

Zoning

The Borough's Zoning Officer is responsible for administering and enforcing Zoning and Development Regulations under Chapter 30 of the Borough Revised General Ordinances. The Zoning Officer has overall responsibility for the administrative oversight of all applications for land development and zoning permits including:

- Review all plot plans, subdivision layouts, surveys, site plans and building plans of new structures and additions for compliance with land use regulations
- Review proposed projects for compliance with Municipal Land Use Law and consult with the applicants, their professionals and board members and professionals regarding all development within the township
- Review of Master Plan and Zoning Ordinance Revisions
- Attends Unified Planning Board meetings
- Enforcement of zoning laws through the Zoning Officer and Code Enforcement Officer.

Residential work that requires a Zoning Permit

New Dwellings	Additions
Finished Basements	Alterations
Solar Panels	Reconstructions
Lawn Sprinklers	Renovations
Porches	Generators
Air Conditioner Condensers	Pavers and Gravel
Sheds	Decks
Detached Garages	Patios
Pool Houses and Cabanas	Driveways and Walkways
Landscape Lighting	Gazebos
Outdoor Hot Tubs and Spas	Sports Courts
Other Accessory Structures	Fences
Walls (Retaining and Freestanding)	All Types of Pools
Land Disturbance Applications	Grading and Fill
Dumpsters, Pods and Storage Containers	

Commercial work that requires a Zoning Permit

New Businesses Business Signs
Tenant Fit-ups All other Commercial Work

If you are looking to conduct any work listed above (Residential or Commercial), please fill out the **Zoning Permit Application** using the link below and submit it to the Zoning Office with three (3) sets of detailed plans, three (3) sets of current and up to date surveys to scale, and the required payment. Applications are submitted using the Borough's Gov-Online program. **No paper application will be accepted.**

Insert link to Instructions for Submitting a Zoning Permit on Gov online

Insert link to Gov on Line

LAND DISTURBANCE PERMITS

In accordance with Section 30-5.29 of the Land Development Regulations, Land disturbance permits are required

1. When a Building Permit is required which contemplates the construction of a new structure;
2. When a Building Permit is required which contemplates the addition to an existing structure;
3. When any person/entity constructs a retaining wall greater than eighteen (18) inches;
4. When any person/entity introduces onto any property fill material in any quantity or in any manner which has or may have the effect of altering the existing grade to cause or increase the runoff of stormwater onto adjoining property. It shall be the responsibility of the property owner to notify the Borough Construction Official of any fill proposed to be introduced.

Permit shall not be required for landscape mulching or treatments which do not alter the existing grade so that additional stormwater runoff is generated to adjoining property owners.

If you are looking to conduct any work listed above, please fill out the **Land Disturbance Permit Application** using the link below and submit it to the Zoning Office with copies of your existing survey and grading plan (showing the existing and proposed grading on site and a minimum twenty-five (25) feet onto the adjacent properties), and the required payment. Applications are submitted using the Borough's Gov-Online program. **No paper application will be accepted.**

Insert link to Instructions for Submitting a Land Disturbance Permit on Gov online

Insert link to Gov on Line

DUMPSTER AND PORTABLE STORAGE CONTAINERS

The use of any dumpster or portable storage units are subject to the following provisions:

- 1) All persons or entities must obtain a permit from the Zoning Officer and pay a fee thirty-five (\$35.00) dollars prior to the use of the dumpster or portable storage unit.
- 2) A maximum of one (1) dumpster and one (1) portable storage unit may be placed on the subject lot.

- 3) A dumpster, portable storage unit, or other storage container shall be limited for use of a time period not to exceed sixty (60) days unless the Planning/Zoning Board has authorized the use of the dumpster for a longer period by way of site plan approval.
- 4) All dumpsters and portable storage units or containers shall be placed in the following areas: vacant private property, front yard, side yard, or back yard, of an existing structure on private property. The exceptions to this subsection are listed in paragraph B,7 below.
- 5) No property owner or agent thereof shall be permitted to apply for dumpster or portable storage unit permits in excess of two (2) permits per year per property.
- 6) All dumpsters and portable storage units shall prominently display the date of the permit and date upon which the dumpster or portable storage unit must be removed (permit expiration date) under the permit.
- 7) It shall generally be prohibited to place any dumpster, portable storage unit or like storage container upon any Borough-owned or unaccepted dedicated street, avenue, highway, lane, alley or public place. However, an applicant may apply for a hardship exception by establishing one (1) or more of the following criteria:
 - i) Narrowness of distance between lot lines or narrowness of lot rendering placement of the unit in other than the public area impracticable.
 - ii) Adversely effects necessary parking or traffic flow.
 - iii) Any other reason which adversely affects the public safety and/or public welfare.
 - iv) Upon the demonstration of a hardship, a permit shall be issued by the Zoning Officer upon the payment of the permit fee.
- 8) In all cases, a dumpster or portable storage device may not remain in a front yard of a private

Insert link to Dumpster/POD Permit

FINAL ENGINEERING INSPECTIONS AND AS-BUILT TOPOGRAPHIC SURVEYS:

Please be advised that prior to the issuance of Certificate of Occupancy/Certificate of Approval for your Building Permit(s), you must obtain a Final Engineering and Zoning Compliance Inspection through the Zoning Office. A copy of the permit application can be found at the link.

Final Engineering Application Link

As noted on the attached form applicants must submit a current “as-built” topographic survey which shows all post construction conditions and final grades. The as-built topographic survey must be provided for all major applications, including but not limited to new home construction, house lifts, additions, pools and for any application where any grading changes or wall construction was proposed.

To ensure that your TCO/CO/CA applications are not delayed, please coordinate with your surveyor to schedule same immediately upon the completion of your work, because a TCO/CO/CA cannot be issued without the final as-built topographic survey and final engineering inspections.

FREQUENTLY ASKED QUESTIONS

What is the zone where my property is located?

Using the link to the zoning map below, locate the street where your property is located to determine the zone it which the property is located.

Zoning Map Link

What is the flood zone where my property is located?

Using the link to the below, type in your address and hit the “get details” to locate the street where your property is located to determine the flood zone it which the property is located.

What is my BFE Link

How long are Zoning Permits good for?

Zoning and Land Disturbance permits are good for 1 year from the date of issuance. Dumpster Permits and POD permits are good for 60 days from the date of issuance.

My Zoning Permit was recently denied. What is the process to obtain a variance?

Below is a link to a brief outline of the general planning board process.

Outline of General Planning Board Process Link

How long does it take for a Zoning Permit to be reviewed?

Complete permit application are reviewed within 10 business days of submission.

What if I make changes during the construction process?

As you may know, field modifications are routinely made during the course of construction. Please be advised that amended zoning approval must be obtained prior to any field modifications or additional work to confirm that the proposed modifications do not violate any Borough Ordinances.

There have been a number of recent issues related to field modifications that were made without prior zoning approval that violated the Borough Ordinances. This delayed the issuance of a TCO/CO/CA since residents and/or contractors had to go the Planning Board for a variance from the applicable section of the Ordinance or modify the project to comply. Therefore, please

review any field modifications with the Zoning Office and obtain the necessary amended zoning approval to confirm that the changes conform to the ordinances and prevent unnecessary delays and expenses.

CONTACT US

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Office Hours:
Thursday Afternoons 4pm to 6:30 pm or by appointment

ASK THE ZONING OFFICER

Please email BHeard@tandmassociates.com to submit a question to the Zoning Officer.