



City of Long Branch
Office of Planning and Zoning
 344 Broadway, Long Branch NJ 07740
 Phone (732) 571-5647 Fax (732) 222-7755

OFFICE USE ONLY:

Received Date: _____
 Application #: _____
 Check #: _____

ZONING PERMIT APPLICATION

As of April 29, 2009

TELECOMMUNICATIONS/ARRAY

All blanks must be filled in and all required documents attached. ANY application that is not complete will not be accepted and may result in a permit denial. Permit process takes approximately 20 business days once fully complete and accepted.

DATE _____ **ZONE** _____ **BLOCK** _____ **LOT(s)** _____

ADDRESS OF REQUEST: _____ **UNIT** _____

Nearest Cross Street: _____

Existing/Previous Use of Building (i.e. Mixed Use, Professional, Warehouse, etc.) _____

Existing/Previous Use of Unit (i.e. Restaurant, Retail, Office, etc.) _____

NAME OF OWNER/BUSINESS: _____

OWNER/BUSINESS MAILING ADDRESS: _____

OWNER/BUSINESS PHONE NUMBER(S): _____

DETAILED DESCRIPTION OF PERMIT REQUESTED: _____

List any pending or previous litigation, legal action, and/or violations for this property **and attach documents:**

Is this Zoning Permit Application anticipating a DENIAL and future Planning or Zoning Board review? _____

Previous Board Applications: (REQUIRED)

BOARD PROJECT NAME: _____

BOARD FILE NUMBER: _____

Approved _____ Denied _____ Planning Board _____ Zoning Board of Adjustment _____

Memorialized Resolution attached _____ Resolution Compliance letter attached _____

\$250 Escrow Fee for engineering/site inspection _____ Completed W-9 attached _____

For Telecommunications/Arrays:

Height (in feet and stories): Existing/Previous _____ Proposed _____

Survey with existing and proposed structures _____ Telecommunications/array details _____

Technical Data/Backup and/or FCC Report (Include FCC Compliance / Safety System Coverage, etc.) _____

\$10 Permit Fee _____ \$500 Escrow Fee for Technical Review _____ Completed W-9 _____

I, _____, applicant (**owner or authorized agent**), HEREBY ACKNOWLEDGE THAT THIS TWO-PAGE APPLICATION HAS BEEN READ, UNDERSTOOD, AND IS 100% COMPLETE AND ACCURATE. ALL REQUIRED DOCUMENTS ARE ALSO PROVIDED AND ARE 100% TRUE. I understand that all information provided may be used to formulate a letter of denial and subsequently for reference prior to, during, or after issuance of any permit or license. Any subsequent issued permit will pertain to zoning issues *only*. I understand that in signing this application that my affirmation as to the contents of such is true, and any work done contrary is in violation at my obligation which is a legal duty. Furthermore, the undersigned, as applicant for the above zoning permit, in consideration for the issuance of same, hereby agrees to defend, hold harmless, and indemnify the City of Long Branch and its employees and/or agents from any claims, liability or damages arising from the issuance of the aforesaid zoning permit. I also understand that if this application is approved, I and/or the owner am responsible for providing a correct as-built plan and to pay all fees incurred by the City or its professionals to rectify any problems cited by complaint or inspection, before, during and/or after construction in particular if the construction is not built to the approved plan or permits. ***I understand that failure to provide complete and accurate application information may result in penalties and/or immediate rescinding of any permits issued.***

PRINT APPLICANT'S NAME: _____

SIGN APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER(S): _____

ZONING APPLICATION CHECKLIST - TELECOMMUNICATIONS

1. **FEES:** _____ Permit Review Fee: \$10.00 **Check or Money Order** made out to *The City of Long Branch* (**Separate** check from Technical Review Fee escrow check)

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**

_____ **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
- Floodplains, wetlands and water bodies must be shown if the application is within 300 feet of such items. Freehold Soil Conservation District, NJDEP and/or CAFRA permits may be required.

_____ **Proposed Array location and setbacks**

_____ **Details of Telecommunication Device/Array**

_____ Technical Data/Backup and/or FCC Report (Include FCC Compliance / Safety System Coverage, etc.)

_____ Telecommunications/Array Technical **Review Fee:** \$500 check or money order made out to *The City of Long Branch* (separate check from Permit Fee check)

_____ **Completed W – 9 form** for Technical Review escrow account

Previous Board Applications also require:

_____ **Memorialized Resolution**

_____ **Resolution Compliance Letter**

_____ **Engineering/Site Inspection Fee:** \$250 check or money order made out to *The City of Long Branch*

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

Redevelopment Zone Applications also require:

_____ **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 Zone rules and approval by the City Redevelopment Authority.