

BOROUGH OF WEST LONG BRANCH
Zoning Officer
965 Broadway
West Long Branch, NJ 07764
(732) 571-5957 FAX (732) 571-9185
Email: zoning@westlongbranch.org



ZONING PERMIT APPLICATION FOR SWIMMING POOL

Date: _____ Fee: \$100 (Permit Fee) (*Checks or Money Orders Only*) Checks: _____
\$400 (Escrow for Engineering)

*Note, an additional \$250 will be required for Engineering review if revisions are made.

Pool Type:

- Inground
- Above ground

Application will not be accepted without (a) Drainage plan; (B) Grading Plan; and (c) satisfactory soil boring tests. All these items must be provided by a licensed professional engineer and approved by the borough Engineer before a pool permit is issued.

Please Print Clearly

1. Property Information:

Street Address: _____ Unit/Suite # _____ Block: _____ Lot: _____ Zone: _____

2. Owner Information:

Last Name: _____ First Name: _____ Tel. No. _____

3. Cell Phone: _____ **Email:** _____

Owner Address (if different than above): _____

4. Contractor Information:

Last Name: _____ First Name: _____ Company: _____

Tel. No.: _____ Email: _____

Address: _____

5. Detailed description of work or description:

Note: Construction by any third parties is prohibited on Sundays in the Borough (Ordinance #O-22-10)

	Height	Style	Dimensions or length
Fence			
Patio			
Pool			
Other			

	Area in Square Feet	
Lot Area		
Existing Building Coverage (house, garage, shed, etc.)		
Proposed New Building Coverage		
Total Proposed Building Coverage		
Existing Impervious Surfaces (driveways, patios, concrete Pool, etc.)		
Proposed New Impervious Surfaces		
Impervious surfaces to be removed		
Total Proposed impervious Surfaces		

6. Has the above premises been the subject of any prior application to the Planning Board/Zoning Board?

Yes No if yes state date: _____

Board: _____: _____ Resolution # (if any): _____ (Submit copy of Resolution)

Applicant certifies that all statements and information made and provided as a part of this application are true to the best of his/her knowledge, information and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of the site plan approval, variances and other permits granted with respect to said property, shall be complied with. All Zoning Permits will be granted or denied within (10) business days from the date the complete application is submitted.

Print Applicant's Name

Signature of Applicant

Date

**Upon Zoning and Engineering approval, submit construction permits to:
City of Long Branch Building and Construction Dept. 344 Broadway, Long Branch, NJ 07740 732-571-5690
Building@westlongbranch.org**

Appeals of the Zoning Officer's determination must be filed within 20 days of the issuance to the Planning Board/Zoning Board as provided by the New Jersey Municipal Land Use Law. This Limitation is not imposed if the applicant is seeking a variance, site plan, or subdivisions. The Board reserves the right to deem additional information and/or variances required. Approved zoning permits are valid for one (1) year, and may be extended by action of the Zoning Board.

Swimming pool Requirements

Please reference ordinances below for zoning requirements for the installation of a swimming pool.

18-6.3 f 3. In all residential zones, accessory buildings and structures combined shall occupy **no more than the equivalent of 25% of the area of the rear yard**, and there shall be no more than two accessory buildings permitted, exclusive of a garage.

Ordinance 10-1 regarding swimming pools is amended to include the following:

SECTION 1. SETBACKS:

- A. The edge of the water in the swimming pool shall be **no less than 10 feet** from the nearest point of the house, if the house forms one of the boundaries to the enclosed area around the swimming pool. If the house does not form one of the boundaries of the enclosed area for the pool, this section will not apply.
- B. The water edge of the pool shall be **no less than 15 feet** from any property line.
- C. Any pool equipment shall be **no less than 15 feet** from any property line.
- D. Swimming pools are only permitted in the rear yard. If, however, the property is a corner lot, thereby, by definition, only having front and side yards, pools shall be permitted in either side yard providing they are **15 feet plus** the required front yard setback in the zone from the property line.

