**APPLY FOR LAND DISTURBANCE PERMIT**

Application Process for Home Owners

**Registered User:** already have a GovOnline username and password for Recreation or Bathing Pavilion:

**Go To**:[www.monmouthbeach.us](http://www.monmouthbeach.us),

* Click on: GovOnline button and log on.
* Enter your username and password.
* **Note: If you have forgotten your user name or password,**
	+ Click on "Forgot your login user name or password?" to have your login information emailed to you (remember to use the same email id that you used to set up the account originally).
	+ If an email with your login information does not arrive, please check your "spam" folder.

**First Time User:**

**Go To:** [www.monmouthbeach.us](http://www.monmouthbeach.us)

* Click on GovOnline.
* Click on "Create a new account" to set up a new account.
* **Note: If an email with your login information does not arrive, please check your "spam" folder**

**Instructions:**

Once you have logged on to GovOnline:

* Select “Land Disturbance Permit Application".
* Follow instructions on screen and complete the application completely.
* **Click Save**
* **Click Next**
* Continue to follow the instructions to upload your grading plan. In the description box please enter the title of the plans, the preparer, original date, latest revision date, and number of sheets. (i.e. grading plan prepared by: John Doe, Prepared date: 1/1/01 revised through 2/1/10 and consisting of 2 sheets.)
* Although 1 copy of the plan may be uploaded electronically 2 hard copies (paper permits, signed and sealed) must still be provided for use by the Construction Department. If the plan is not uploaded electronically 3 hard copies of the plan must be mailed to Borough Hall.
* Continue to follow instructions and make payment:
* If paying by cash you will have to bring or mail payment to:
	+ Monmouth Beach Borough Hall
1. Beach Road

Monmouth Beach, NJ 07750

Attn: Zoning Officer

**Note: Be sure to write your Gov-Online application number on payment and all plans provided.**

* You will receive e-mails notifications when:
	+ Application has been received.
	+ Application has been reviewed
	+ Land Disturbance Permit application has been approved or if revisions are required.