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:
       o Existing and Proposed grade (same if no change in grade);
       o Existing and Proposed First Floor Elevation (FFE);
       o Existing and Proposed building height measured from the existing ground to the highest peak;
       o Advisory Base Flood Elevation (ABFE) or FEMA Flood Map (FIRM) Base Flood Elevation (BFE) - whichever is higher;
       o 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:
       o All information as required on Grading Plan Checklist
       o Initial Grading Plan Review Fee: $600 check or money order to The City of Long Branch
       o 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.