SECTION 2. PERMIT REQUIREMENTS FOR INGROUND POOLS:

Ordinance 10-1.2 shall be extended as follows:

- A. Pool permits shall be required for all swimming pools as defined by the Borough's Ordinance. To obtain a pool permit, the applicant must provide (a) a drainage plan; (b) a grading plan; and (c) satisfactory soil boring tests. All these items must be approved by the Borough Engineer before a pool permit is issued.
- B. Prior to a final CO being issued, following construction, the property owner must provide an acceptable as built survey.

SECTION 3. REINSPECTION

The pool permit fee includes the cost of a re-inspection one year after the permit has been issued. The purpose of the re-inspection will be to confirm that the pool and enclosure are compliant with the Borough's Ordinances.

SECTION 4. REPEALER

Any existing Ordinances which have provisions contrary to this Ordinance shall be deemed repealed, to the extent of any inconsistency.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect immediately upon passage and publication according to law.

§ **10-1.10 Fences; Height Requirement.**
[Ord. #171, S 10; Ord. #0-00-3, S 3; Ord. #0-04-6, SS 1-4]

- A. All outdoor swimming pools shall be enclosed by a substantial **fence not less than forty-eight (48") inches in height**, so constructed as to prevent, within reason, any person from gaining access beneath or through the fence, and which shall have a similarly substantial gate of the same height as the fence, with facilities for locking the gate when the pool is unguarded. The side of an above-ground pool shall not constitute a fence for purposes of meeting this requirement.
1. No swimming pool shall be filled or partially filled with water until a fence permit has been obtained and permanent fencing has been installed and approved by the Borough.
 2. Temporary Fencing Insufficient. The installation of temporary fencing by a property owner or tenant shall not be deemed "permanent fencing" for purposes of permitting the swimming pool to be filled or partially filled with water, or to be used by the property owner.
 3. Persons Responsible. Any person or entity, including the homeowner, any contractor, or subcontractor of the owner of the owner's contractor, who violates this subsection shall be subject to the penalties set forth herein. It shall be deemed a violation if the pool is filled, partially or fully, with water without the required fence permit, without approval of the pool installation, or without approval of the permanent fencing having been obtained from the proper official in the Borough of West Long Branch.

IMPERVIOUS SURFACE

Shall mean a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water. Impervious surfaces shall include all buildings and accessory buildings, sidewalks, walkways, driveways, patios, swimming pools and other surfaces that cover the surface of the lot including roofed areas and surfaces covered with cement, asphalt, paver blocks and other surfaces that are resistant to infiltration by water.

Maximum allowable impervious coverage for the following zones:

- R-10: 40%
- R-15: 38%
- R-22: 30%

18-7.1 -8., No temporary signs are permitted

Borough of West Long Branch

Zoning Officer

965 Broadway

West Long Branch, NJ 07764

Phone: (732) 229-1756 Email: Zoning@westlongbranch.org



SWIMMING POOL GRADING PLAN REVIEW APPLICATION

DATE: _____ **APPLICANT NAME:** _____

MAILING ADDRESS: _____ **PHONE NO.:** _____

EMAIL ADDRESS: _____

PROJECT SITE DETAILS:

PROPERTY ADDRESS: _____
(Include zip code)

BLOCK: _____ **LOT(S):** _____

PROPOSED DESCRIPTION OF DEVELOPMENT / IMPROVEMENTS:

(Example: Swimming pool, fence, cabanas etc.)

NOTES TO APPLICANT:

1. ALLOW MINIMUM TWO TO THREE WEEKS FOR REVIEW AND PROCESSING OF APPLICATION ONCE COMPLETE.
2. AN APPLICATION THAT IS NOT COMPLETE WILL NOT BE ACCEPTED.
3. IT IS YOUR RESPONSIBILITY TO COMPLY WITH ALL CONDITIONS OF THE REVIEW LETTER.
4. IF A REVISION TO THE PLAN IS REQUIRED AND / OR APPLICATION IS DENIED, AN ADDITIONAL \$250.00 FEE MUST BE SUBMITTED WITH THE REVISED PLAN. REVISED PLANS MUST HAVE REVISION DATE ACCORDINGLY.

