

COMMUNITY DEVELOPMENT

The Department of Community Development is the principal agency responsible for the administrative and technical support for the Planning Board, the Zoning Board, the Zoning Officer and the Affordable Housing element for the Township of Mount Laurel.

Community Development also provides all the administrative and technical support for the enforcement of the State Uniform Construction Code. Offices for the Department of Community Development are located at 100 Mount Laurel Road, Mount Laurel, NJ 08054. The telephone number is 856-234-9686 or 856-234-9688. Our fax number is 856-273-0106.

Office hours for Community Development are Monday through Friday, from 8:00 A.M. to 4:00 P.M.

Community Development services

<p>Planning Division Zoning Division Zoning Officer Housing Officer Construction / Inspections</p>

**Raymond C. Holshue, Jr., Director of Community Development
Lisa Rodenbaugh, Asst. to the Director**

The following forms are available on line:

**OPRA Request
One Day Event
Complaint Form
Property Notice List Form
Required documents for a New Single Family Dwelling**

MOUNT LAUREL TOWNSHIP
COMMUNITY DEVELOPMENT
BUILDING DIVISION
100 MT. LAUREL RD.
MT. LAUREL NJ 08054
856-234-9686

REQUIRED DOCUMENTS FOR A NEW SINGLE FAMILY DWELLING

- A ZONING APPLICATION ACCOMPANIED WITH A \$35.00 CHECK OR EXACT CASH.
- ENERGY CALCULATION SHEET.
- ALAIMO ENGINEER APPROVAL LETTER 609-267-8310 (IF APPLICABLE).
- MUA PERMIT RELEASE FORM – FROM THE MT. LAUREL UTILITY AUTHORITY- (856) 234-0062 – LOCATED: 1201 SOUTH CHURCH ST.
- BURLINGTON CO. SOIL COMPLIANCE - CALL (609) 267-7410 FOR INFORMATION.
- 3 COPIES OF SURVEY/PLOT PLAN.
- 3 COPIES OF SIGNED AND SEALED PLANS BY A NJ LICENSED ENGINEER OR NJ ARCHITECT.
- WELL/SEPTIC APPROVAL LETTER FROM THE BURLINGTON CO. BOARD OF HEALTH (609) 265-5000.
- SUBMIT A LETTER WITH LISTED SALE PRICE/FAIR MARKET VALUE FOR DWELLING AND LAND VALUE. MUST HAVE BLOCK & LOT, WORK SITE LOCATION, BUILDER'S NAME, ADDRESS, AND CONTACT INFORMATION. THIS WILL BE FOR THE COAH FEE ASSESSMENT.
- ALL SUBCODE TECHNICAL FORMS (PLUMBING AND ELECTRIC MUST BE SEALED BY A LICENSED NJ CONTRACTOR, UNLESS OWNER OF PROPERTY IS PERFORMING THEIR OWN WORK.
- DESCRIPTION OF WORK MUST BE WRITTEN IN ON ZONING APPLICATION AND BUILDING PORTION OF PERMIT APPLICATION, **THIS INCLUDES:** NUMBER OF BEDROOMS, WILL SFD BE ON SLAB, CRAWL OR WILL HAVE BASEMENT, NUMBER OF BATHS, FIREPLACE, ANY DECKS OR PATIOS WITH SIZE, NUMBER OF STORIES, FINISH BASEMENT, ETC.
- BUILDING/SITE CHARACTERISTICS ON THE CPA JACKET MUST BE FILLED IN.
- COPY OF CURRENT NEW JERSEY HOMEBUILDERS REGISTRATIONS CARD

*ADDITIONAL APPROVALS MAY BE REQUIRED BASED ON YOUR INDIVIDUAL APPLICATION.

