

**STAFFORD TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT
260 E. BAY AVENUE
MANAHAWKIN, NEW JERSEY 08050
(609) 597-1000 x 8535
www.twp.stafford.nj.us**

**ZONING PERMIT INSTRUCTIONS FOR:

ALTERATIONS

RENOVATIONS

BASEMENT OR GARAGE CONVERSIONS**

1. Complete Zoning Permit Application.
2. Two (2) true copies* of a survey depicting the location and dimension of the existing principal structure, the setback distance from all (4 or more) corners of the existing principal structure (drawn perpendicular to the property line) and reflecting the conditions on the property at the time the application is filed.

* A true copy of the survey is a photocopy of the original sealed survey that has been verified by Department staff. True copies may be made by Department staff for your convenience. If copies are made by you, please bring in the original sealed survey so we may verify that it is a true copy.
3. One (1) copy of a floor plan (this may be hand drawn) showing the alterations or renovations and the use of the space.
4. \$25.00 - Zoning Permit Fee payable to Stafford Township.

Additional information or documentation may be requested in order to issue your permit.