

# Borough of West Long Branch

## Instructions for Applicants

### Phase I

**Pre-application-Applicants are encouraged to contact or meet with municipal staff prior to filing an application for development.**

*Board Secretary, Board Engineer, Zoning Officer*

### Phase II

**Submission of application forms and fees to Planning Board OR Zoning Board of Adjustment (Board Secretary) Review for completeness and calculation of review fees**

*Review fees calculated by Board Engineer, submitted by applicant to Board Secretary*

### Phase III

**Public Hearing and approval process. Compliance with Resolution of Approval where applicable. Submission of Performance Guarantee**

*Guarantee calculated by Board Engineer, submitted by applicant to Board Secretary*

### Phase IV

**Preconstruction conference. Project construction.**

*Board Engineer*

### Phase V

**Completion of construction, Performance Guarantee release/reduction inspection, Maintenance Guarantee calculation.**

*Applicant shall make request for Performance Guarantee release in writing to the Borough Clerk. Board Engineer to perform inspection and recommend reduction or release to the Borough. If performance guarantee is released, applicant to submit maintenance guarantee to the Borough Clerk.*

*All escrow balance information and statements to be provided by the Chief Financial Officer.*

***The following contact information is provided to assist you throughout this process***

Title	Contact	Email	Telephone
Board Secretary	Jennifer O'Sullivan	josullivan@westlongbranch.org	732-229-1756 X111
Board Engineer	Francis W. Mullan P.E. Greg Gitto, P.E. Julie Nastasi	GGitto@tandmassociates.com JNastasi@tandmassociates	732-865-9590 732-865-9492
Board Attorney	Michael Irene, Esq	Maiesq@comcast.net	732-870-1100
Zoning Officer	James Miller	Jmiller@westlongbranch.org	732-571-5957
Borough Clerk	Carolina Santos Acting Borough Clerk	csantos@westlongbranch.org	732-229-1756 X100
Chief Financial Officer	Michael Martin	MMartin@Longbranch.org	732-571-5653

Questions? Email [planningandzoningquestions@westlongbranch.org](mailto:planningandzoningquestions@westlongbranch.org)