

PERMIT APPLICATIONS CANNOT BE PORCESSED 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 certif., 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.

** Pool applications must also submit the following:

- Three (3) sealed topographical plans showing the porposed construction drawn to scale.
- Fence Estimate
- Fence sign off sheet (signed by homeowner) and notarized.
- \$100 check (Zoning fee) and \$200 Check (Engineering fee) – Each separate check must be made out to "Marlboro Township".

Fees: Single Family Dwellings, decks, sheds, additions, patios, pavers, and fences require a \$35 check made out to "Marlboro Township".

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.

Township of Marlboro

1979 Township Drive
Marlboro, New Jersey 07746
(732) 536-0200 ext. 1240
(732) 617-7225 FAX

Sarah Paris
Zoning/Code Enforcement Officer

June 1, 2010

Dear Homeowner:

At this time, the ordinance does permit outdoor lighting for tennis courts and private swimming pools, but it does limit said lighting to the property it is located on and is very clear in its intent that no neighboring property owner should be annoyed or negatively affected by said lighting.

Section 220-37A (2) of the Code of the Township of Marlboro states, "*Glare. No use shall produce a strong dazzling light or a reflection of a strong dazzling light or glare beyond its lot lines. Exterior lighting shall be shielded, buffered and directed so that glare will not become a nuisance to adjoining properties, adjoining districts or streets.*"

Section 220-42H of the Code of the Township of Marlboro states, "*Lighting. No artificial lighting shall be maintained or operated in connection with a private swimming pool, wading pool or portable pool in such a manner as to be a nuisance or an annoyance to neighboring properties. Such lighting shall not shine directly upon any abutting property. No unshielded lights shall be permitted.*"

Section 220-43 of the Code of the Township of Marlboro states, "*Lighting of exterior tennis or sports courts shall be designed to minimize its impact on adjoining properties and roadways. This minimization shall be accomplished through the use of shields, proper orientation, selection of fixtures and other controls. Lighting will only be permitted for the purposes of illuminating a court for the intended use. Illumination levels measured at the property line shall be less than 0.5 foot-candles measured three feet above grade and 2.0 foot candles measured by aiming a light meter at the light bank, as certified by the proposed lighting manufacturer.*"

Sarah Paris, Zoning/Code Enforcement Officer

I have read the above letter and agree to comply with the ordinances of the Township of Marlboro

_____ date _____

**** Also Required:**

_____ Location and number of lights must be drawn on survey

_____ Height of proposed light

FENCE AND SHED PERMIT CHECKLIST

Please include the following with your permit application:

1. Two (2) Copies of your survey (survey must not be faxed, reduced, enlarged or taped together) showing the location of the fence or shed (within the required setbacks for your development), the symbol for fencing is:

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 \$35.00
 Checks made out to: Marlboro Township
4. On the Zoning Application please indicate the height and type of the fence, for a shed indicate the size.
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 220-95 of the Code of Township of Marlboro. It is available for purchase at .18 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*****