

Township of Manalapan
Residential Zoning Permit Fee and Application Requirements
Nancy DeFalco, Code Enforcement/Zoning Officer/Administrative Officer
732-446-8301 or 732-446-8322
732-446-0134 facsimile
ndefalco@mtnj.org
www.mtnj.org

When submitting a permit application, please note the following:

1) Three (3) SCALED size copies of a plot plan or survey prepared by a NJ licensed surveyor containing the following:

- ❖ All **existing** and **proposed** structures.
- ❖ All dimensions of the lot and structures.
- ❖ All setbacks from the structures to the property lines.
- ❖ All adjacent streets and waterways.
- ❖ If applicable, include two (2) copies of the Board Resolution, the date the map was signed, and/or the date that the subdivision map was filed with the County Clerk, along with the file map and number.

NO PARTIAL, TAPED, FAXED, REDUCED OR ENLARGED COPIES WILL BE ACCEPTED.

2) Two (2) copies of the plan with dimensions and heights noted:

- ❖ An elevation drawn to scale of the building or structure to be erected.
- ❖ If you reside in a development with a Homeowners Association; copies of the Association letter of approval as well as all other documentation submitted to Association with your request must be provided.

PLOT PLANS/SURVEYS AND BUILDING PLANS MUST MATCH FOR COMPLETE REVIEW

3) For basement and/or garage renovations; Three (3) copies of the plan:

- ❖ A simple layout labeling each room as to its intended “use” or “uses”.

4) Fences located within a utility easement; three copies of the letter of approval from the utility company that governs the easement **must** be provided. If located within a **drainage easement** governed by the Township of Manalapan, a Revocable Fence License Agreement is required. The Revocable Fence License Agreement is **\$100**, in addition to zoning review fee.

Fees for zoning review are as follows:

- **New construction; commercial or residential** **\$100**
- **Commercial alterations/additions** **\$100**
- **New Business/Tenant** **\$100**
- **Signs** **\$100**
- **POD or Dumpsters** **\$ 20**
- **Garage/yard sales** **\$ 20**
- **The minimum fee for anything not specifically listed above shall be \$75**

- Grading and drainage plans submitted to the Township Engineer for review and approval, **\$200** for initial review and a **\$100** fee of for each review of a revised plan.

Please make all checks and/or money orders payable to **Manalapan Township**