



Borough of Longport

CONSTRUCTION CODE ENFORCEMENT

2305 ATLANTIC AVENUE
LONGPORT, NEW JERSEY 08403-1103

APPLICATION FOR ZONING REVIEW & FLOODPLAIN MANAGEMENT

NOTE: STAMP DATE RECEIVED -

DATE.....	Block.....	Lot.....	Fee Pd.....	Ck #.....
Location.....				
Applicate			Phone#.....	
EMAIL.....			FAX.....	
Applicate Address.....				
Owners Name.....			Phone Number.....	
Architect.....			Phone Number.....	
Contractor.....			EMAIL	
Phone #.....			FAX #.....	
Contractor Address				

Description of Work: (check all applicable boxes)

New Home	Addition.....	Renovation.....	Demolition.....	Garage.....	Shed.....
Fence.....	Deck.....	Patio.....	AC Platform.....	Misc.....	
Other (Description).....					Total Project Cost.....

Flood Plain Management Information:

Substantial Improvement/Substantial Damage any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 40 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. (Appraisals showing market value required)

Substantial Improverment	Yes	No	Misc.....
Independant Appraisal (copy attached)	Yes	No	Misc.....
Assessed Value via Tax Accessor -	Value \$.....		
Lowest floor elevation is at/above the required BFE	Yes	No	Misc.....
What mechanical equipment is located below the BFE /DESCRIBE.....			
Misc.			

Documents needed per this application:

Building Plans.....	Existing Survey.....	Proposed Survey.....	Flood Elevation Cert.....
Street Opening Permit.....		Contractors Proposal.....	
UCC PERMITS.....		Misc.....	
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Enclosures below the first floor are uninhabitable, flood resistant arears used solely for parking of vehicles, storage, or building access to buildings lowest floor. Are there any enclosures below the BFE.YES.....NO.....

Description...

Misc Comments

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Package Acceptance - Applicant's Signature.....

Zoning District.....	Required	Existing	Proposed	Status/Official Use
Type of Building.....				
Lot Size.....				
Lot-Square Footage.....				
Yard Setbacks (167-17).....				
Front.....				
Left Side.....				
Right Side.....				
Back Yard.....				
Building Coverage - max. 45% (167-17).....				
Lot Coverage - max 70% (167-17).....				
Open Space Front Yard 35% (167-27).....				
Number of Stories.....				
ABFE NAVD 1988 First Floor Elevation				
Eave Height Elevation (167-7.B).....				
Building Height Overall M.S.L.(167-7.A).....				
Total Square Footage less Garage.....				
Parking (167-17) Number of Spots Available.....				
Garage Number of Spots(167-12)				
Driveway Number of Spots				
Driveways (167-22B)(167-36).....				
Accessory Uses (167-18).....				
Accessory Uses set backs (167-17-E).....				
Curb Cuts (167-17) max 22'				
Sidewalks/Handicap ramps (147-16) (167-39).....				
Decks (167-11)steps,decks,patios,planters.....				
Building Projections (167-11)eaves,fireplaces.....				
Fences/Walls (167-20).....				
Swimming Pools (167-26).....				
Major Recreational Equipment (167-30).....				
HVAC/Pool Equipment (167-11.B.).....				
Exterior Shower 167-11.C.....				
Site Triangles 167-20C.....				
UNDER GROUND UTILITIES - Electric etc...(147-19).....				
HVAC Ducts below elev. 12 must be water/flood resistant				
Floor Area Ratio (15-37) length x width x .8				
Generator (167-11 G) see list of requirements				
Misc:				

Requirements:

Zoning Application - must be filled out in it's entirety, dated and paid for prior to review. An incomplete application will not be reviewed.

Existing Site Survey - prepared by a licensed N.J. Surveyor performed wityhin the last 5 years, dated, sealed, to scale showing existing conditions, including; building, decks, porches, garages, sidewalks, driveways, curb cuts, accessory uses, all set backs to the closet property lines of all buildings and all impervious coverage's such as concrete, asphalt, brick pavers, garden retaining walls & fence.

Proposed Site Survey - prepared by a licensed N.J. Surveyor, dated, sealed, to scale showing proposed conditions, including; building, decks, porches, garages, sidewalks, driveways, curb cuts, accessory uses, all setbacks to the closet property lines of all buildings and all impervious coverage's such as concrete, asphalt, brick pavers, garden retaining walls and fences.

Scaled Drawings - 1/4" = 1'-0"; with dimensions showing proposed floor plans, building elevations and related details.

Fences - all fence applications must contain a sketch and/or photo of the proposed fence, showing height & design. Please note, the good side of the fence must face your neighbor.

Pools - require a zoning application, site survey; showing location, setbacks, fence and related equipment locations, relative to setbackss.

All New Construction, Substantial Improvements and Additions - all new construction, substantial improvements, additions, renovations, sheds, pools, and fences must submit as part of the zoning review process;

1. A current survey showing proposed changes.
2. A top of block survey showing top of block and all set backs.
3. A top of ridge survey once the rough framing has been completed showing the highest peak of the home.
4. A asbuilt survey once the project has been completed.

All site surveys are to contain pins and/or cross hatches indicating all property corners.

Any deviation from the approved plans without prior approval from zoning review, the project will be shut down until there is full compliance and/or a receiptant of an approved variance.

