



Phone (856) 218-4170 Email: Envhealth@co.gloucester.nj.us

RESIDENTIAL CONTINUED USE SUBMISSION REQUIREMENTS

Submit the required documentation electronically to CME associates via [the QR Code above.](#)

[The application can also be paid online via the portal.](#) The fee for a continued use review is \$200.00.

Please submit the following for review:

- Sketch of Property
- Dimensions and Configuration of existing vs proposed. Architectural drawings preferred
- Well location- Distance from existing dwelling and new dwelling/ addition.
- Septic System component's location.
- Label components of sewage disposal system.
- Distance of septic system components to existing dwelling and new dwelling/addition.
- OPRA documentation from GCHD to show the existing system

Explain in writing what your alteration will be:

- Include number of bedrooms before and after addition/new dwelling
- Provide a floor plan of the existing dwelling, label all rooms and show doorways
- Provide a floor plan of the dwelling after the construction of the proposed addition/new dwelling.
- Label all rooms and show doorways.
- Provide a written statement as to whether or not your existing sewage disposal system is malfunctioning.
- If you are converting a bedroom to an office, the plans must depict the closet being removed

Please provide:

- Owners Name
- Mailing Address
- Owners email address
- Telephone Number
- Block and Lot numbers
- Township

Additional information may be required as determined on a case-by-case basis.