

MONMOUTH BEACH BOROUGH ZONING DEPARTMENT
18 WILLOW AVE., MONMOUTH BEACH, NJ 07750
732-229-2204 EXT. 1005

APPLY FOR ZONING PERMIT

Application Process

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,**
 - Call 732-229-2204 ext. 1004 to have your password reset.
 - 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 3 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
 - 18. Willow Ave.
 - 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.1003