

# **TOWNSHIP OF TOMS RIVER**

## **ZONING OFFICE**

# **ZONING PERMIT INSTRUCTIONS**

**APPLICANTS ARE ENCOURAGED TO USE THE FOLLOWING OUTLINES AS A GUIDE FOR PREPARING PLANS AND APPLICATIONS FOR ZONING PERMITS. THE REQUESTED DOCUMENTATION AND PLAN DETAILS SHOULD BE CONSIDERED THE MINIMUM INFORMATION NECESSARY FOR SUBMITTAL TO THE ZONING OFFICE. ADDITIONAL INFORMATION MAY BE REQUESTED TO ENSURE THAT THE APPLICATION COMPLIES WITH THE TOWNSHIP'S ZONING/LAND USE REGULATIONS. PROVIDING THE INFORMATION AS REQUESTED WILL FACILITATE THE ZONING REVIEW IN A TIMELY MANNER. ADDITIONAL INFORMATION IN THE FORM OF HANDOUTS IS AVAILABLE IN THE ZONING OFFICE AND "ON LINE" AT THE TOWNSHIP'S WEB SITE INCLUDING REGULATIONS FOR THE CONSTRUCTION OF FENCES, POOLS, DECKS, SHEDS, SIGNS, ETC.**

**EACH APPLICATION SHOULD INCLUDE: (1) A COMPLETE "ZONING PERMIT APPLICATION" FORM, (2) WRITTEN CONSENT FROM THE LAND OWNER, (3) CHECK MADE PAYABLE TO TOMS RIVER TOWNSHIP, OR CASH IN THE EXACT AMOUNT OF THE APPLICATION FEE {CREDIT/DEBIT CARDS ARE NOT ACCEPTED}, (4) ALL INFORMATION REQUESTED IN THE INSTRUCTIONS BELOW AND, (5) ALL INFORMATION REQUESTED ON THE APPLICATION FORM.**

**ANY APPLICATION THAT INCLUDES ARCHITECTURAL, ENGINEERING AND/OR SURVEY PLANS LARGER THAN 11" X 17" IN SIZE MUST INCLUDE ONE COPY OF THE PLAN(S) REDUCED TO A LEGIBLE SCALE TO FIT ON 11 X 17 PAPER OR ELECTRONIC VERSIONS OF THE PLAN(S). ACCEPTABLE ELECTRONIC FORMAT OF PLANS INCLUDE SCANNED (pdf) IMAGES ON CD, FLASH DRIVES OR ATTACHED TO E-MAILS SENT TO [Zoning@tomsrivertownship.com](mailto:Zoning@tomsrivertownship.com)**

### **New Dwelling on spot lot:**

- 1 Three copies of a plot plan, at least one of which MUST be no larger than 11"x 17", prepared by a Professional Engineer. The plan must depict building lot coverage and floor area ratio calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones, impervious lot coverage calculations, dimensions of the structure, grading, setbacks from property lines, porches, decks, mechanicals, driveway, retaining walls and all information pursuant to section C.348-3.7A.(3) of the Township Code.**
- 2 Architectural drawings including floor plans and elevations (side views). These plans can be drawn by the home owner. The use and dimensions of each room must be labeled on the floor plans. The drawings must include the building height and entrance porch and deck rail details.**
- 3 Copy of tree removal permit**
- 4 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)**
- 5 Flood Zone Certification Form**
- 6 Residential Development Fees form**
- 7 If the property is situated in a flood zone the plot plan must also show electric meter location and height and electric meter deck if required by JCP&L**

### **New Dwelling within subdivision:**

- 1 Three copies of a plot plan prepared by Professional Engineer, at least one of which MUST be no larger than 11" x 17". The plan must include the filed map number and date, impervious lot coverage calculations, building lot coverage and floor area ratio calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones, depict dimensions of structure, first floor elevation, setbacks from property lines, grading consistent with approved development plans, porches, decks, a/c condensers, height of electric meter if in flood zone, driveway locations and all information pursuant to section C.348-3.7.A (3) of the Township Code.**
- 2 Copy of approved grading/development plan**
- 3 Architectural drawings including floor plan and elevation (side view) drawings. These plans must label use of each room and include interior dimensions of same. The drawings must include building height and entrance porch and deck rail details.**
- 4 Copy of tree removal permit or proof that a Tree Management Plan has been approved.**
- 5 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)**
- 6 Flood Zone Certification Form**
- 7 Residential Development Fees form**

