the current building coverage of the property and the proposed building coverage of the property
7. A statement indicating the current impervious coverage of the property and the proposed impervious coverage of the property
8. Proposed floor plans for the new single-family home, or addition to an existing single-family home
9. Proposed elevation drawings for the new single-family home, or addition to an existing single-family home
10. A proposed site plan for the property depicting all proposed improvement
to the property, in addition to the new single-family home, or addition to an
existing single-family home; including, but not limited to, driveways walkways,
patios, porches, decks, sheds, pools, hot tubs, ponds, arbors, pergolas, fences
and privacy shields
11. A completed construction permit
12. Preconstruction video requirements and submission form

All complete applications will be reviewed by the Zoning Officer. After review, the
Zoning Officer will respond with an approval or an explanation for denial within in
ten (10) business days. A completed application means that all required documents
have been submitted and all application fees have been paid.
Preconstruction Video Requirements and Submission Form

The Haddonfield Code of Ordinances requires the submission of a preconstruction video or digital photographs of all public property near any site that is to undergo construction. The purpose of this ordinance is to determine if any damage to Borough property (i.e.: streets, curbs, sidewalks, trees, etc.) was caused during the course of construction. Preconstruction videos must be submitted to the Construction Office for the Borough Engineer to review.

The video and a $250 fee must be submitted with the applications for zoning and construction. The video must be submitted on a USB flash drive or memory stick, labeled with the property address, with the file(s) saved as the address of the property that will be undergoing construction. Digital photos must be named with the property address and a brief description. (i.e: 242KingsHighwayEast-Sidewalk). Emails will NOT be accepted. Payment of fee expected at time of submission. Cash or checks only.

Projects that Require Preconstruction Video Submission Include:

- Any New Construction Exceeding Two-Hundred (200) Square Feet
- Whole House Demolitions
- New House Construction
- Additions
- Any Project That will Require the Use of a Backhoe, Tractor or Other Similar Construction Equipment

Property Owner’s Name: ________________________________
Property Owner’s Address: ________________________________
Property Owner’s Phone Number: ________________________________
Applicant’s Name: ________________________________
Applicant’s Address: ________________________________
Applicant’s Phone Number: ________________________________
Applicant’s Email Address: ________________________________
Applicant’s Signature: ________________________________ Date: __________

DATE SUBMITTED TO ENGINEER: ________________________________
APPROVED: __________ DENIED: __________ DATE: __________
ENGINEER SIGNATURE: ________________________________ FEE SUBMITTED: ______