

# ***Borough of Monmouth Beach***

*18 Willow Avenue Monmouth Beach, NJ 07750*

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July 16, 2014  
*Revised June 2, 2017*

## **Notice to Residents and Contractors**

### **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 on the back of this notice for your reference.

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.

### **Modifications:**

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.

Your anticipated cooperation in this matter is greatly appreciated. If you have any questions or require any additional information, please call.

Very truly yours,

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BONNIE. L. HEARD, P.E., C.M.E.  
ZONING OFFICER AND BOROUGH ENGINEER

# BOROUGH OF MONMOUTH BEACH

18 Willow Avenue, Monmouth Beach, NJ 07750

732-229-2204

Email: bheard@monmouthbeach.org

## *Request for Zoning Compliance and Final Engineering Review*

Application Number (official use): \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

**With this application you are required to submit two (2) copies of an as-built survey showing topographic information (AS-BUILT GRADING) for all projects that obtained a Land Disturbance Permit. The following items (if applicable) will be reviewed for completion and inspected\* on-site as appropriate:**

- |                         |                                |
|-------------------------|--------------------------------|
| 1. Zoning Permit        | 7. Apron                       |
| 2. As-built survey      | 8. Curb                        |
| 3. Topsoil and seed/sod | 9. Sidewalk                    |
| 4. Lot grading          | 10. Utility trench restoration |
| 5. Street trees         | 11. Resolution Compliance      |
| 6. Driveway             | 12. Road opening permit        |

### **As-Built Survey to include the following:**

- |   |   |
|---|---|
| a. The Crown of Road Elevation at the mid-point of the property line at the street                                    | d. Topographical information (As-built Grading) onsite and within 25 feet of the subject property |
| b. Elevation of the highest Ridge of the Dwelling   | e. Street trees   |
| c. All structures including but not limited to pavers, flag poles, yard drains, clean outs, irrigation valves, etc... | f. Underground drainage systems   |

**Engineering review/inspection fee: \$150.00.**

**Re-inspection/Review fee: \$75.00**

*\*Applicant not required be present during site inspection*

**(Please Print Clearly)**

1. Location of property for which final engineering review is desired:

Street Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

2. Type of work completed:

- |   |  |
|---|--|
| <input type="checkbox"/> New dwelling         | <input type="checkbox"/> New commercial      |
| <input type="checkbox"/> Residential addition | <input type="checkbox"/> Commercial addition |
| <input type="checkbox"/> Accessory building   | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> Garage               |  |
| <input type="checkbox"/> Pool                 |  |

3. Applicant Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Applicant certifies that all statements and information made and provided as 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 site plan approval, variances and other permits granted with respect to said property, shall be complied with.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name

----- **FOR OFFICE USE** -----

Fee date: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_

Received by: \_\_\_\_\_ Receipt#: \_\_\_\_\_