



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

MINOR

As of March 15, 2016 [Owner/Business/Applicant Information]

**Fences, Sheds, A/C units, Generators, Dumpsters, Oil Tanks, Outdoor Storage Units /
 Portable Containerized Property Storage Facilities (i.e. PCPSFs, PODS, etc.)**

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
 BUSINESS OWNER OTHER: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER(S): _____

FOR BUSINESSES, NAME OF BUSINESS: _____

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: _____

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

**OUTDOOR STORAGE UNITS / PORTABLE CONTAINERIZED PROPERTY STORAGE FACILITIES
 (i.e. PCPSFS, PODS, ETC.) (REQUIRED):**

6-month application: _____ Extension Request _____

BOARD APPLICATIONS: (REQUIRED)

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 - MINOR

1. **FEES: Check or Money Order** made out to *The City of Long Branch*.
_____ Permit Review Fee: \$30.00

2. **COPIES:** One (1) Copy of any plans or documents *equal to or smaller* than 11" X 17"
OR Four (4) Folded Copies of any plans or documents ***larger*** than 11" X 17"

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

3. **DOCUMENTS:**

_____ **Completed Zoning Permit Application**

_____ **Letters and Resolutions** as required on page 1 of this 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 conditions including lot dimensions and structures
- Indicate proposed location(s) of proposed structure(s)
- Include setbacks (the measured distance) of the structure(s) to the side, rear and front property lines
- Indicate height of fence and/or proposed structure(s) and materials

Sheds also require:

_____ **Details:** Drawings or cut sheets (pamphlets are acceptable) of shed required showing:

_____ Height of structure

_____ Size and dimensions structure

_____ Layout of shed (i.e. floor plan showing open storage, walls, etc. and use)

Outdoor Storage Units / PCPSFs also require:

_____ **Details:** Drawings or cut sheets (pamphlets are acceptable) of unit required showing:

_____ Height of structure

_____ Size and dimensions structure

_____ Use of structure (i.e. floor plan showing open storage, use, etc.)

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.