MT. LAUREL
COMMUNITY DEVELOPMENT
COMPLAINT FORM

DATE: _____

TIME: _____

NAME OF PERSON
MAKING COMPLAINT: _____

THEIR ADDRESS: _____

PHONE #: _____

HOW COMPLAINT WAS RECEIVED: PHONE COUNTER EMAIL

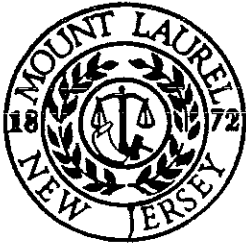
ADDRESS COMPLAINT IS IN REFERENCE TO: _____

NATURE OF COMPLAINT: _____

ACTION TAKEN: _____

HOW WAS COMPLAINT REFERRED AND WHOM (PERSON'S NAME & DEPT. BY PHONE,
EMAIL OR OTHER):

DATE AND YOUR INITIALS: _____



MOUNT LAUREL TOWNSHIP
COMMUNITY DEVELOPMENT
BUILDING DIVISION
100 MOUNT LAUREL ROAD
MOUNT LAUREL, NEW JERSEY 08054

THE MANDATORY DEVELOPMENT FEE:

PURPOSE: THE PURPOSE OF THE MANDATORY DEVELOPMENT FEE IS TO PROVIDE FUNDING FOR THE TOWNSHIP'S HOUSING ELEMENT AND FAIR SHARE PLAN AS APPROVED BY THE SUPERIOR COURT OF THE STATE OF NEW JERSEY.

ALL CONSTRUCTION PERMITS FOR NEW RESIDENTIAL STRUCTURES MUST BE ACCOMPANIED BY A LISTED SALE PRICE AND HAVE THE LAND VALUE.

ALL NON-RESIDENTIAL STRUCTURES MUST BE ACCOMPANIED BY A VALID COST OF THE ESTIMATE SHEET AND HAVE THE LAND VALUE.

IN CASE OF PROTO PROCESSING, A DEVELOPER MAY SUBMIT A LISTED SALE PRICE FOR THE BASIC MODELS AND NOT ONE FOR EVERY STRUCTURE.

IF AN ALTERATION IS OCCURRING ON A STRUCTURE, WHICH REQUIRES COAH TO BE PAID, A VALID COST ESTIMATE SHEET WILL BE NECESSARY FOR ALL WORK TO BE PERFORMED ON THAT PROJECT.

WHEN A DEMOLITION OF AN EXISTING STRUCTURE, THE VALUE ASSESSMENT OF THE OLD BUILDING AND THE VALUE ASSESSMENT OF THE NEW BUILDING MUST BE SUBMITTED, HOWEVER THE LAND VALUE IS NOT NEEDED.

A LETTER FORMAT WILL NEED TO BE SUBMITTED WITH THE FOLLOWING INFORMATION:

DATE, ADDRESS, BLOCK & LOT, OWNER OF PROPERTY, LAND VALUE (IF APPLICABLE), BUILDING VALUE AND/OR ESTIMATE SHEET OF WORK AND TOTAL ASSESSED VALUE.

AND ADDRESS THE LETTER TO: RAYMOND C. HOLSHUE, JR., DIRECTOR OF D.C.D.

FIFTY PERCENT OF THE TOTAL MANDATORY DEVELOPMENT FEE IS OWED TO MT. LAUREL TOWNSHIP, SHALL BE PAID PRIOR TO THE ISSUANCE OF ANY BUILDING PERMIT WITH THE REMAINING BALANCE DUE PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT DAWN TOMASELLO, T.A.C.O. AT 856-234-9686.

TOWNSHIP OF MOUNT LAUREL

REQUEST FOR PUBLIC RECORDS

NAME _____

ADDRESS _____

TELEPHONE _____

(DAY)

INFORMATION REQUESTED:

Information on a specific property: Block _____ Lot _____ Qualifier _____

- | | | | | |
|--------------------------|--------------------------------------|---|----------------------|-------|
| <input type="checkbox"/> | Municipal Lien Search | - | Certificate Fee | _____ |
| <input type="checkbox"/> | Municipal Lien Search | - | Information Only Fee | _____ |
| <input type="checkbox"/> | Municipal Improvement Search | - | Certificate Fee | _____ |
| <input type="checkbox"/> | Municipal Improvement Search | - | Information Only Fee | _____ |
| <input type="checkbox"/> | Municipal Tax Search | - | Certificate Fee | _____ |
| <input type="checkbox"/> | Municipal Tax Search | - | Information Only Fee | _____ |
| <input type="checkbox"/> | Property Assessment | - | Information Fee | _____ |
| <input type="checkbox"/> | List of Property Owners within 200ft | | Fee | _____ |
| <input type="checkbox"/> | License Information (specify) | | | _____ |
| <input type="checkbox"/> | Copies of Minutes (specify Date) | | | _____ |

