

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

ZONING PERMIT INSTRUCTIONS FOR: ADDITIONS

1. Complete Zoning Permit Application.
2. Two (2) updated sealed surveys prepared by a surveyor or engineer licensed in the State of New Jersey showing the proposed addition. A plot plan prepared and certified by an architect licensed in the State of New Jersey is also acceptable. The original sealed survey or plot plan must show the location and dimension (including height) of the existing principal structure and proposed addition, must show the setback distance from all (4 or more) corners of the structure (drawn perpendicular to the property line) and reflect the conditions on the property at the time the application is filed.
3. Elevation Certificates are required for structures in a Special Flood Hazard Area at the time of the initial Building application for permit, when the foundation location survey is submitted (Prior to any further vertical construction), and when the final as-built survey is submitted.
4. If the structure is located in Special Flood Hazard A or AE Zone it must include the height of the proposed first floor elevation (including all electrical, heating, ventilation, plumbing and air-conditioning equipment, ductwork and other service facilities) and a certification by a licensed architect or engineer that the new construction conforms to Stafford Code 114.16 & 114.17. The elevations for the new work must be measured in relation to mean sea level. If the structure is located in Special Flood Hazard V Zone it must include the height of the proposed bottom of the lowest horizontal structural member (including all electrical, heating, ventilation, plumbing and air-conditioning equipment, ductwork and other service facilities) and a certification by a licensed architect or engineer that the new construction conforms to Stafford Code 114.18. The elevations for the new work must be measured in relation to mean sea level.
5. 3. \$25.00 - Zoning Permit Fee payable to Stafford Township.

Additions have final zoning requirements including a final as-built survey and elevation certificate. Please refer to the Final Zoning Requirements form for further information.

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