



ZONING APPLICATION CHECKLIST FOR RAISING HOMES DUE TO STORM DAMAGE

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 (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**
 - Complete and sign the Residential Zoning Permit Application including accurate description, height and stories of structure, number of bedrooms, parking spaces, etc. as indicated on the application.
 - ****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, setback dimensions and lot coverage (all structures including decks, steps, walkways, driveways, etc.)
 - ****Current Flood Elevation Certificate to NAVD 1988**
 - ****New Required Finished Floor Elevation (FFE) determined by City Flood Plain Manager**
 - **Photograph(s)** of subject property (may be included in the Flood Elevation Certificate)
 - **Floor Plans**
 - Show existing and proposed conditions indicating the layout, dimensions, and type of use in each room for each and every floor, including basement.

NOTE: IF ONLY RAISING STRUCTURE, EXISTING AND PROPOSED ARE THE SAME

 - **Elevation Plans**
 - Show front view of the raised structure including:
 - Existing and Proposed grade (same if no change in grade);
 - Existing and Proposed First Floor Elevation (FFE);
 - Existing and Proposed building height measured from the existing ground to the highest peak;
 - Advisory Base Flood Elevation (ABFE) or FEMA Flood Map (FIRM) Base Flood Elevation (BFE) - whichever is higher;
 - New Required Finished Floor Elevation (required FFE).
 - **Grading and Drainage Plan and documents**
 - Required if changing grade more than 18-inches or if new home or addition is more than 50% larger than existing structure;
 - Required information:
 - All information as required on Grading Plan Checklist
 - Initial Grading Plan Review Fee: \$600 check or money order to *The City of Long Branch*
 - Completed W – 9 form for grading plan review account

**** Key items for review and discussions**

Where can I obtain a ZONING PERMIT APPLICATION, GRADING PLAN INFORMATION and/or review ZONING and STORM RELATED ORDINANCES?

You can come in to the Planning & Zoning Office between 8:30 and 4:30 Monday through Friday to view or obtain these documents. Or visit our website at: www.visitlongbranch.com. On the Homepage, **Click on the "Departments"** toolbar then **scroll to "Building & Development" and click on "Planning and Zoning"**.

In the left-hand **"Planning and Zoning Resources"** column, **scroll down and click on:**

[Zoning Application - Residential](#) for the zoning permit application;

[Grading Plan Checklist](#) for all grading and drainage requirements;

[Zoning Ordinance](#) for zoning related ordinances. *For Land Use, see Chapters 69 and 300. For Zoning, see Chapter 345 (Bulk Requirement summaries are Subsections 102 through 121). For specific storm related items see Ordinance Sections 345-10A(4), 345-10E(3), 345-10L, and 345-17.*