City of Long Branch  
Department of Building and Development  
Office of Planning and Zoning

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

344 Broadway, Long Branch NJ, 07740  
Phone (732) 571-5647  Fax (732) 222-7755