THE FOLLOWING MUST BE SUBMITTED WITH THE INITIAL APPLICATION:

* PDFs sent via Email to zoning@westlongbranch.org

_____ Hard Copy & Emailed PDF of Swimming Pool Grading Plan Review Application

_____ Hard Copy & Emailed PDF of Swimming Pool Grading Plan w/Topography & Applicable Details. Submittal Shall Include Signed & Sealed Letter from the Professional Engineer or Surveyor Listing the Plans and Dates of the Respective Sheets with Statement that the Submitted Plan is the Official Set for the Referenced Project.

_____ \$400.00 Engineering Review Fee, (Resubmittal Fee of \$250.00 will be required if initial app. is denied).
(Checks made payable to the "Borough of West Long Branch") Checks must include Lot & Block and address of the project location.

_____ Hard Copy & Emailed PDF Supporting Documentation & Other Agency Approvals, i.e. Drainage Calculations, Reports, Related Letter & Plans, NJDEP Permits, Freehold Soil Conservation District (if applicable).

THE FOLLOWING MUST BE SUBMITTED UPON COMPLETION OF CONSTRUCTION:

N/A Hard Copy & Emailed PDF of Topographic As-built Survey.

PLEASE ANSWER THE FOLLOWING:

Yes _____ or No _____ Has the proposed work required approval from the Planning Board or Zoning Board of Adjustment for a variance, site plan, subdivision?

If yes, provide copies of the Board Resolution and set of approved mappings

Yes _____ or No _____ Does the property contain any easements, right-of-way or other restrictions?

If yes, provide applicable information on the mappings.

Yes _____ or No _____ Is the property located in the 100-year floodplain?

If yes, a Floodplain Encroachment Permit is required thru the Zoning Department. Additionally, a NJDEP Flood Hazard Permit may be required.

Yes _____ or No _____ Is the property situated within 50' of any ponds, streams, brooks, marshes, river, lakes, bogs, ditches, creeks, swamps, etc. or other low-lying areas?

If you answered yes, you must contact the NJDEP to obtain clearance/approval. If you are unsure, you should contact the NJDEP to clarify applicability. Violations of wetlands and other environmentally sensitive areas could result in fines imposed by the State of NJ and the Borough. The phone number for the NJDEP is (609) 777-0454.

