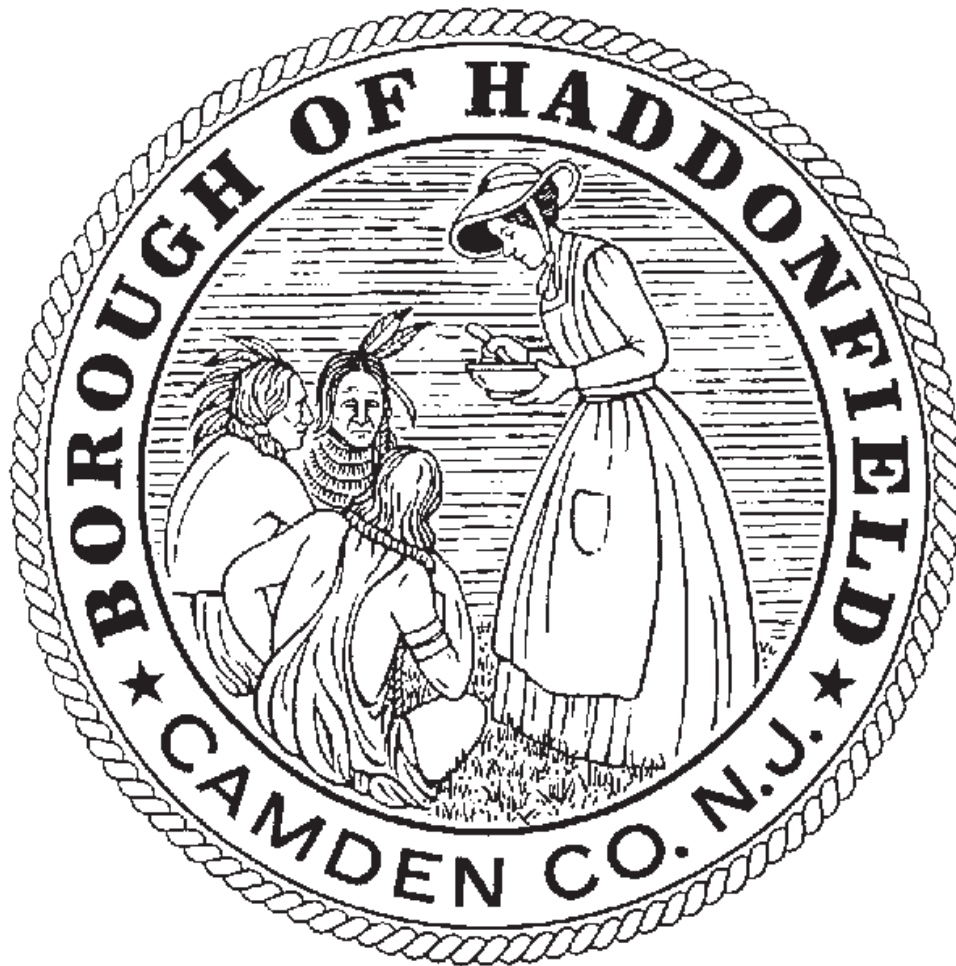


# Navigating the Process:

## 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:

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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:

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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:

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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:

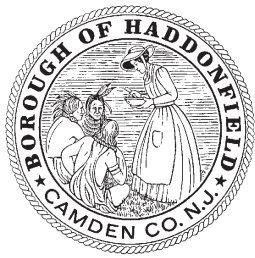
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Once you have submitted a **completed** application, the Zoning Officer will review all materials submitted. After review, the Zoning Officer will respond with an approval or an explanation for denial within ten (10) business days. **A completed application 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.*



Borough of Haddonfield  
 Construction and Community Development  
 242 Kings Highway East Room 104  
 Phone: (856)-429-4700 ext. 210  
 Mon.-Fri. 8:30-4:30

## 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:

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## 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:

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## 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.*

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

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## 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).

## 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 in ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.*

# Application for Fence Permit Checklist:

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## 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 in ten (10) business days. A completed application means that all required documents have been submitted and all application fees have been paid.*



# Application for New Single-Family Home or Addition to an Existing Single-Family Home Checklist:

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## 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

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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 (ie: 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. (ie: 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

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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: \_\_\_\_\_