Township Council _____
Planning Board _____
Zoning Board _____

- Copies of Ordinance or Resolution (specify date & number)

Township Council _____
Planning Board _____
Zoning Board _____

- Other _____

POLICE DEPARTMENT RECORDS:

- Police Accident Report

Identify Accident: _____

- Other (specify) _____

A request for a copy of Public Records should be submitted on this form, which has been adopted by Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public records or cannot be provided within the seven (7) business days, you will be provided with a response with that information within (7) business days. Some records have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours.

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided by N.J.S.A. 54:5-11 et seq. or N.J.S.A. 54:5-18.5, neither the applicant or any third party may assert any claim for damages against the Township of Mount Laurel or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Township's right to collect any outstanding balance or lien.

Where a legal determination must be made as to whether records are "public records" the time to provide copies will run from the date that the municipal official receives the determination from the Township Attorney or a Court Order that the records should be provided.

The term "public records" generally includes those records, which the Township is required by law to maintain. The term does not include employee personnel files, police investigative records, public assistance files or other matters in which there is a right of privacy or confidentiality.

THE APPLICANT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM WITH THE DATE ON WHICH THE INFORMATION IS EXPECTED TO BE AVAILABLE AND THE ESTIMATED COST.

THE APPLICANT HEREBY CERTIFIES THAT HE OR SHE HAS NOT BEEN CONVICTED OF AN INDICTABLE OFFENSE UNDER THE LAW OF THIS STATE, ANY OTHER STATE OR THE UNITED STATES AND IS NOT SEEKING GOVERNMENT RECORDS CONTAINING PERSONAL INFORMATION PERTAINING TO THE VICTIM OR THE VICTIM'S FAMILY AS PROVIDED BY N.J.S.A. 47:1A-1 ET SEQ.

The information requested will be ready on _____

Estimated number of pages _____ Estimated Cost _____

Deposit _____
(required where the anticipated cost of reproduction exceeds \$5.00)

Applicant Signature

Date

This form, when signed by the municipal official, shall constitute a receipt for any deposit received.

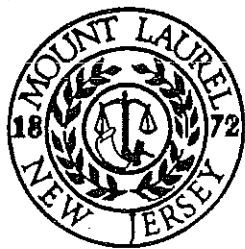
Municipal Official

Date

This form, when signed by the applicant, shall constitute acknowledgement of receipt of information requested.


Applicant Signature

Date



MOUNT LAUREL TOWNSHIP
COMMUNITY DEVELOPMENT
BUILDING DIVISION
100 MOUNT LAUREL ROAD
MOUNT LAUREL, NEW JERSEY 08054

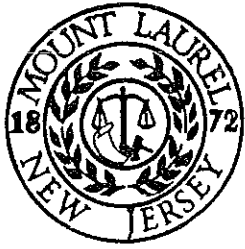
MEMORANDUM

To: All applicants
From: Lisa Rodenbaugh, Asst. to the Director 
Date: May 8, 2008
Subject: One Day Events

A one day event permit requires a letter addressed to the Director of Community Development describing the event. The description of the event should include: date, time, location, organization, reason, signage, tents, parking, traffic flow, number of guests and whether the event is catered or cooking will take place on the premises. The Director of Community Development then sends a copy of this letter to the Township Manager, Township Clerk, Zoning Officer, Fire Marshall, Police Department, EMS Chief and the Planning Department, if needed.

If you have any further questions, please do not hesitate to ask.

Cc: Raymond C. Holshue, Jr., Director of D.C.D.
File



MOUNT LAUREL TOWNSHIP
COMMUNITY DEVELOPMENT
BUILDING DIVISION
100 MOUNT LAUREL ROAD
MOUNT LAUREL, NEW JERSEY 08054

ONE DAY EVENTS

WILL THE EVENT INCLUDE THE FOLLOWING? IF SO, PLEASE DESCRIBE IN
DETAIL AND PROVIDE A MAP (SITE PLAN OF EVENT) AND ANY OTHER
DOCUMENTATION OR CERTIFICATES.

