WASHINGTON TOWNSHIP

"We are Business Friendly"

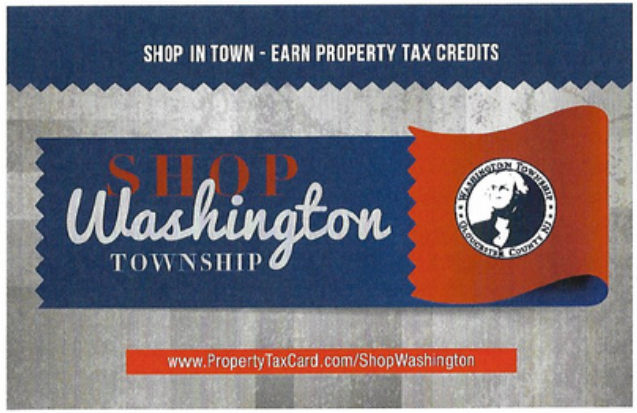
PROPERTY MAINTENANCE

Businesses are responsible for maintaining their properties in accordance with the Township's Property Maintenance Codes. A list of regulations can be found on the Township's website via the Municipal Code Book. Generally, businesses must keep their exterior free from nuisances, manage their refuse or other waste, maintain their grounds including landscaping, natural growth, and overall maintain their property.

From time to time, inspections may be performed and failure to comply with the Township's maintenance code may result in violations and summonses. It is the desire of the Mayor and the Township's Governing Body to protect the health, safety, and welfare of the community.

THIS GUIDE PROVIDES AN OVERVIEW OF THE APPROVAL PROCESS AND WHAT IS TYPICALLY REQUIRED

It is intended to help you proceed through the application and approval process with a fundamental understanding of our rules and requirements and to ultimately help expedite your application. By understanding the basics of the process, you will help facilitate the progress of the necessary approvals, permits, and inspections resulting in your ability to open your business sooner.



Washington Township Mayor
Joann Gattinelli

Council President
Sean Longellow

Council Vice President
Andrea Dougherty

Council Member
Andra Williams

Council Member
Anthony Dellapia

Council Member
Richard Bennett

523 Egg Harbor Road • Sewell, NJ 08080
Phone: 856.589.0520

www.TownshipNJ.com

A Guide To Opening A Business

Welcome to Washington Township located in Gloucester County, New Jersey. As of the 2016 United States Census, the Township's population was 48,035 and is the largest community in Gloucester County. Washington Township is a New Jersey suburb in the Greater Philadelphia Metropolitan Area.

Washington Township was incorporated on February 17, 1836 as part of Gloucester County during a meeting held at the Green Tree Tavern, at the corner of Egg Harbor Road and Greentree Road. The Township officially moved to Camden County in March of 1844 but moved back into Gloucester County on February 28, 1871.

Washington Township is the ideal place to open your business and invest in our community. With programs such as the Shop Washington Township Program, it is the vision of the Mayor and Council to welcome you and make your experience opening your business as seamless as possible.

HELPFUL CHECKLIST

- Choose location where business is permitted per Zoning designation. We strongly advise you to first visit the friendly staff at the Zoning and Planning Office to obtain information concerning Zoning application, fees, Zoning and/or Planning Board applicability and any necessary permits including Change of Use.
- If an applicant is denied by the Zoning Officer for proposed construction, he or she must apply for a variance with the Board of Adjustment Contact: Zoning Secretary: **Jeanette Naylor (856) 589-0520 ext. 2245.** If the applicant knows in advance that they need a variance, in order to expedite the process, you may submit your permit package to the Construction Official with the understanding that a permit will not be issued until all prior approvals are obtained and fees paid, per N.J. Regulation. An application for the variance must be submitted in order to be reviewed by the Zoning Officer. Once the variance is issued and the Building Department receives a copy of the Resolution from the Board of Adjustment, the application for the permit may proceed, once the applicant provides complete building plans. Zoning Officer: **Pellegrino Agnes (856) 589-0520 ext. 2234**
- We strongly advise you to visit the friendly staff at the Construction Department before preparing architectural drawings to determine what steps, if any, must be taken for the permit application. Construction Official: John DiStefano (856) 589-0520 ext. 2215. Fee schedule and applications for Construction are available in the Construction/Zoning Dept. Applications are available at: **www.TownshipNJ.com**



CONSTRUCTION PERMIT APPLICATION

The package typically contains the following:

- Construction permit application and jacket
- Forms for any applicable sub codes Zoning application
- Engineering application *(if necessary)*
- Upon submission of application plan review, the State allows a twenty (20) business day review period. Fees are collected after approval is obtained.
- During the project, inspections are REQUIRED and depending upon the scope, more than one inspection may be needed. Inspectors leave stickers on the site after inspections. RED is a failure notice; a WHITE sticker is an approval notice. If you fail your inspection, YOU must reschedule your inspection with the Building Department when you have made the necessary changes as required by the inspector. If a Plan Review rejection is issued, the applicant will be contacted. We strongly recommend the provision of an email or fax number from the applicant to each department. If the project is of a complex nature, please be advised, the Construction Department can determine if you are eligible for a partial approval to facilitate work where approvals have already been given.
- Permits will be issued when all preliminary approvals have been met and fees paid. These include Zoning, Bonding, Escrow, Engineering, and all County approvals including Health, if applicable. The State allows a ten (10) business day period for plan review of an application through Zoning. Once Zoning and any other required preliminary approvals *(Zoning Dept. can identify)* have been granted and an application is complete, permits will be granted, provided all fees are paid in full.
- Check signage ordinance on Twp. Website and prepare design prior to submitting to Zoning office.
- Obtain Zoning compliance Certificate.
- Complete Construction. Schedule final inspections and complete any outstanding items identified by the Construction Office. When all FINAL inspections and prior approvals are complete and passed, a CO *(Certificate of Occupancy)* can be issued.
- Apply for business license, pay associated fee *(annual)* and register business with the Clerk: Christine Ciallella (856) 589-0520 ext. 2213

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0520 ext. 2261

To schedule a Grand Opening with the Mayor's Office dial 856-589-0520 ext. 2283.
To schedule a Ribbon Cutting email Greater WT Chamber of Commerce at info@wtchamber.org .



REQUESTING AN INITIAL CONSULTATION

An initial consultation can be requested with the Department of Economic Development for any type of development or construction project. The consultation is available prior to the submission of any formal application to help prospective applicants in achieving their plans and goals in a timely and efficient manner. The Township understands that the process can be confusing and cumbersome at times and therefore recommends that prospective applicants take advantage of this consultation when appropriate.

Prospective applicants will have the opportunity to meet with representatives as applicable from the Planning and Zoning Division, Division, Division of Construction Code and Code Enforcement.

All requests for scheduling a consultation should be made through the **Department of Economic Development** by phone at (856) 589-0520 ext. 2261.

WHAT ELSE DO I NEED TO KNOW?

Our Township Officials are restricted by the Uniform Construction Code *(UCC)*, the Municipal Land Use Law *(MLUL)*, and the Township's Zoning Ordinances. Many of our regulations have been adopted from uniform codes and are identical in many communities statewide. Many of them are State Statutes which are locally enforced. There will be times when Township Officials cannot approve your proposal because they must apply these laws, and it is important that you understand that.

WASHINGTON TOWNSHIP

"A great place to live, work and raise a family."