

**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:

NON-RESIDENTIAL RENTAL or RESALE
(Tenant Fit Out)**

1. Complete Zoning Permit Application. Indicate proper street address, nature of business and business name.
2. Two (2) true copies* of a survey, plot plan or site plan depicting the conditions of the property at the time the application is filed. The survey, plot plan or site plan must show the existing approved and improved parking spaces on the site.

* A true copy is a photocopy of the original sealed survey, original architectural plot plan or original approved site plan 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, plot plan or site plan so we may verify that it is a true copy.
3. One (1) copy of a floor plan (this may be hand drawn) showing current layout and proposed layout if any alterations or renovations are needed, and the use of the space. If renovations are required, an additional Building permit application must be filed.
4. Applicant must apply for a Commercial Certificate of Occupancy with the Building Department if no renovations are required
5. Copy of the Planning Board or Zoning Board of Adjustment Resolution or the Resolution number (if applicable).
6. \$25.00 - Zoning Permit Fee payable to Stafford Township.

IT WILL BE NECESSARY TO PROVIDE THE TOTAL SQUARE FOOTAGE AND USES OF ALL TENANTS ON THE SITE IF THERE IS ANY CHANGE OF USE PROPOSED.

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