DATE AND TIME: _____

ADDRESS OF EVENT: _____

PURPOSE/ORGANIZATION: _____

SIGNS/BANNERS: _____

FOOD SERVICES/CATERERS: _____

ALCOHOL: _____

TYPE OF COOKING ON PREMISES: _____

APPARATUS (OUTLETS, PLATFORMS, ETC.): _____

PARKING: _____

EMERGENCY VEHICLE ACCESS: _____

PARADES: _____

SITE/PLOT PLAN: _____

TENTS (TYPE, SIZE AND CERTIFICATION): _____

RAFFLES/AUCTIONS: _____

AMUSEMENTS: _____

ENTERTAINMENT: _____

OTHER: _____

MAPPING OF EVENT, INCLUDING ALL OF THE ABOVE

APPLICATION FOR ZONING PERMIT

Mount Laurel Township
Community Development
Zoning Division

Date _____

IS THIS AN UPDATE TO A PREVIOUSLY SUBMITTED APPLICATION? YES or NO

If yes, Zoning Permit # _____

Block _____ Lot _____ Qualifier _____ Zone _____

Work Site Location _____

Property Owner _____ Phone # _____

Address of Owner _____

Existing Use _____ Proposed Use (Be Specific) _____

Description of Work _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all application laws of this jurisdiction.

Signature _____ Address _____ Telephone _____ Fax _____
PLEASE CIRCLE ONE:
Agent / Owner / Attorney / Management Co.
Print name / Title _____ Company Name _____

Submitted: Three (3) plot plans showing existing building(s) and proposed structure(s) including the front, side and rear yard setbacks.
*****Plot plans MUST be same size as the original document*****
 One (1) copy of the Homeowners Association approval.
 Site Plan Waiver # _____
 Construction Permit Application

VARIANCE: Approval date _____ File # _____

Check one: Corner Lot Inside Lot

Setbacks: Front _____ Rear _____ Smallest Side _____ Aggregate _____ Second Front _____

Ground Floor Area: Existing _____ Proposed _____ Total _____

Square footage of lot _____ Percentage of lot covered buildings _____ Height _____

Swimming pool distance from: Foundation wall _____ Side _____ Rear _____ Fence _____

Fencing *: Type _____ Height _____ Location _____

This application is: _____ Approved _____ Denied _____ Denied

Application # _____ Zoning Permit # _____ Construction Control # _____

* Application Fee: \$35.00 (Exact cash or check) Received: Cash/Check # _____ Voucher # _____

Marcie B. Maute, Zoning Officer

with N.J.A.C. 5:17, without first filing an application with the construction official, or the appropriate subcode official where the construction involves only one subcode, in writing and obtaining the required permit therefor.

(b) The following are exceptions from (a) above:

1. Ordinary maintenance as defined in N.J.A.C. 5:23-2.7 shall not require a permit or notice to the enforcing agency;

2. Minor work as defined by N.J.A.C. 5:23-2.17A shall require a permit. However, work may proceed, upon notice to the enforcing agency, before the permit is issued;

3. Emergency work not involving lead abatement, except that a permit shall be applied for or notice given as soon thereafter as is practicable, but not later than 72 hours thereafter.

4. Exceptions to permit requirements for temporary structures, tents, tensioned membrane structures, canopies, and greenhouses are as follows:

i. Temporary structures: A construction permit is not required for the erection, operation or maintenance of any temporary structures (excluding tents, tensioned membrane structures, canopies, and greenhouses) covering an area less than 120 square feet, including all connecting areas or spaces with a common means of egress or entrance and which remain in place for less than 180 days;

ii. Tents, tensioned membrane structures, and canopies: A construction permit is not required for tents, tensioned membrane structures, and canopies that meet all of the criteria in (b)4ii(1) through (5) below. Tents, tensioned membrane structures, and canopies meeting the following criteria shall be subject to the permitting requirements of the Uniform Fire Code (N.J.A.C. 5:70-2.7).

