



WEBSITE & FORMS

Revised February 20, 2015

1. **How can I find out information about the CITY OF LONG BRANCH?**
Visit our website at: www.visitlongbranch.com or www.longbranch.org
2. **How can I find out information about the PLANNING & ZONING OFFICE?**
Follow Item 1 above. Once on the Homepage, **Click on the "Departments"** toolbar **Scroll to and click on "Building & Development"**, then **"Planning and Zoning"**
3. **How can I review the CITY ZONING MAP?**
You can review the Zoning Map or pick up an 11"x17" copy at the Planning & Zoning Office. Or view it on our website per Item 2, then **scroll down and click on: "Zoning Map"** in the left-hand "Resources" column.
4. **How can I review the CITY ZONING ORDINANCES?**
You can review the Zoning Ordinance or purchase one at the Planning & Zoning Office. Or follow the steps in Item 2, then **scroll down and click on: "Zoning Ordinance"** in the left-hand "Resources" column.
For Zoning, see Chapter 345 (Bulk Requirement summaries are Subsections 102 through 121). For Land Use see Chapters 69 and 300. For Signs see Chapter 284.
5. **Where can I obtain HURRICANE SANDY and HOUSE RAISING Information?**
Our office prepared a sample **"Raise House Elevation Sample"** and a **"Zoning Application Checklist for Raising Homes Due to Storm Damage"**. Go to our webpage per Item 2 above, then **scroll down** in the left-hand "Resources" column. The **"New Preliminary Flood Maps"** are located in the left-hand "Notices" column.
6. **Where can I obtain a ZONING PERMIT APPLICATION?**
Come into the Zoning & Planning Office between 8:30 and 4:30 Monday to Friday to pick up an application. Or visit our website as per Item 2, then **scroll down and click on the correct application** in the left-hand "Resources" column.
7. **Which ZONING PERMIT APPLICATION do I fill out and what is required?**
MINOR: Residential or Commercial fences, sheds, air conditioning units, generators, dumpsters, oil tanks, PODS, dumpsters, small walkways, etc.
RESIDENTIAL: All other Residential items such as new homes, additions, sunrooms, patios, decks, porches, pools, cabanas, sport courts, renovations, driveways, etc.
COMMERCIAL: All other Business items including new businesses, uses, change of ownership, signs, expansions, renovations, decks, parking lots, etc.
DOCUMENTATION: Refer to the checklist of required items on page 2 of the application.
8. **When do I need a GRADING PLAN? What is required?**
Grading plans are required for Zoning Permits for new homes, large additions, parking lots, in-ground pools and Zoning Board applications. Visit our website as per Item 2 above, then click on the **Grading Plan Checklist** and the **Grading Plan Application** in the left-hand "Resources" column.
9. **Where can I find MEETING DATES and AGENDAS for the PLANNING and ZONING BOARDS?**
Visit our website as per Item 1 above. On the Homepage, **Click on the "Boards and Commissions"** toolbar. **Scroll to and click on "Planning Board" or "Zoning Board"**. Once on the Board page, **scroll down to Meeting Dates**; the **Agendas** are located in the left-hand "Resources" column.
10. **What forms do I need for PLANNING BOARD and ZONING BOARD APPLICATIONS?**
A **Development Plan Application** is required. Pick it up at our office or visit our website as per Item 2 above, then **Click on the Development Plan Application** located in the left-hand "Resources" column.
11. **Is there another way to view and download PLANNING and ZONING FORMS?**
The same documents can also be accessed from the Forms and Resources page from the city website per Item 1 above. Once on the Homepage, **Click on the "Forms/Resources"** toolbar. **Scroll down to "Planning and Zoning"** and all forms will appear on the right.