

INGROUND POOLS:

1. 1 Sealed Survey (recent within the past 2 years)
2. 3 Sealed Plot Plans with a grading plan, proposed pool location, zone designation and requirements in addition to proposed parameters for new development
3. Zoning Application \$100 (checks can be made payable to "Township of Lacey")
4. \$500 check for Engineering (checks can be made payable to "Township of Lacey")
5. Submission of 2 Sealed Final As-Built Surveys Required
6. Final Engineering Inspection Required from VANCLEEF ENGINEERING
 - Applicants are instructed to call Vancleef themselves for the final inspection 732 573 0490

****NO FOUNDATION LOCATION REQUIRED FOR POOLS****

NEW SINGLE FAMILY DWELLINGS & ADDITIONS:

1. 1 Sealed Survey (recent within the past 2 years)
2. 3 Sealed Plot Plans with a grading plan, proposed dwelling/addition location, zone designation and requirements in addition to proposed parameters for new development
3. Zoning Application \$100 (checks can be made payable to "Township of Lacey")
4. \$500 check for Engineering (checks can be made payable to "Township of Lacey")
5. A set of building plans will have to be submitted to the Tax Assessor's office, for Affordable Housing Development Fee Assessment. This is a prior approval and building permits will not be issued without this fee paid. Please notify the tax assessor's office when project is near completion for the FINAL Affordable Housing Development Fee.
 - A Certificate of Occupancy will not be issued without the FINAL fee paid
 - Any questions regarding the Affordable Housing Development Fee please contact the tax assessor's office 609 693 1100 ext. 2284
6. Once foundation is set – 2 Sealed copies of Foundation Location submitted to building department and APPROVED before foundation inspection can be scheduled.
7. Submission of 2 Sealed Final As-Built Surveys Required
8. Final Engineering Inspection Required from VANCLEEF ENGINEERING
 - Applicants are instructed to call Vancleef themselves for the final inspection 732 573 0490

****A Certificate of Occupancy or Certificate of Approval cannot be issued until these documents are received by this office****

NEW TENANT / NEW BUSINESS / NEW SIGNAGE:

1. Zoning Application \$75, with signage \$85 (checks can be made payable to "Township of Lacey")
2. Name of Business
3. Approx. Sq. Ft.
4. Unit # (If Applicable)
5. # of Employees
6. Detailed description of business
7. Floor Plan (can be hand drawn)
8. New food establishments or selling package goods- Local Food Handler License is also required (If Applicable)
 - Board of Health License Application \$75 (checks can be made payable to "Township of Lacey")
 - Sanitary Inspection Report
 - Copy of Current Lease
9. Signage
 - Zoning Application \$25 (checks can be made payable to "Township of Lacey")
 - Need picture of existing signage at property of both free-standing and flat attached sign (even if sign is blank)
 - 3 Sealed Rendering Drawings needed from Sign Company including:
 - Square footage of façade of the building and/or free-standing sign
 - Indicating proposed dimensions of new signage
 - Image example of proposed signage