(1) The tent, tensioned membrane structure, or canopy is less than 140 feet in any dimension and less than 16,800 square feet in area whether it is one unit or is composed of multiple units;

(2) The tent, tensioned membrane structure, or canopy remains in place or will remain in place for fewer than 180 days;

(3) The tent, tensioned membrane structure, or canopy is used or occupied only between April 1 and November 30;

(4) The tent, tensioned membrane structure, or canopy does not have a permanent anchoring system or foundation; and

(5) The tent, tensioned membrane structure, or canopy does not contain platforms or bleachers greater than 11 feet in height.

iii. A temporary greenhouse, also called a "hoop-house" or "polyhouse," meeting the criteria stated in N.J.A.C. 5:23-3.2(d), shall not require a permit.

iv. Regardless of whether the tent, tensioned membrane structure, canopy, or greenhouse requires a permit, a permit shall be required for any electrical equipment, electrical wiring or mechanical equipment that would otherwise require a permit.

5. Gas utility company shall not be required to obtain a permit or give notice to the enforcing agency for replacement of interior gas utility company-owned metering (meter and related appurtenances) by exterior gas utility company owned-metering if the work is performed by qualified employees of the gas utility company.

6. A permit shall not be required for a sign that meets all of the following conditions; provided, however, that the construction official shall have authority to require the removal of any sign that creates an unsafe condition or otherwise to require correction of any such condition:

i. It is supported by uprights or braces in or upon the ground surface;

ii. It is not served by an electrical circuit directly connected to the sign;

iii. It is not greater than 25 square feet in surface area (one side); and

iv. It is not more than six feet above the ground (mounted height).

7. Lead abatement work performed on a steel structure or other superstructure or in a commercial building.

8. A permit shall not be required for garden-type utility sheds and similar structures that are 100 square feet or less in area, 10 feet or less in height, and accessory to buildings of Group R-2, R-3, R-4, or R-5. Such garden-type utility sheds and similar structures are required to comply with the requirements at N.J.A.C. 5:23-9.9.

9. A permit shall not be required for fences six feet or less in height. This exception does not apply to barriers surrounding public or private swimming pools.

10. A construction permit is not required for an outdoor maze, unless it is six feet or greater in height or contains any electrical equipment. Outdoor mazes that do not require a permit are subject to the permitting requirements of the Uniform Fire Code (N.J.A.C. 5:70-2.7).

i. For the purposes of applying this requirement, an outdoor maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them.

SPECIFICATIONS ON SPECIAL
EVENT SIGNS:

1. Number. No more than one (1) such sign shall be allowed upon any property held in single and separate ownership unless the property fronts upon more than one (1) public street, in which event one (1) sign may be erected on each street frontage.
2. Size. For a subdivision containing fewer than ten (10) lots, the temporary future development sign shall not exceed twenty-four (24) square feet in sign area. For a subdivision containing ten (10) or more lots, the temporary future development sign shall not exceed thirty-two (32) square feet in sign area. For nonresidential developments, the temporary future development sign shall not exceed thirty-two (32) square feet in sign area.
3. Height. A temporary future development sign shall not exceed six (6) feet in height.
4. Duration. Temporary future development signs shall be removed within seven (7) days after the last dwelling has been initially occupied.

