



WEBSITE & FORMS

Revised July 21, 2010

1. How can I find out information about the **PLANNING & ZONING OFFICE**?

Visit our website at: www.visitlongbranch.com or www.longbranch.org

Click on the "Planning" toolbar (top right) OR

Go to: "Departments"; click on "Building & Development" & then click on "Planning and Zoning"

2. How can I review the **CITY ZONING MAP**?

You can review the Zoning Map or pick up an 11"x17" copy at the Planning & Zoning Office. Or view it on our website as outlined in Item 1, then **scroll down and click on: "[Zoning Map](#)"**.

3. How can I review the **CITY ZONING ORDINANCES**?

You can review the Zoning Ordinance or purchase one at the Planning & Zoning Office. Or follow the steps in Item 1 above to get to our website, **scroll down and click on: "[Zoning Ordinance](#)"**.

For Zoning, go to Chapter 345 (Bulk Requirement summaries are Subsections 102 through 121). For Land Use see Chapters 69 and 300. For Signs see Chapter 284.

4. Where can I obtain a **ZONING PERMIT APPLICATION**?

Come in to the Zoning & Planning Office between 8:30 and 4:30 Monday to Friday to pick up an application. Or visit our website as per Item 1 above and **scroll down to "[Permits and Applications](#)"** to download.

5. Which **ZONING PERMIT APPLICATION** do I fill out and what is required?

MINOR: Residential or Commercial fences, sheds, air conditioning units, generators, dumpsters, oil tanks, PODS, dumpsters, small walkways, etc.

RESIDENTIAL: All other Residential items such as new homes, additions, sunrooms, patios, decks, porches, pools, cabanas, sport courts, renovations, driveways, etc.

COMMERCIAL: All other Business items including new businesses, uses, change of ownership, signs, expansions, renovations, decks, parking lots, etc.

Refer to the checklist of required items on page 2 of the application for all required documents.

6. When do I need a **GRADING PLAN**? What is required?

Grading plans are required for Zoning Permits for new homes, large additions, parking lots, in-ground pools and Zoning Board applications. Refer to the **Grading Plan Checklist** available on our website and the **Grading Plan Application** under "[Permits and Applications](#)".

7. Where can I find **MEETING DATES** and **AGENDAS** for the **PLANNING** and **ZONING Boards**?

Visit our website as per Item 1 above, then click on "[Zoning Board](#)" or "[Planning Board](#)" and **scroll down to [Meeting Dates](#) and [Agendas](#)**.

8. What forms do I need for **PLANNING BOARD** and **ZONING BOARD APPLICATIONS**?

A **Development Plan Application** is required. Pick it up at our office or visit our website as per Item 1 above, then **Click on "[Permits and Applications](#)"** and **scroll down to [Development Plan Application](#)** to download and print.

9. Where can I review the adopted **2009 MASTER PLAN DOCUMENT** and **MAPS**?

The city's Adopted Master Plan and accompanying documents are located on the City website Homepage – just click on: "[Master Plan Page](#)" under "Important Notices". Or go to the **Master Plan article** on the **Planning & Zoning Department** page.

10. Where can I find information on the proposed **PIER AND FERRY TERMINAL**?

The city's [Pier Charrette](#) can be accessed on Facebook from the website Homepage. Or go to the **Long Branch Pier Charrette article** on the **Planning & Zoning Department** page.