



City of Long Branch
Office of Planning and Zoning
344 Broadway, Long Branch NJ 07740
Phone (732) 571-5647 Fax (732) 222-7755

OFFICE USE ONLY:

Received Date: _____

Application #: _____

Check #: _____

ZONING PERMIT APPLICATION

RESIDENTIAL

As of March 15, 2016 [Applicant & Owner Information]

All blanks must be filled in and all required documents attached. ANY application that is not complete will not be accepted and may result in a permit denial. Permit process takes approximately 10 business days once fully complete and accepted.

DATE _____ ZONE _____ BLOCK _____ LOT(s) _____

ADDRESS OF REQUEST: _____ UNIT # _____

Nearest Cross Street: _____

Existing Building Use (i.e. 1-family, 2-family, 2 BR Condo, etc.): _____

APPLICANT'S NAME: _____

APPLICANT IS: HOMEOWNER BUILDING OWNER CONTRACTOR TENANT OTHER: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER(S): _____

BUILDING/HOME OWNER NAME (if different from above): _____

BUILDING/HOME OWNER MAILING ADDRESS (if different from above): _____

BUILDING/HOME OWNER PHONE NUMBER(S) (if different from above): _____

PERSON PICKING UP PERMIT _____ BEST # TO BE REACHED _____

Note: Denials are mailed to the applicant unless noted otherwise here: _____

DETAILED DESCRIPTION OF PERMIT REQUESTED: _____

REQUIRED INFORMATION FOR ALL RESIDENTIAL APPLICATIONS:

Existing Footprint in Square Feet: _____ Proposed Addition in Square Feet: _____

Total Square Footage: Existing/Previous _____ Proposed _____

Height (in feet and stories): Existing _____ Proposed _____

Number of Bedrooms: Existing _____ Proposed _____ Total _____

Number of Parking Spaces: Existing _____ Proposed _____ Total _____

Total Lot Area: Existing _____

Total Lot Coverage: Existing _____ Proposed _____

List any pending or previous litigation, legal action, and/or violations for this property **and attach documents**: _____

Are you reconverting from a non-permitted use to a permitted use or reducing the number of units? _____

If yes, is proof that the tax assessor received a letter stating the deconversion attached (**REQUIRED**)? _____

NEW HOMES, IN-GROUND POOLS & ADDITIONS (50% OR MORE OF EXISTING FOOTPRINT) ALSO NEED:

Initial: Grading and Drainage Plan _____ \$600 Fee _____ Completed W-9 _____

OR Additional: Revised Grading Plan & Documents _____ City Engineer Review Letter _____ \$150 Fee _____

RENOVATIONS / ADDITIONAL BEDROOMS TO MULTI-FAMILY, CONDOMINIUMS OR APARTMENTS:

Is there a Condominium Association? _____ If yes, is a letter from the Association approving the proposed work attached (**REQUIRED**)? _____ If no, are letters from all unit owners, lesers and the building owner approving the proposed work attached (**REQUIRED**)? _____

BOARD APPLICATIONS:

Is this Zoning Permit Application anticipating a DENIAL and future Planning or Zoning Board review? _____

PREVIOUS/CURRENT BOARD PROJECT NAME: _____

BOARD FILE NUMBER: _____

Approved _____ Denied _____ Planning Board _____ Zoning Board of Adjustment _____

Memorialized Resolution attached _____ Resolution Compliance letter attached _____

\$250 Escrow Fee for engineering/site inspection _____ Completed W-9 attached _____

I, _____, applicant (**owner or authorized agent**), HEREBY ACKNOWLEDGE THAT THIS TWO-PAGE APPLICATION HAS BEEN READ, UNDERSTOOD, AND IS 100% COMPLETE AND ACCURATE. ALL REQUIRED DOCUMENTS ARE ALSO PROVIDED AND ARE 100% TRUE. I understand that all information provided may be used to formulate a letter of denial and subsequently for reference prior to, during, or after issuance of any permit or license. Any subsequent issued permit will pertain to zoning issues *only*. I understand that in signing this application that my affirmation as to the contents of such is true, and any work done contrary is in violation at my obligation which is a legal duty. Furthermore, the undersigned, as applicant for the above zoning permit, in consideration for the issuance of same, hereby agrees to defend, hold harmless, and indemnify the City of Long Branch and its employees and/or agents from any claims, liability or damages arising from the issuance of the aforesaid zoning permit. I also understand that if this application is approved, I and/or the owner am responsible for providing a correct as-built plan and to pay all fees incurred by the City or its professionals to rectify any problems cited by complaint or inspection, before, during and/or after construction in particular if the construction is not built to the approved plan or permits. ***I understand that failure to provide complete and accurate application information may result in penalties and/or immediate rescinding of any permits issued.***

PRINT APPLICANT'S NAME: _____

SIGN APPLICANT'S NAME: _____

APPLICANT'S EMAIL ADDRESS: _____

ALTERNATE PHONE NUMBER(S): _____

ZONING APPLICATION CHECKLIST - RESIDENTIAL

1. **FEES:** Permit Review Fee of \$30.00 for Single-family, \$50.00 for all others; **Check or Money Order** made out to *The City of Long Branch*.
2. **COPIES:**
____ **One copy of all plans 11" X 17" in size. One large size plan to scale. An electronic copy (PDF) of the Grading Plan.**

(NOTE: Building Dept. requires 2 ADDITIONAL SIGNED AND SEALED DETAILED PLANS for construction permits)

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
 - Floodplains, wetlands and water bodies must be shown if the application is within 300 feet of such items. Freehold Soil Conservation District, NJDEP and/or CAFRA permits may be required.
- ____ **Existing Floor Plans** indicating the existing layout, dimensions, and type of use in each room
- ____ **Proposed Floor Plans** indicating the proposed layout, dimensions, and type of use in each room
- ____ **Elevation Plans** showing front and side views of the proposed construction plus existing and proposed heights of the structure measured from the existing ground to the highest peak.
- ____ **Photograph** of subject property

Major Construction (i.e. new construction, in-ground pools, new home, large additions, townhouses) also require:

- ____ **Grading and Drainage Plan:** Complete plan with information as required on **Grading Plan Checklist**
- ____ **Initial Grading Plan Review Fee:** \$600 check or money order made out to *The City of Long Branch*
- ____ Completed W – 9 form for grading plan review account
- ____ Additional/Revised Grading Plan Review Fee: \$150 check or money order made out to *The City of Long Branch*

Previous Board Applications also require:

- ____ **Memorialized Resolution**
- ____ **Resolution Compliance Letter**
- ____ **Engineering/Site Inspection Fee:** \$250 check or money order made out to *The City of Long Branch*
- ____ Completed W – 9 form for escrow account

Redevelopment Zone Applications also require:

- ____ **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 Zone rules and approval by the City Redevelopment Authority.