**APPLY FOR ZONING PERMIT**

Application Process

**Note:**  Set up a separate GovOnline user username and password for your business if you are a Monmouth Beach resident (don’t use your personal GovOnline username and password).

**Registered User:** already have a GovOnline username and password:

**Go To**:www.monmouthbeach.org,

* Click on: GovOnline button and log on.
* Enter your user ID 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.org

* 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 select "Zoning Permit Application".

* Follow instructions on screen and complete the application completely.
* In the Type of Application section make sure to check any and all application types. For example if you are building a pool, patio and a fence you must check all 3 boxes.
* Applicant Information section should be the responsible party submitting the application.
* Property Owner Information section should be the Property Owner as listed on the Borough Tax Records.
* Address to be inspected
	+ When you start typing the address you will see a drop down list appear, make sure that you select the correct address and double check all information that was automatically populated. If not correct, please correct before submitting.
* **Click Save**
* **Click Next**
* Continue to follow instructions regarding plans.
* If you are submitting 3 paper copies of all plans, surveys, etc., **Click** the button for mail. Mail to: Borough of Monmouth Beach (please write GovOnline # on plans).
* If you prefer you may upload 1 set of plans, survey etc. online, however 2 paper copies must still be mailed/brought to Borough Hall.
* In the “description box” please enter the title of the plans, the preparer, original date, latest version date and # of sets.
	+ For example: “X plans” prepared by John Doe, R.A., dated 1/1/00 revised 2/15/01 consisting of 5 sheets.
* 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 GovOnline application number and property address on payment.**

* You will receive email notifications when:
	+ Application has been received.
	+ Application has been deemed complete.
	+ Zoning Permit approval or denial has been issued.

Once your Zoning Permit is approved please print copy of the Zoning Permit and include it in your Construction Permit Jacket. Note: 2 copies of the prints of all approved plans are to be hand delivered to the Construction Official.

If your application was denied you may either:

* Revise your plans to comply with borough requirements.
* You may either appeal the Zoning Officers decision or,
* Apply for a variance by contacting the Planning Board Secretary at 732-229-2204 ext.114.