



ZONING PERMIT APPLICATION COMPLETENESS REVIEW

February 26, 2016

APPLICANT: _____
OWNER (if different from applicant): _____
ADDRESS: _____ **BLOCK:** _____ **LOT(S)** _____
RECEIVED DATE: _____ **APPLICATION REVIEW DATE:** _____

This application is **INCOMPLETE** for the following missing items and/or reasons as marked:

1. FEES:

_____ Zoning Permit Processing Fee** of: _____

2. COPIES:

_____ One copy of plans no larger than 11" X 17" but must be legible

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

_____ **Existing Floor Plan** indicating the existing layout, dimensions, and type of use in each room

_____ **Proposed Floor Plan** indicating the proposed layout, dimensions, and type of use in each room

_____ **Expansions/New Construction: Elevation Plans** showing front and side views with existing and proposed heights of the structure measured from the existing ground to the highest peak.

_____ **Letter signed by the building/property owner** approving the proposed work and/or new use

_____ **Photograph** of subject property (*may be waived as per Zoning Official*)

Major Construction:

_____ **Grading and Drainage Plan:** Complete plan with information as required on **Grading Plan Checklist**

_____ Initial **Grading Plan Review Fee**** of: **\$600**

_____ **Completed W – 9 form** for grading plan review escrow account

_____ Additional/Revised **Grading Plan Review Fee**** of: **\$150**

Previous Board Applications:

_____ **Memorialized Resolution**

_____ **Resolution Compliance Letter**

_____ **Engineering/Site Inspection Fee**** of: **\$250**

_____ **Completed W – 9 form** for inspection escrow account

Accessory Structures and Signs:

_____ **Drawings, details and/or cut sheets** (pamphlets are acceptable) of accessory structures showing height, size, dimensions, layout and use for:

_____ generator; _____ shed; _____ pcf/pod; _____ pool equipment; _____ other: _____

_____ **Sign Location Plan** (*can be indicated on survey*)

_____ **Sign Graphic Detail** including an illustration with dimensions, materials, and lighting information

Redevelopment Zone Applications:

_____ **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

4. OTHER:

- 1: _____
 2: _____
 3: _____

Please re-submit the entire application in one complete package to the Planning & Zoning Office.

** Check or Money Order made out to *The City of Long Branch*