BOROUGH OF WEST LONG BRANCH GRADING PLAN PREPARATION CHECKLIST

***** THIS CHECKLIST MUST BE COMPLETED AND ATTACHED TO THE GRADING PLAN *****

FAILURE TO PROVIDE THE BELOW LISTED ITEMS WITH PROJECT SUBMITTAL MAY RESULT IN DENIAL

- _____ Existing boundary, location and topographic survey information is prepared by a NJ Licensed Land Surveyor and duly referenced on the grading plan. Copies submitted shall be signed & sealed accordingly.
- _____ Plan is entitled "Pool Grading Plan" and prepared, signed & sealed by a NJ Licensed Professional Engineer or Surveyor.
- _____ Sufficient existing and proposed spot elevations and contours are provided for the subject property as well as adjacent properties (minimum 25 ft. overlap) to identify existing drainage patterns. Spot elevations are provided on the property, at building corners, along property lines, at property corners, 25 ft. overlap onto adjacent properties, curb, gutters, top and bottom wall, etc. Failure to provide overlapping topographic data including spot elevations may result in the denial of the application. Contours at 1 (one) foot intervals are provided and vertical datum indicated on plan.
- _____ A minimum of 2% pitch away from the pool or any new cabanas/building foundations is provided. Swales are labeled and include spot elevations and highpoints. Proposed site grading will not negatively affect adjacent properties.
- _____ Finished floor elevation, garage floor elevation, crawlspace floor elevation, and basement floor elevation are provided where applicable.
- _____ Limit of disturbance, silt fence location, and a silt fence detail provided on the plan, including seeding & stabilization notes. Notes provided regarding seeding and stabilization. Note provided that "silt fencing to be placed around the area of disturbance and left in place until the property is permanently stabilized."
- _____ A copy of the Freehold Soil Conservation District approval, (for projects disturbing 5,000 sq. ft. or more) or exemption letter is provided.
- _____ Dimensions of buildings must be shown on the Pool Grading Plan.
- _____ Zoning chart providing bulk zoning requirements provided on the plan indicating required, existing and proposed information, including lot area and existing & proposed impervious coverage in square feet. Each impervious coverage item must be listed separately in square feet. Impervious cover includes all walks, driveways, buildings, patios, walls, pads, decks and stone areas for grading plans and drywell sizing. (Items to be reviewed by Zoning Officer prior to Grading Review).
- _____ Provide construction details for sidewalk, curb, drives, driveway apron, retaining walls & drywells, etc.
- _____ If a drywell/recharge system is provided to mitigate increases in impervious cover, the applicant shall provide pipe sizes and type, pipe slopes and inverts, and grate elevations. A drywell detail must be provided along with supporting drainage calculations. Drywell must be sufficiently sized to store 1.25 inches times the net-increased impervious area. Clean stone has an acceptable void ratio of 0.40. In addition to the calculations, a permeability test shall be provided at the location of each recharge system to confirm that the proper soils are present for percolation. This test shall also include the depth of the Seasonal High-Water Table to ensure the required 2' separation from the bottom of chamber to the top of the SHWT. If a cabana is proposed for the application, roof leaders must be piped to proposed drywell and downspout locations shall be shown on plans.
- _____ Location of Pool filters and equipment and screened from view. Location of Pool backwash discharge.
- _____ Spot elevations along edges of pool (corners) and patio.
- _____ Delineation of pool fence enclosure, including type, height, and provide safety latch.

PREPARER'S CERTIFICATION OF SUBMITTALS:

I hereby certify that (circle one) 1) I am the owner of the property;

Or

2) I have permission from the property owner to submit the application for Grading Plan review.

Furthermore, I certify to the best of my knowledge all information contained within this application is correct; and the survey/grading plan provided is accurate and shows all existing and proposed improvements drawn to scale and with setbacks indicated; In addition, I grant permission to the Borough of West Long Branch and their agents to come onto the subject property for the purposes of conducting inspections related to this application.

[Printed Name & Title]

[Signature and Date]

ADDITIONAL NOTE TO APPLICANT / OWNER:

The Following Mapping is Required for all Grading Plan & Swimming Pool Projects Upon Completion:

- Hard Copy & Emailed PDF As-Built Topographic Survey is required to be submitted at completion of site-work and prior to receiving a Certificate of Occupancy.
- The As-built Topographic Survey must depict, at a minimum, the following information:

As-built contours provided at a one-foot contour interval with vertical datum indicated. **Topographic As-built survey is required to be prepared and submitted to the Borough Engineer for review and approval prior to receiving a Certificate of Occupancy.** If necessary, the applicant will be required to correct any deficiencies at the discretion of the Borough Engineer. As-Built Survey must be in conformance with requirements as listed on Request for Swimming Pool Grading Plan Review Application & Checklist. As-built survey must include contours and spot elevations on the property, along property lines with 25 ft. overlap onto adjacent properties and sufficient spot elevations to determine slope of driveway, apron, sidewalks, swales, and pitch away from the pool and building foundations. Recharge system and related yard drains and piping must be shown on the As-built survey where applicable. Additionally, extensive spot elevations must be shown to confirm runoff patterns, elevations and that no runoff flows toward adjacent lots. Spot elevations must be provided at building corners, swales, swale highpoint, driveway, downspouts, and driveway apron. Finished floor, garage floor, crawlspace, basement floor elevations and building height must be shown on the As-built Plan. Location of all downspouts and yard drain piping to drywells must be shown on the plan where applicable. Failure to provide sufficient spot elevations may result in denial. Additionally, footprint of disturbance must be shown. Allow a minimum ten (10) days for review and processing of As-built mappings and supporting documents. The Survey must be prepared, signed and sealed by a NJ Licensed Land Surveyor.