



You couldn't pick a better place.

Non-Residential Zoning Permit Application \$100.00 Application Fee

ADDRESS: _____

ZONE: _____ BLOCK(S): _____ LOT(S): _____

EXISTING USE/BUSINESS NAME: _____

PROPOSED USE/BUSINESS NAME: _____

DESCRIPTION OF OCCUPANCY/ USE OR PROPOSED WORK (be specific): _____

ARE BUILDING PERMITS REQUIRED? ARE THERE ANY PROPOSED SITE IMPROVEMENTS?

Was Planning Board or Zoning Board approval required? NO YES

If Yes, what is the APPLICATION No.: _____ DATE APPROVED: _____

Was a Non-Residential Development Fee (N-RDF) Required: NO YES

APPLICANT SAME AS OWNER

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

OWNER

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

CONTRACTOR SAME AS APPLICANT

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

TENANT SAME AS APPLICANT

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

FOR OFFICE USE ONLY:

APPLICATION No.: _____ DATE SUBMITTED: _____ DATE PROCESSED: _____

PROCESS

1. The Zoning Permit application must be fully completed. **AN INCOMPLETE APPLICATION WILL DELAY THE ISSUANCE OF YOUR ZONING PERMIT.** Department staff will notify the applicant if more information/ documentation is needed or at the issuance of a Zoning Permit. A completed notarized Consent of Owner is required if the applicant is not the owner of record.
2. **ZONING APPLICATIONS HAVE A TEN (10) BUSINESS DAY REVIEW PERIOD. PLEASE ALLOW THE FULL TEN BUSINESS DAYS BEFORE REACHING OUT TO INQUIRE ABOUT THE STATUS.** Within ten business days from the receipt of the application, Department staff will notify the applicant if more information/ documentation is needed or required; or, they will issue a zoning permit.
3. For applications for non-residential tenant fit-up, change of use, change of owner, or change of occupancy, a Zoning Permit is required to ensure the use is permitted in that zone. The existing and/or prior use and the proposed use must be provided on the application. Please be specific when indicating the use (for example, the terms ‘office’, ‘general office’, ‘retail’, etc. are NOT acceptable).
4. Payment is due at the time of application. Payments in the form of checks or money orders, made payable to the ‘Township of Cherry Hill’, can be accepted in the office. Cash is accepted in person, but please allow for processing time, or, a payment link can be sent to the applicant/owner. Per §901 of the Zoning Ordinance, a \$100.00 application fee is required.

APPROVAL

Due to the specific nature of a Zoning Permit, additional permits may be required:

- Building Permits or a Certificate of Occupancy are issued Department of Code Enforcement/Construction (Room 205).
- Sign Permits are available on-line at www.CHNJ.gov or in the Department of Community Development (Room 202).
- Tree Removal Permits are available in the Department of Public Works (1 Perina Boulevard).
- Commercial development may require the submission of a Non-Residential Development Fee (N-RDF). Fee is due prior to obtaining a Certificate of Occupancy per §902.F

BULK REQUIREMENTS/ DESIGN STANDARDS/ PERMITTED USES

For more information on permitted uses and bulk requirements, please refer to the following sections of the Zoning Ordinance on Township website: <https://www.chnj.gov/160/Zoning-Ordinance>

Limited Office (O1) - §411	Institutional (IN) - §418
General Office (O2) - §412	Industrial Restricted (IR) - §419
Professional Office (O3) - §413	Restricted Business (IR-RB) - §421
Neighborhood Business (B1) - §414	Solar - §432.C
Highway Business (B2) - §415	Telecommunications - §432.D
Shopping Center Business (B3) - §416	Temporary Construction Trailers - §432.F
Regional Business (B4) - §417	Signs - §517