### **Dwelling Addition:**

- 1 Survey Plan prepared by Professional Land Surveyor.**
- 2 Two copies of a plot plan prepared by a Professional Engineer, no larger than 11" x 17". The plan must include building lot coverage and floor area ratio calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones, impervious coverage calculations, show setback dimensions from all property lines and depict location and dimensions of the addition, porches, decks, A/C condensers, driveway and all information pursuant to section C.348-3.7.A(3) of the Township Code.**
- 3 Architectural drawings including floor plan and elevation (side view) drawings. These plans must label use of each room and include interior dimensions of same. The floor plan of the entire house should be included. The drawings must include building height and entrance porch and deck rail details.**
- 4 Demolition Plan indicating which walls, joists, rafters, etc. are to be removed. Portions of the structure to remain after demolition should be clearly labeled on the plan.**
- 5 A grading plan is required for all additions**
- 6 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)**
- 7 Residential Development Fees form**
- 8 If the property is situated in a flood zone the plot plan must also show electric meter location and height and electric meter deck if required by JCP&L**
- 9 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)**
- 10 Substantial Improvement determination for properties that are not substantially damaged (if within flood zone)**

### **House Raising (no additions proposed and no temporary relocation / moving proposed):**

- 1 Three copies of plot plan prepared by a Professional Engineer, one of which MUST be no larger than 11" x 17", depicting the following:**
  - a dimensions of the structure**
  - b first floor elevation**
  - c topography**
  - d grading**
  - e setbacks from property line**
  - f house corner elevations**
  - g location and dimensions of decks, landings, steps, etc. (include elevations). The plan must show setback dimensions from all property lines, dimensions of deck and location of steps, landings, etc. The proposed distance between the deck and other structures such**

- as sheds and pools should also be shown on the plan. Please include the distance between the deck and any body of water such as a lagoon.
  - h** a/c condenser and electric meter locations and setback distances
  - i** driveway location and dimensions
  - j** retaining walls
  - k** all information pursuant to section C.348-3.7.A (3) of the Township Code.
- 2** One set of architectural drawings. For zoning review purposes these plans can be drawn by the home owner and must include:
  - a** elevation drawings (side views) showing building height
  - b** entrance porches, decks, steps, etc. Floor plan and elevation (side view) drawings. Please include all dimensions. The drawings must show the deck height above ground; risers, treads and deck rail details (please include baluster dimensions and gap between balusters).
  - c** a floor plan of the area below the first habitable floor in those instances where the clearance between the first habitable floor joists and the top of the bottom floor (including basement, crawlspace or enclosure floor) is at least seven (7') feet. This floor plan must be labeled to show the use of each room and/or area below the first habitable floor. Also, the location and dimensions of each room, if any, must be included.
- 3** Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)
- 4** Flood Zone Certification form
- 5** Residential Development Fees form
- 6** If the property is situated in a flood zone the plot plan must also show electric meter location and height and electric meter deck if required by JCP&L

**House Raising (temporary relocation / moving proposed):**

- 1** Three copies of plot plan prepared by a Professional Engineer, at least of which **MUST** be no larger than 11" x 17", depicting the following:
  - a** dimensions of the structure
  - b** first floor elevation
  - c** topography
  - d** grading
  - e** setbacks from property line
  - f** house corner elevations
  - g** location and dimensions of decks, landings, steps, etc. (include elevations). The plan must show setback dimensions from all property lines, dimensions of deck and location of steps, landings etc. The proposed distance between the deck and other structures such as sheds and pools should also be shown on the plan. Please include the distance between the deck and any body of water such as a lagoon.
  - h** a/c condenser and electric meter locations and setback distances

- i driveway location and dimensions
  - j retaining walls
  - k all information pursuant to section C.348-3.7.A (3) of the Township Code.
- 2 One set of architectural drawings. For zoning review purposes these plans can be drawn by the home owner and must include:
    - a elevation drawings (side views) showing building height
    - b entrance porches, decks, steps, etc. Floor plan and elevation (side view) drawings. Please include all dimensions. The drawings must show the deck height above ground; risers, treads and deck rail details (please include baluster dimensions and gap between balusters).
    - c a floor plan of the area below the first habitable floor in those instances where the clearance between the first habitable floor joists and the top of the bottom floor (including basement, crawlspace or enclosure floor) is at least seven (7') feet. This floor plan must be labeled to show the use of each room and/or area below the first habitable floor. Also, the location and dimensions of each room, if any, must be included.
  - 3 If the building is to be moved temporarily off the lot in question, please submit a copy of the executed ADMINISTRATIVE RELEASE FOR TEMPORARY RELOCATION form.
  - 4 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)
  - 5 Flood Zone Certification Form
  - 6 Residential Development Fees form
  - 7 If the property is situated in a flood zone the plot plan must also show electric meter location and height and electric meter deck if required by JCP&L

