

WASHINGTON TOWNSHIP

ZONING COMPLIANCE OFFICE – INSTRUCTIONS

In order to effectively administer the Washington Township Zoning Ordinance, the following procedures related to the Zoning Compliance Office, as required by Section 610 of the Zoning Ordinance, are hereby initiated.

Application Procedures:

Applications for a zoning permit shall be submitted to the zoning officer in writing on a form prescribed by the zoning officer. The application shall be submitted by the owner or lessee of any building, structure or land or the agent of either; provided, however, that if the application is made by a person other than the owner or lessee, it shall be accompanied by a written authorization from the owner or lessee authorizing the work and designating the agent. The application shall be accompanied by two sets of the following information:

- A. A map or site plan of the lot in question, drawn to scale, indicating the lot size and showing all dimensions of lot lines and the exact location(s) of all existing and proposed buildings, fences, signs, structures, and alterations to buildings or structures.
- B. The use, height, length, width, and proportions of the total lot area covered by all proposed and existing buildings, structures, signs, and additions or alterations to buildings, structures, and signs.
- C. A statement indicating the number of dwelling units and/or commercial or industrial establishments to be accommodated within existing and proposed buildings on the lot. In the case of apartment buildings and townhouses, a breakdown of units and the number of bedrooms shall be given. In the case of commercial and industrial uses and home occupations, the floor area to be devoted to each use shall be indicated.
- D. The number, location, dimensions, and design of parking and loading areas, recreational areas, screens, buffer yards, and landscaping, means of egress from and ingress to the lot, routes for pedestrian and vehicular traffic, and outdoor lighting.
- E. The location of all utility lines, the method of proposed water supply and sewage disposal, and the location of any on-lot facilities.
- F. All other information necessary for the zoning officer to determine conformance with and provide for compliance with the zoning ordinance.

The following types of permits have been developed in accordance with Section 610 of the Washington Township Zoning Ordinance:

1. **Zoning/Building Permit** (used for buildings/structures – Fences, Walls, Sheds, garages, pole buildings, additions, dwellings, etc.)
2. **Zoning Permit** (use applications, exterior alterations, temporary uses, etc.)
3. **Certificate of Use & Occupancy** (used to occupy any new structure)
4. **Home Occupation Permit** (Specific to accessory use of a home occupation)
5. **Demolition Permit** (used to demolish any structure or building)
6. **Sign Permit** (used to erect or install any sign)
7. **Business Occupancy Permit** (used specifically to open a business)
8. **Swimming Pool Permit** (used for all swimming pools)
9. **Driveway Permit** (for New, Macadamming Existing, or Changing Use of Driveways)