

Township of Marlboro
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Sarah Paris
Zoning/Code Enforcement Officer

ON-LINE APPLICATION GUIDELINES: PLEASE FOLLOW THE DIRECTION BELOW SO THAT WE CAN PROCESS YOUR PERMIT IN THE MOST EFFICIENT MANNER:

FLAT PATIO, DRIVEWAY, FENCE AND SHED (UP TO 100 SQ. FT.) PERMIT CHECKLIST

Please include the following with your permit application:

1. **SURVEYS:** A proper size copy of your survey showing the location of the fence, shed, patio, walkway, driveway or driveway addition. The proposed structure must be drawn to scale and dimensioned, showing setbacks and distances from other structures. The survey may not be reduced or enlarged. If your survey is too large to scan and you do not have a digital copy, we will accept a scanned section of the survey. The scanned area must show the proposed improvement(s) and you must write the scale on it so we can measure dimensions. This is only an accommodation for on-line permit submissions (all other permits are required to have full size, complete surveys). Please be sure to write "This is a true and exact copy of my property as it exists today", on the survey being submitted and sign and date it before scanning it and sending it in.
2. **SHEDS** that are 100 sq. ft. or less: Sheds may be placed a minimum of five feet from the side and rear property lines providing that there are no easements, wetlands or other restrictions that would prevent the placement of a structure. Sheds may not exceed 11 feet in height. The size of the shed is proportionate to the property size. Copy and paste the following link to website: <http://www.ecode360.com/12878770?highlight=sheds,shed#12878770>. Draw the shed in to scale on your survey and dimension it. Also show the setbacks from sides, rear and other structures.
3. **FENCES:** A copy of the fence estimate is required, or a list of materials if you are installing the fence yourself. The symbol for fencing is x__x__x__x__x__x__x__x__x__x__.
4. **DRIVEWAYS:** If you are adding to an existing driveway or patio please draw it in to scale and highlight the addition provide the square footage. A lot coverage calculation and/or runoff calculations may be required. An Engineering Driveway Form must also be filled out and there is a separate \$100.00 fee.
5. **EASEMENTS:** Fences on Utility Easements must have a letter of Approval from the owner of the easement. They must also sign a Township Fence-Easement Agreement. This could allow a fence to be placed in an easement provided that the fence is placed in a non-permanent setting and not placed near any pipe that may be in the easement. **SHEDS MAY NOT BE PLACED IN EASEMENTS.**
6. **FEES:**

Driveways	\$ 100.00
Patios/Walkways	\$ 100.00
Fences	\$ 60.00
Sheds	\$ 60.00
7. **ALL OTHER TYPES OF PERMITS :** must be brought into the office for processing. Only full size surveys will be accepted in the office for all other permits.