



Inspections Department
1 Rev. Dr. Martin Luther King, Jr. Drive
Willingboro NJ 08046
Phone # 609-877-2200 Ext. 1214 FAX # 609-877-1278

SHED/ACCESSORY APPLICATION PROCEDURE AND REQUIREMENTS

Procedure

- 1) Fill out the Shed Zoning Permit Application.
- 2) Submit Copy of Survey/Plot Plan (this is usually with your deed or mortgage papers – we do not require a sealed copy). Indicate on your survey where proposed accessory structure will be located. Also indicate the side and rear setbacks from your property lines.
- 3) **Submit the Shed Zoning Permit Application along with Survey/Plot Plan to MUA.** Once they mark out and approve, submit to Inspections Department.
- 4) If you are putting your accessory structure on a concrete pad then a Construction permit is also required. (This will include jacket, building technical, zoning application, and copy of survey indicating size, location, rear and side setbacks.) There is an additional fee for this based on the cost of the job with \$71.00 being the minimum fee.
- 5) Once application is received it will be reviewed by a Zoning Officer for Approval/Denial. Once it is approved your permit will be ready for pickup.
- 6) \$50.00 Fee due when permit is picked-up/issued.

Zoning Requirements

- Shed must be zoned a minimum of 4 ft from the rear and side property lines.
- Shed cannot exceed 12 ft in height. ***NOTE – If shed is over 10 ft in height then a concrete pad is required. Any shed over 200 Square ft will require a Zoning variance and a concrete pad even if 10 ft in height and under.*
- Shed cannot exceed 200 Square ft.
- Shed must be located in the rear of the property (shed cannot be placed on the side or in the front of the dwelling).
- Only 1 detached accessory structure is permitted on a lot.



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SHED/ACCESSORY STRUCTURE ZONING PERMIT APPLICATION

\$50.00 FEE

Accessory Structure Address: _____
Owner Name: _____ Phone #: _____
Owner Address/City/State/Zip: _____

Easement Restrictions

Applicant advised of their responsibility to remove for repairs if requested by Utility Authority. YES _____
Applicant advised only one detached accessory structure is permitted on each lot. YES _____

Accessory Structure Zoning Details

Height of Structure: _____ (Can **NOT** exceed 12 ft in Height)

****NOTE - If over 10 ft in Height a concrete pad will also be *required*.**

Size of Structure: _____ (Can **NOT** Exceed 200 square ft)

****NOTE – Any shed over 200 square ft will require a Zoning Variance and also a concrete pad even if 10 ft in height and under.**

****NOTE - ALL CONCRETE PADS REQUIRE A CONSTRUCTION PERMIT ALSO. This will include the jacket, building technical, zoning application, and copy of survey indicating size, location, rear and side setbacks. There is an additional fee for this permit.**

Side Setback: _____ Rear Setback: _____ (Setbacks must be a minimum of 4 ft. from property line)

Type of Construction: METAL WOOD PLASTIC Survey Attached: YES NO

Cost of Structure: \$ _____

Contractor Name/Address/City/State/Zip/Phone#: _____

Note: Copy of survey must also be submitted indicating size, location, side and rear setbacks. The application will be reviewed by a Zoning Official prior to issuance of the permit.

Applicant Print Name: _____

Applicant Signature: _____ Date: _____

Submit this Zoning Application along with Survey/Plot Plan to MUA. Once they mark out and approve, submit to Inspections Department.

TOWNSHIP OFFICE USE ONLY

MUA Approved Denied Signature: _____ Date: _____

Inspections Dept Approved Denied

Zoning Official Signature: _____ Date: _____