

BOROUGH OF WEST LONG BRANCH

Division of Zoning & Code Enforcement

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Zoning Permit Process

Zoning Officer – James Miller 732-571-5957

A Zoning permit **assures you that your proposed purchase of property or proposed construction is not in violation of the zoning ordinances of West Long Branch**. Before you build or replace anything, you are required to receive a zoning permit which certifies that you follow the town's zoning laws.

What is a Zoning Permit — and when do I need one?

Issued by the West Long Branch Zoning Officer, a Zoning Permit is a "prior approval," which is required before certain types of construction or home improvement projects can begin. Examples of projects that require Zoning Permits include (but are not limited to) sheds, fences, driveways (To include replacements), patios, gazebos, hot tubs, generators, retaining walls, air conditioning units, Pods, Dumpsters or any structure or permanent item intended to be placed on a property. To obtain a Zoning Permit, residents must first complete a Zoning Application, available in the at Zoning officer 965 Broadway, Bldg. 2, West Long Branch online at <https://www.westlongbranch.org/zoning-officer> . A \$50 application fee must be submitted with the Zoning Permit Application.

What is the process of applying for a Zoning Permit?

- Go to local municipal building Zoning Office
- Obtain a Zoning permit application in Zoning Office or online <https://www.westlongbranch.org/zoning-officer>
- Fill out and submit your zoning application with application fee – usually included with this will be a survey of your property, and building plans.
- If the zoning permit is Approved, you may proceed with obtaining Building Permits, if required, or proceed with your project.
- If **denied**, you have the option to appeal to the Zoning Board of Adjustment. Your denial will say why your permit application was denied and what you need to do to get approval for your project. This typically involves filing for a Variance.

What is a Variance?

A variance is an exception to the zoning laws and restrictions in a town. If a variance is granted, it will allow a property owner to use their land in a way that is outside of the specified laws and restrictions placed upon the property. There are several different types of variances, and which type of variance you need will vary by case.

What are examples of situations that call for a variance?

A few examples of situations that could require a property owner to apply for a variance are if they have an undersized lot and want to build a home on said lot, or if a property owner wishes to build closer to their neighbors than is allowed by the zoning laws (they wish to build “within the setbacks”, or if a property owner wishes to build a home in which the height of the highest point of the roofline exceeds the height restrictions of the Zoning Code.

How do I file for a variance?

If a property owner wants relief from a zoning law, they must file an appeal of your Zoning Permit denial to their local Board of Adjustment. First, they file the application, then they must give public notice to all individuals and property owners within 200 feet of the subject property. The Board of Adjustment in the town will require that a public hearing is held in which the neighbors and other members of the public in the town may attend and participate in. Those members are given a chance to voice their opinions, whether they are pro-variance or anti-variance. The property owner applying for the variance must put forward evidence and proof in front of the Board of Adjustment as to why they should receive a variance from the zoning law.

Should you ever have any questions in reference to needing a zoning permit call before you build or replace 732-571-5957.