PROJECT ORIGINATION

Any project that you can undertake could use this process to determine applicability of regulations (examples: swings sets, fences, home renovations, additions, large mulch beds, etc.)

Determine if the project area or structure is in a regulated flood plain

Go to https://msc.fema.gov/portal/home for guidance.

Yes →

Flood Plain Application

- An application for a floodplain development permit shall be submitted to the floodplain manager.
- May be submitted individually or along with a zoning or construction application.
- Plans required as applicable.
- Elevation certificate as applicable.
- Substantial improvements/ damage form.
- In addition to the local development permit, some projects may require approval from NJDEP, depending on the scope & location of the project.
- You will receive notification by email or letter when review of the flood plain application is complete.

If your application is denied, see comments from the flood plain manager for further instructions.

No

Approved

Determine if the project is regulated by Moorestown Zoning Code Ch 180

Go to https://ecode360.com/10348174 for guidance.

Yes →

Zoning Application

- A zoning application shall be submitted to the zoning official.
- Shall be submitted with the construction application as applicable.
- Shall include a $50 zoning fee.
- Shall include floodplain approval, survey and plans as applicable.
- Shall include any board approvals.
- Can take up to 10 business days for review depending on current volume.
- You will receive notification by email.

If denied, see comments from the zoning official for further instruction.

No

Approved

Is the project regulated by the Uniform Construction Code, NJAC 5:23?

Go to https://www.nj.gov/dca/divisions/codes for guidance.

No

Yes →

UCC Application & Plan Review

- A Uniform Construction Code construction permit application shall be submitted to the construction official.
- See township's construction office page for further information on submission.
- Can take up to 20 business days for review depending on current volume of applications.
- Fees due upon completion of plan review
- The agent listed on the application will be notified of results by email.
- Plans are reviewed by up to 4 plans examiners; results will be emailed after all reviews are conducted.

Project may commence

UCC Application & Plan Review

↓ Approved

Application processed for release & fees

You will receive notification by email to the agent listed on the application. Permit is issued once fees are paid.

↓ Fees Paid

Inspections

See list of inspections required on the construction office website.

↓ Inspections Completed

Certificate

- Every permit shall culminate with a certificate only when all inspections have been approved including final inspections and all other department/agency requirements have been met.
- A permit will remain open until a certificate is issued.
- Moorestown Township requires all open permits to receive certificates for any transfer of ownership.

The Community Development Department appreciates your patience and kind cooperation during the project review process.

Questions? Find our contact information under the Community Development page of the township website.