



**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**

*As of November 1, 2011 [Fees]*

**TELECOMMUNICATIONS/ARRAY**

*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 20 business days once fully complete and accepted.*

**DATE** \_\_\_\_\_ **ZONE** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **LOT(s)** \_\_\_\_\_

**ADDRESS OF REQUEST:** \_\_\_\_\_ **UNIT** \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Existing/Previous Use of Building (i.e. Mixed Use, Professional, Warehouse, etc.) \_\_\_\_\_

Existing/Previous Use of Unit (i.e. Restaurant, Retail, Office, etc.) \_\_\_\_\_

**NAME OF OWNER/BUSINESS:** \_\_\_\_\_

**OWNER/BUSINESS MAILING ADDRESS:** \_\_\_\_\_

**OWNER/BUSINESS PHONE NUMBER(S):** \_\_\_\_\_

**DETAILED DESCRIPTION OF PERMIT REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For ALL Telecommunications/Arrays:**

Height (in feet and stories): Existing/Previous \_\_\_\_\_ Proposed \_\_\_\_\_

Survey with existing and proposed structures \_\_\_\_\_ Telecommunications/array details \_\_\_\_\_

Technical Data/Backup and/or FCC Report (Include FCC Compliance / Safety System Coverage, etc.) \_\_\_\_\_

\$50 Permit Fee \_\_\_\_\_ \$500 Escrow Fee for Technical Review \_\_\_\_\_ Completed W-9 \_\_\_\_\_

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

\_\_\_\_\_

**BOARD APPLICATIONS:**

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

**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 MAILING ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE NUMBER(S): \_\_\_\_\_

### **ZONING APPLICATION CHECKLIST - TELECOMMUNICATIONS**

1. **FEES:** \_\_\_\_\_ Permit Review Fee: \$50.00 **Check or Money Order** made out to *The City of Long Branch* (**Separate** check from Technical Review Fee escrow check)

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**

\_\_\_\_\_ **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.

\_\_\_\_\_ **Proposed Array location and setbacks**

\_\_\_\_\_ **Details of Telecommunication Device/Array**

\_\_\_\_\_ Technical Data/Backup and/or FCC Report (Include FCC Compliance / Safety System Coverage, etc.)

\_\_\_\_\_ Telecommunications/Array Technical **Review Fee:** \$500 check or money order made out to *The City of Long Branch* (separate check from Permit Fee check)

\_\_\_\_\_ **Completed W – 9 form** for Technical Review escrow account

**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.