



**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**

**COMMERCIAL**

*As of March 15, 2016 [Business, Building Owner & Applicant Info]*

*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 10 business days once fully complete and accepted.*

DATE \_\_\_\_\_ ZONE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(s) \_\_\_\_\_

ADDRESS OF REQUEST: \_\_\_\_\_ UNIT \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Use of Building (i.e. Mixed Use, Professional, Warehouse, Retail, Restaurant, etc.) \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT IS:  BUILDING OWNER  BUSINESS OWNER  CONTRACTOR  OTHER: \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE NUMBER(S): \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

NAME OF BUILDING OWNER (if different from above): \_\_\_\_\_

BUILDING OWNER MAILING ADDRESS (if different from above): \_\_\_\_\_

BUILDING OWNER PHONE NUMBER(S) (if different from above): \_\_\_\_\_

PERSON PICKING UP PERMIT \_\_\_\_\_ BEST # TO BE REACHED \_\_\_\_\_

Note: Denials are mailed to the applicant unless noted otherwise here: \_\_\_\_\_

DETAILED DESCRIPTION OF PERMIT REQUESTED: \_\_\_\_\_

**BUILDING OWNER APPROVAL:** Is an original signed letter from the building and/or property owner approving the proposed work and/or new business use attached (**REQUIRED**)? \_\_\_\_\_

**REQUIRED INFORMATION FOR ALL BUSINESSES:**

Name of Business: Existing/Previous \_\_\_\_\_ Proposed \_\_\_\_\_

Description of Business: Exist./Prev. \_\_\_\_\_ Proposed \_\_\_\_\_

Square Footage: Existing/Previous: \_\_\_\_\_ Proposed \_\_\_\_\_

Total Number of Employees: Exist./Prev. \_\_\_\_\_ Proposed \_\_\_\_\_

Total Number of Parking Spaces: Exist./Prev. \_\_\_\_\_ Proposed \_\_\_\_\_

Hours of Operation: Existing/Previous \_\_\_\_\_ Proposed \_\_\_\_\_

Are Signs Proposed? \_\_\_\_\_ Are Sign Plans & Details attached? \_\_\_\_\_

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

**FOR ANY EXTERIOR CONSTRUCTION / RENOVATIONS / ADDITIONS: (REQUIRED)**

Existing Footprint in Square Feet: \_\_\_\_\_ Proposed Addition in Square Feet \_\_\_\_\_

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

Total Lot Coverage: Existing/Previous \_\_\_\_\_ Proposed \_\_\_\_\_

**FOR NEW CONSTRUCTION, ALSO INCLUDE: (REQUIRED)**

Initial: Grading and Drainage Plan \_\_\_\_\_ \$600 Fee \_\_\_\_\_ Completed W-9 \_\_\_\_\_

OR Additional: Revised Grading Plan & Documents \_\_\_\_\_ City Engineer Review Letter \_\_\_\_\_ \$150 Fee \_\_\_\_\_

**BOARD APPLICATIONS:**

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

PREVIOUS/CURRENT 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 \_\_\_\_\_

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 EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE PHONE NUMBER(S): \_\_\_\_\_

### **ZONING APPLICATION CHECKLIST - COMMERCIAL**

1. **FEES:** \_\_\_\_\_ Permit Review Fee: \$50.00 for use; \$30 for signs; **Check or Money Order** made out to *The City of Long Branch*. NOTE: If signs and use are applied for at the same time, the sign fee is waived for a combined fee of \$50.

2. **COPIES:** One copy of plans no larger than 11" X 17" but must be legible  
(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.

\_\_\_\_\_ **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

**Major Construction** (new construction, additions) also requires:

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

\_\_\_\_\_ **Initial Grading Plan Review Fee:** \$600 check or money order made out to *The City of Long Branch*

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

\_\_\_\_\_ **Additional/Revised Grading Plan Review Fee:** \$150 check or money order made out to *The City of Long Branch*

**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

**Signage requires:**

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

\_\_\_\_\_ **Sign Location Plan** (*can be indicated on survey*)

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

**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.