Substantial Improvements/Substantial Damage

Items to be included:

All structural elements –

- Spread or continuous foundation, footings, piling
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams & trusses
- Floors & ceilings
- Attached decks & porches
- Interior partition walls
- Exterior wall finishes (brick, stucco, siding) including painting & moldings
- Windows & doors
- Re-shingling or retiling a roof
- Hardware

All interior finishing elements, including;

- Tiling, linoleum, stone, or carpet over subflooring
- Bathroom tiling & fixtures
- Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc)
- Kitchen, utility and bathroom cabinets
- Built-in book cases, cabinets & furniture
- Hardware

All utility and service equipment, including;

- HVAC equipment
- Plumbing and electrical services
- Light fixtures and ceiling fans
- Security systems
- Built-in kitchen appliances
- Central Vac systems
- Water filtration, conditioning or recirculating systems
- Cost to demolish storm-damaged building components
- Labor and other costs associated with moving or altering undamaged building components to accommodate improvements/additions
- Overhead & Profit

Items to be excluded:

- Plans & specification
- Survey costs
- Permit fees
- Post-storm debris removal & clean up

Outside Improvements, including;

- Landscaping, landscape irrigation systems
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Detached structures (including garages, sheds & gazebos)

Permits - Zoning - Site Regulations & Noise

The **Permit Applicant, Owner, Architect, Engineer and/or Contractor** are responsible for the compliance of these plans to the current Land Use Regulations and the following additional ordinances of the Borough of Longport.

Chapter 111 - Licenses & Permits:

- All Job Sites **Must Conspicuously Post** - at the work site, until a CO is issued a **YELLOW - CONSTRUCTION PERMITS NOTICE and/or a ZONING/FLOODPLAIN PERMIT NOTICE & MAINTAIN ON SITE** the approved building plans. Permit Box Containers are required for all new homes and Substantial Improvements.

Chapter 167-49 – ZONING/FLOODPLAIN Permit Requirements:

- Site Plan/CURRENT SURVEY showing existing & proposed, FLOOD ELEVATION CERTIFICATE,
- Plans, sketches, diagrams to scale as required, CONTRACTORS PROPOSAL showing what is being done & associated cost
- UCC Permits, Copy of Contractors NJ License

Additional Information Required During the Construction Process:

- A site survey is required once the footings, foundation, concrete block walls, plies are installed and prior to rough framing.
- A top of ridge survey is required upon completion of rough framing and prior to any sub contracting of rough plumbing, electric and HVAC.
- An As-Built survey is required upon completion and prior to issuance of the CO.
- A Flood Elevation Certificate is required upon completion and prior to issuance of the CO.
- **Any changes from the approved plans, requires zoning/floodplain review & UUC Permit updates.**

Chapter 76 – Dumpsters, PODS & Trailers:

- All dumpsters and pods require permits, DUMPSTERS are to be covered at the end of each day, DUMPSTERS shall be loaded in such a manner as to prevent its' contents from spilling over its edges, DUMPSTERS, PODS & Trailers shall be located on the owner's property and not the city right of way, DUMPSTERS and PODS with the Building Departments Permission can be located within the city right of way during the day, provided, the street has been protected and the dumpster is removed by 6 pm.
- Construction Trailers are allowed on the street if parking is permitted, however, they must be in front of the property under construction & removed by 6 pm.

Chapter 116 - Noise:

- Construction is permitted Mon. - Fri. 8am. to 6pm. - SATURDAY construction is permitted 8:30am to 4:30 pm.
- June 15th to Sept. 15th Saturday construction is permitted 9am. to 4pm.
- **NO CONSTRUCTION IS PERMITTED ON SUNDAYS, NEW YEARS DAY, MEMORIAL DAY, 4th OF JULY, LABOR DAY WEEKEND, VETERANS DAY, THANKSGIVING DAY, and CHRISTMASS DAY.**

Chapter 147 - Street & Sidewalks:

- It is unlawful to place any building materials, boxes, debris of any kind upon the street & sidewalks. DAMAGED sidewalks, curbs & streets will require immediate repair.
- Parking on Beach Blocks (6/15 – 9/15) will be permitted under the following criteria, **except Saturdays, Sundays & Holidays –NO PARKING IS PERMITTED**
 - a. All Beach Blocks 36th – 11 Ave.
 - b. Commercially registered vehicles (commercial plates and bearing appropriate signage on vehicle)
 - c. No personally owned vehicles will be allowed parking on beach blocks (no exceptions)
 - d. Parking on site must be completely utilized prior to parking on street
 - e. Ocean City side of the block will be the only side parking is permitted
 - f. Workers who drive personal vehicles to work will be required to park in any area that is not designated “ NO PARKING “
 - g. These provisions to the Parking Ordinance are being made to accommodate contractors and are being done as a courtesy. Any abuse of this provision or the Parking Ordinance that is currently in force will result in the strict enforcement of all parking regulations and will revoke this privilege for all

Chapter 112 – Littering & Construction Sites:

- All construction sites are to contain a **solid wood** construction fence, minimum 2' in height around its entire perimeter.
- All construction sites are to be kept free of debris. Construction sites shall maintain a dumpster and/or designated trash area, covered after hours.
- **All construction sites must contain adequate containment equipment for the cutting of friable materials.**
- Construction materials must be stored on site. Not on the street or sidewalk.
- Sidewalks must be kept clear of debris and maintained in a safe manner.
- All construction sites are to be secured in a safe manner, properly protected and properly lighted.
- All portable toilets must be on-site and the door must face construction site. Portable toilets **are not allowed in city right of way,**
- **Any work performed outside the property setbacks within the city right-of-way, including street, alleys, governors strip, sidewalk & curbs must obtain a street opening permit. All street openings, curbs, driveway, sidewalks must be inspected prior to completion.**

HOME OWNER – DO NOT make final payment to the contractor until all work has been completed, inspected and a CO or CA has been issued!!