



**City of Long Branch
Department of Building and Development
Office of Planning and Zoning**

ZONING PERMIT APPLICATION COMPLETENESS REVIEW

February 26, 2016

APPLICANT: _____

OWNER (if different from applicant): _____

ADDRESS: _____ **BLOCK:** _____ **LOT(S)** _____

RECEIVED DATE: _____ **APPLICATION REVIEW DATE:** _____

This application is **INCOMPLETE** for the following missing items and/or reasons as marked:

1. FEES:

_____ Zoning Permit Processing Fee** of: _____

2. COPIES:

_____ One copy of plans no larger than 11" X 17" but must be legible

3. DOCUMENTS:

_____ Completed Zoning Permit Application

_____ Current Survey of Property. **DETAILS REQUIRED ON CURRENT SURVEY OF PROPERTY:**

- Required to be within 5 years of this application unless discussed with Zoning Official
- Show existing and proposed conditions including lot dimensions, structures, parking spaces, lot coverage (all structures including decks, steps, walkways, driveways, etc.) and setback dimensions

_____ Existing Floor Plan indicating the existing layout, dimensions, and type of use in each room

_____ Proposed Floor Plan indicating the proposed layout, dimensions, and type of use in each room

_____ Expansions/New Construction: Elevation Plans showing front and side views with existing and proposed heights of the structure measured from the existing ground to the highest peak.

_____ Letter signed by the building/property owner approving the proposed work and/or new use

_____ Photograph of subject property (may be waived as per Zoning Official)

Major Construction:

_____ Grading and Drainage Plan: Complete plan with information as required on **Grading Plan Checklist**

_____ Initial Grading Plan Review Fee** of: \$600

_____ Completed W – 9 form for grading plan review escrow account

_____ Additional/Revised Grading Plan Review Fee** of: \$150

Previous Board Applications:

_____ Memorialized Resolution

_____ Resolution Compliance Letter

_____ Engineering/Site Inspection Fee** of: \$250

_____ Completed W – 9 form for inspection escrow account

Accessory Structures and Signs:

_____ Drawings, details and/or cut sheets (pamphlets are acceptable) of accessory structures showing height, size, dimensions, layout and use for:

_____ generator; _____ shed; _____ pcf/pod; _____ pool equipment; _____ other: _____

_____ Sign Location Plan (*can be indicated on survey*)

_____ Sign Graphic Detail including an illustration with dimensions, materials, and lighting information

Redevelopment Zone Applications:

_____ Letters signed by both the owner and tenant(s) indicating that the owner and tenant (s) are aware that the property is located in the Redevelopment Zone and is subject to Redevelopment

4. OTHER:

_____ 1: _____

_____ 2: _____

_____ 3: _____

Please re-submit the entire application in one complete package to the Planning & Zoning Office.

**** Check or Money Order** made out to *The City of Long Branch*