

PERMIT APPLICATIONS CANNOT BE PROCESSED WITHOUT THE FOLLOWING INFORMATION:

1. The application for Zoning Approval must be filled out completely. Signature must be notarized and fees submitted.
2. If an agent is signing the application, a letter must be submitted (from the homeowner), authorizing the agent to sign on their behalf.
3. You must submit two (2) copies of your survey with your proposed construction drawn to scale with dimensions indicated. You must include all existing structures as well as proposed. **Do not enlarge, reduce, or tape together the survey. FAXED COPIES WILL NOT BE ACCEPTED.**
4. The property owner must certify, sign and date the following statement on all copies of the survey: I CERTIFY THAT THIS SURVEY IS A TRUE AND EXACT REPRESENTATION OF MY PROPERTY AS IT EXISTS TODAY.
5. New developments must submit three (3) copies of the approved plot plan, engineering approval and three (3) copies of the reduced elevation.
6. New businesses must be specific as to what the “Use” being proposed is. Please include the name of the new business owner and/or contact person and phone number on the application (for Continued Certificate of Occupancy).
7. Two (2) sets of sealed Plans must be submitted for construction.

**** Pool applications must also submit the following:**

- **Three (3) sealed topographical plans showing the proposed construction drawn to scale.**
- **Fence Estimate**
- **Fence sign off sheet (signed by homeowner) and notarized.**
- **\$100 check (Zoning fee) and \$400 Check (Engineering fee) or \$200 fee for above ground pool – Each separate check must be made out to “Marlboro Township”.**
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Fees: Single Family Dwellings, decks, sheds, additions, and fences require a \$45 check made out to “Marlboro Township”.

Driveways, Patios and Decorative Walls (not retaining walls) require a \$100.00 check.

Please note: As per ordinance 113-1, all business’ that are located within Marlboro Township must obtain a Mercantile License. Applications are available at the Zoning Office or on-line.

FLAT PATIO

FENCE AND SHED PERMIT CHECKLIST

Please include the following with your permit application:

1. Two (2) Copies of your survey showing the location of the fence , shed or shed, the symbol for fencing is

____X__X__X__X__X__X__X__X____

2. A copy of your fence estimate, or a list of the materials if you are installing the fence yourself.
3. A check or cash (exact amount only) for \$45.00 (for fence and shed) \$100 for flat patios and driveways **Checks made out to "*Marlboro Township*". We now accept VISA, MASTERCARD and DISCOVER CARD in the office.
4. On the Zoning Application please indicate the height and type of the fence, for a shed indicate the size and dimensions and sq. footage for patio and driveway.
5. Please be sure that your Zoning Application is filled out completely and that your signature is notarized. For your convenience we will be happy to notarize your signature on the zoning application at no charge.

Please note: No incomplete packages will be accepted.

The fence ordinance is section 171-3 of the Code of Township of Marlboro It is available for purchase at .05 cents per page or you may read the copy available in our office.

*****Fences on Township Easements may now be placed in a temporary setting as per the fence easement agreement.

***** Fences on Utility Easements must have a letter of Approval from the owner of the easement and must be placed in a temporary setting.

*****No sheds may be placed in any easement*****

Note: Fees for Patios are now \$100.00. The fee for Engineer's Review of Pools is \$400.00 . Review of above ground pools is \$200.00.