**Accessory Buildings including Sheds:**

- 1 Survey Plan prepared by Professional Land Surveyor.
- 2 Two copies of a plot plan based on Survey Plan, no larger than 11" x 17". This drawing can be prepared by the home owner provided the building is no larger than 150 square feet. The plot plan must show setback dimensions from all property lines and depict location and dimensions of the accessory building. The proposed distance between the building and other structures such as pools must also be shown on the plan.
- 3 Floor plan and elevation (side views) drawings must show dimensions of the structure – please include the height of the building.
- 4 Building lot coverage calculations for lots in the R-40, R-50, R-75, R-90 and R-100 residential zones. With the exception of one storage shed containing less than 100 square feet, all buildings are subject to the maximum lot coverage by building requirement pursuant to section C. 348-5.8 of the Township Code.

- 5 See “SHEDS/GARAGES/ACCESSORY BUILDINGS” handout.
- 6 Plot plans for buildings over 150 square feet in size must be prepared by a Professional Engineer and include all information pursuant to section C.348-3.7.A (3) of the Township Code.
- 7 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)
- 8 Flood Zone Certification Form

**Pool:**

- 1 Survey Plan prepared by Professional Land Surveyor.
- 2 Two copies of plot plan based on Survey Plan, no larger than 11” x 17”. The plot plan must show proposed setback distances from all property lines and depict location and dimensions of the pool. The proposed distance between the pool water and other structures such as buildings and fences must also be shown on the plan. Location of the fence, pool filter and heater (if proposed) must also be shown on the plot plan.
- 3 Detailed drawing (with dimensions) of the fence. Please use the Township’s handouts entitled “POOLS” and “FENCES” as your guide. Also, see page 4 of this handout.
- 4 Applications for in-ground pools and above ground pools with a diameter of 14 feet or more must include a plan showing detailed existing and proposed spot elevations to determine the overland drainage patterns on the subject properties and impact on adjacent properties. This plan must be prepared by a Professional Engineer and include all information pursuant to section C.348-3.7.A (3) of the Township Code.
- 5 For additional information and submission requirements see “Pool Permit Submission Requirements” handout prepared by the Township of Toms River Permits and Inspection Office.
- 6 Plot plans for above ground pools with a diameter of less than 14 feet may be prepared by the home owner.
- 7 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)
- 8 Residential Development Fees form (in-ground pools only)

**Deck:**

- 1 Survey Plan prepared by Professional Land Surveyor.
- 2 Plot Plan based on Survey Plan, no larger than 11” x 17”. This drawing may be prepared by the home owner using a copy of the survey plan. The plan must show setback dimensions from all property lines, dimensions of deck and location of steps, landings, etc. The proposed distance between the deck and other structures such as sheds and pools should also be shown on the plan. Please include the distance between the deck and any body of water such as a lagoon.

- 3 Floor plan and elevation (side view) drawings. Please include all dimensions. The drawings must show the deck height above ground; risers, treads and deck rail details (please include baluster dimensions and gap between balusters).
- 4 See deck handout
- 5 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)

**Fences:**

- 1 Survey Plan prepared by a Professional Land Surveyor.
- 2 Plot Plan based on Survey Plan, no larger than 11" x 17". This drawing can be prepared by the home owner using a copy of the survey plan. The plan must show the location and dimensions of the fence. A line with a series of X's (----X----X----X----X----) can be used to illustrate a closed fence. Similarly an open fence can be illustrated by drawing a line with a series of O's (----O----O----O----O----). Please include the distance between the fence and any body of water such as a lagoon. In the case of a corner lot, please indicate the distance between the fence and any property line at a street.
- 3 Construction drawings/details of the fence including fence height, materials, picket dimensions and gap between pickets.
- 4 See fence handout.
- 5 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone)

**Driveway / Patios / Regrading:**

- 1 Any proposed paving, re-grading or disturbance exceeding 150 square feet must be depicted on a plot plan prepared by a Professional Engineer and include all information pursuant to section C.348-3.7.A(3) of the Township Code.
- 2 Substantially damaged determination letter prepared by Flood Administrator (if within flood zone).
- 3 Impervious lot coverage calculations.

**Trailers:** See trailer handout.