



# Zoning Permit Application Information Sheet

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**As per the Borough of Bradley Beach Land Development Ordinance Section 450-79 a zoning permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any commercial building or structure; the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure.**

With each Zoning Permit Application you are required to submit: two (2) copies of a current survey/site plan and two (2) set of construction plans. Survey's must show the existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys must be prepared by a land surveyor. Survey information may be transposed to a site plan if the date of the survey and by whom and for whom it was prepared is noted on the site plan. Vegetation, general floodplain determinations or general location of existing utilities, buildings or structures may be shown by an architect, planner, engineer, land surveyor, certified landscape architect or other person acceptable to the reviewing governmental body. On all plans you are responsible for showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of all existing and proposed structures and substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street parking spaces and off-street loading areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Ordinance.

## **NUMBER 1**

Indicate the street address, block, lot, and Zone of the property in question.

## **NUMBER 2**

Fill in the applicant's information to its entirety\*.

## **NUMBER 3**

Fill in the owner's information to its entirety\*.

## **NUMBER 4**

Indicate the current approved zoning use, as described in the Borough of Bradley Beach Land Development Ordinance. If a resolution had been granted by the Planning Board or Zoning Board of Adjustment, then fill in the approved zoning use indicated by the respective board.

## **NUMBER 5**

Indicate the proposed zoning use, as described in the Borough of Bradley Beach Land Development Ordinance. Please refer to the steps taken in Number 4. If the proposed use is not found on the list, within the respective Zoning District, then indicate the use you propose for the property.

## **NUMBER 6**

Describe in detail the activity or activities you are proposing on the property. If you are proposing construction, then describe in detail the dimension of any and all proposed structures and their setbacks from all proximal property lines. If you are proposing a use, then describe operations of the proposed use.

**i.e. = I plan to construct a 10 ft. X 8 ft. storage shed, 15 ft. in height. This will be located 5 ft. from the north side of the rear of the property, and 5 ft. from the east side of the rear of the property.**

## **NUMBER 7**

Indicate if the property in question has ever been the subject of any prior application to the Planning Board or Zoning Board of Adjustment. If yes, then indicate the respective board along with the resolution number. You are also required to submit a copy of said resolution and signed site plan with each submitted Zoning Permit Application. In the event you are unable to locate the current resolution please contact the Secretary to the Boards (732-776-2999 ext: 1017), to assist you in obtaining the most recent resolution available on the property.

## **NUMBER 8**

For all exterior work pertaining to additions and accessory structures, excluding fences, provide the building and lot coverage percentage calculation, displaying compliance with the Zone Bulk Regulations.

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**BOTH APPLICANT AND OWNER MUST SIGN ALL APPLICATIONS.**