



MANCHESTER TOWNSHIP

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DEPARTMENT OF INSPECTIONS, LAND USE & PLANNING

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INSTRUCTIONS FOR OBTAINING A PERMIT FOR A NEW SINGLE FAMILY HOME

PRIOR APPROVALS:

- **PINELANDS** (if applicable): Contact New Jersey Pinelands Commission at 609-894-7300. A Pinelands Exemption or Certificate of Filing must be presented at time of submission.
- **OCEAN COUNTY SOILS:** All construction of new single family dwellings on isolated lots, where there is a soil disturbance of more than 5,000 square feet, are to be reviewed, inspected and certified, under Chapter 251 of the Soil Erosion and Sediment Control Act. A letter from the Ocean County Soil Conservation District will be issued and must be provided with your Preliminary Engineering.
- **ENGINEERING:** Preliminary Engineering is reviewed by the Township Engineer, but is submitted to through the Building Department.
You will need the following:
 1. Four (4) sealed topographical surveys, prepared by your Engineer showing all proposed improvements and elevations. (See attached Plot Plan checklist)
 2. Builder's Registration Card (if applicable).
 3. A review fee of \$200.00 made payable to Manchester Township due at the time of submission. It is then reviewed within ten working days and upon completion a Copy will be ready for pick up when submitting your building package. Any re-submission for a denied review will result in an additional \$100.00 review fee.
 4. Ocean County Soils Conservation Letter. (see above)
- **BUILDERS REGISTRATION:** This card is issued by the NJ Department of Community Affairs and must be submitted when applying for preliminary engineering.
- **ZONING:** To obtain a zoning permit, you will need to submit a zoning and tree removal application, three surveys from your previously approved preliminary engineering, showing the proposed structure, improvements, setbacks, limits of clearing and height of structure, along with two sets of architectural plans. If the property is a recent purchase (within the last 2 months), provide a copy of the deed or a signed affidavit to build. Please also provide proof of lot consolidation by providing a copy of deed. Land clearing cannot begin until zoning and tree removal are approved and a building packet has been submitted.
 - **MANCHESTER DEPT. OF UTILITIES:** Contact Manchester Department of Utilities 732-657-8121 ex.3312, an approved zoning permit is required if utilities are available for the site or
- **BOARD OF HEALTH:** Approved State Well Permit and Approved Septic Design, where applicable. Ocean County Board of Health 732-341-9700.
- **AFFORDABLE HOUSING DEVELOPMENT FEE APPLICATION:** One copy of plans along with the application is submitted to the Tax Assessor's Office for review. Payment for these fees will be made to the Construction Department prior to issuance of your permit, unless you are an exempt applicant.
- **OTHER APPROVALS:** Such approvals may include Federal, State or County or Municipal agency approvals, the Manchester Planning Board, the Manchester Zoning Board of Adjustment (with resolution and signed site map), D.O.T., C.A.F.R.A., and the Dept. of

Community Affairs. You must provide proof of certification that such approvals have been granted.

- **CONSTRUCTION PERMIT:** Fill out all construction permit applications in their entirety, each technical sub code section must also contain a description of work, a cost of work and signature. Please also review the inside of the construction permit jacket (manila folder) and mark all appropriate items and provide signature. Plumbing and electrical work being done by a licensed contractor must be signed and sealed on the technical section and a copy of a valid license is required.
- **SUBMISSION:** After obtaining all required approvals, the completed construction permit is presented to the Department of Inspections and reviewed for completeness. The permit is then forwarded to our Sub Code Officials for review, this review will be approved or rejected within twenty (20) working days from the date of receipt of the complete construction packet. You will be notified by phone, once the plan review is complete and payment for the construction permit is due. If during the review process any additional information is required, you will be contacted to provide this information. Please note that the twenty (20) review period stops and does not begin again until receipt of the requested information.
 - **NOTE:** If the new construction has a basement, an engineer's soil boring report will be required upon submission. If plans show any options, these options must be listed on the appropriate technical section along with model elevations.