- (m) *Temporary special event signs.* Temporary special event signs as approved by the Zoning Administrative Officer as meeting the following content-neutral criteria: (a) the signs are temporary signs for a limited time and frequency, (b) the signs are for a special event as defined herein (*see special event sign*), (c) the temporary signs will not exceed four (4) square feet in size (area) and three (3) feet in height, (d) the temporary signs will not conceal or obstruct adjacent land uses or signs, (e) the temporary signs will not conflict with the principal permitted use of the site or adjoining sites, (f) the temporary signs will not interfere with, obstruct the vision of or distract motorists, bicyclists or pedestrians, (g) the temporary signs will be installed and maintained in a safe manner, and (h) the display of temporary signs for a special event shall not begin any earlier than one week before the event and shall be removed within two (2) business days after the event. Consistent with Subsection 154-90, approval or disapproval shall not be based on the content of the message contained (i.e., the viewpoint expressed) on such signs.
- (n) Signs displayed for the direction or convenience of the public, including signs identifying rest rooms, locations of public telephones, height entrances or the like, with a total area not to exceed two (2) square feet.
- (o) Signs identifying accessible parking spaces, including pavement markings.
- (p) Signs in private parking lots which reserve parking spaces for specific tenants, visitors, compact cars, delivery vehicles, car pool vehicles, alternate fuel vehicles and the like. Each sign shall not exceed two (2) square feet in size.
- (q) Any information or directional sign or historical marker erected or displayed by a public agency, including signs for the purpose of giving directions and distances to commercial districts in which are located the following types of commercial facilities for the convenience of the traveling public: restaurants, motels and establishments for the servicing of motor vehicles, provided that no such sign shall give direction or distance to any specific business establishment.

DEFINITIONS:

Real estate sign means a sign advertising the sale, rental or lease of the premises or part of the premises on which the sign is displayed temporarily.

Revolving sign or *rotating sign* means any sign that revolves or rotates.

Roof sign means any sign erected and constructed wholly on or over the roof of a building, which is supported by the roof structure, or any sign that extends in whole or in part above the roofline of a building.

Roofline means the highest, continuous, horizontal line of a roof. On a sloping roof, the roofline is the principal ridgeline or the highest line common to one or more principal slopes of roof. On a flat roof, the roofline is the highest, continuous line of a roof.

Safety sign. See *Warning sign.*

Sandwich board sign means a temporary, portable, double-faced, freestanding sign.

Sight distance means a triangular-shaped portion of land established at street intersections or street and driveway intersections in which nothing is erected or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection. Locations and dimensions of required sight distance triangles shall be as defined in current AASHTO standards.

Sign means any device, fixture, placard or structure that uses color, form, graphics, illumination, architectural style or design with text or writing to advertise, attract attention, announce the purpose of or identify the purpose of any person or entity or to communicate information of any kind to the public. The term "sign" includes sign structure. The following shall not be considered signs subject to the regulations of this Section: artwork, holiday or seasonal decorations, cemetery markers, machinery or equipment signs or memorial signs or tablets.

Sign area means the total square-foot area of sign surface, including all parts thereof devoted to the background, computed by bounding the exterior of the sign structure or surface with a series of straight lines. The area of a sign painted directly on a wall or awning and signs with letters attached directly to walls or awnings shall be calculated by constructing an imaginary series of straight lines around the outside of all elements of the sign.

Sign face means the part of the sign that is or can be used to identify, display, advertise or communicate information or, for the visual representation, which attracts or intends to attract the attention of the public for any purpose.

Sign structure means any structure which is designed specifically for the purpose of supporting a sign, which has supports or which is capable of supporting a sign. The definition shall include any decorative covers, braces, wires, supports or other components attached to or placed around the sign structure.

Snipe sign (bandit sign) means any sign tacked, nailed, posted, pasted, glued or otherwise attached to trees, rocks or other natural features, or poles, stakes or fences, with the message appearing thereon not applicable to the present use of the premises upon which the sign is located.

Special event sign means a content-neutral sign providing notice of or direction to an event, gathering, assembly or meeting that is open to the public at large.

Statutory sign means a sign required by any statute or regulation of the State of New Jersey or the United States.

REQUEST FOR 200' PROPERTY LIST

Please furnish a listing of the property owners and mailing addresses for all properties within 200 feet of:

BLOCK _____ LOT _____

BLOCK _____ LOT _____

BLOCK _____ LOT _____

REQUESTED BY: NAME _____

ADDRESS _____

PHONE NUMBER _____

REASON FOR REQUESTED LIST: _____

Check preference: YES NO

PICK-UP _____

MAIL TO ABOVE ADDRESS _____

FEE SCHEDULE:

Request per property*	\$ 10.00
Tax Map Page (11x17)	.75
Multiple Properties - CALL	

*Pursuant to the provisions of NJSA 40:55D-12c...the fee is twenty-five cents (25c) per name or ten dollars (\$10), whichever is greater...