

**BOROUGH OF SEA BRIGHT**  
MONMOUTH COUNTY, NEW JERSEY

Construction Office  
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## **SANDY CHECKLIST**

Dear Property Owner,

In the aftermath of Superstorm Sandy, we at the Construction Office of the Borough of Sea Bright understand the difficulty and confusion associated with trying to repair and rebuild. We want to work with and assist you in obtaining the necessary permits and approvals in order to complete your project in a safe and timely manner. While some of these steps may seem unnecessary or cumbersome, each of them exists not only for your welfare and safety, but also to help protect you from dramatic increases or denial of flood insurance protection in the future.

Following is a **CHECKLIST** of the steps that must be followed. While not all these steps may apply to your specific project, please use this list as a guide in your planning.

\_\_\_\_\_ **Step 1: Visit or call the Construction Office**

This will be your opportunity to discuss your project and pick up necessary forms. Much of the staff works part time, and you will also be able to find out what hours the various officials work in order to plan to meet with them if needed.

\_\_\_\_\_ **Step 2: Fill out Zoning Permit Application**

Most projects, including raising a house, building an addition, new construction, and some rebuilding/repairing will need a Zoning Permit. Depending upon the scope of your project, the services of an architect or engineer may be required in order to properly complete this step. The following items will need to be included with your application:

- \_\_\_\_\_ Property Survey
- \_\_\_\_\_ Preliminary Drawings of your project, including house raising details if applicable, new stair locations, etc.
- \_\_\_\_\_ Elevation of structure, showing finished lowest floor height and total mean height of structure from average grade
- \_\_\_\_\_ A detailed description of your project

\_\_\_\_\_ **Step 3: If Zoning Permit is DENIED, seek Planning Board Approval**

If your application for a Zoning Permit is denied, you must appear before the Planning Board for Site Plan Approval or variance, as noted on your Denial. Expect this step to add additional time to the application process, sometimes as much as several months, depending upon your project. Conversely, you may revise your initial application in order to be in compliance with the Borough Land Use Ordinance, and resubmit for Zoning approval.

\_\_\_\_\_ **Step 4: Apply for Flood Plain Approval**

If your project involves raising or floodproofing a structure, constructing an addition, or new construction, Flood Plain Approval will be required BEFORE any other construction permits can be obtained. In order to seek Flood Plain Approval, you must submit your approved Zoning Permit, One sealed set of Construction Drawings, and a Flood Elevation Certificate, based on the Construction Drawings. The Flood Plain Manager can assist you with determining the proper height of your structure in order to comply with any new regulations. This department can also provide you with **Substantial Damage letters** in order to assist you in obtaining ICC or other grants to assist you with the costs associated with future flood prevention. Attached you will find an **Instruction Sheet** for your surveyor to assist your professional in preparing your required Flood Elevation Certificate.

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**Step 5: Apply for Plot Plan Review**

Plot Plan Review is required on all new homes (and at the discretion of the Construction Official, additions if grading will change). This can be submitted after Zoning/Planning and Flood Plain approvals are obtained.

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**Step 6: Seek Construction Permits**

After Zoning/Planning, Flood Plain and Plot Plan (new homes only unless addition will cause grading changes) approvals are obtained, you are able to seek whatever construction permits may be necessary to begin your project. These may include: Building, Electrical, Plumbing, Fire, or others. The Construction Official will assist you in determining which permits are required for your particular project.

**PLEASE NOTE THE FOLLOWING WHILE DEVELOPING YOUR PROJECT:**

1. Regulations regarding flood compliance have changed! Please do not refer to any documents you may have regarding your required flood elevation or zone. It is important that you develop your project based on the most current information in order to save you time and money. Contact the Construction Office to be sure you are working with the proper regulations BEFORE you start your project.
2. Your primary objective should be working toward COMPLETE FLOOD REGULATION COMPLIANCE. Find out what this means to you. This is the only way to insure going forward, that you will be guaranteed flood insurance and reasonable premiums in the future.
3. Regulations regarding height of structures and finished floor elevation heights have changed and will affect every aspect of your project. Increases in building heights in order to comply with new flood regulations are also creating various changes to construction requirements in terms of fire prevention, wind load stability and more. Speak with your architect or engineer when developing your project about any construction safeguards that will need to be included in order to comply with these new building codes.
4. We are here to assist you in any way we can. Please be patient as we all try to work through these new regulations and contact us with any questions or concerns you might have.

## Flood Elevation Certificate

# INSTRUCTIONS FOR SURVEYORS

*In order to insure that your Flood Elevation Certificate is filled out properly and includes all required information for the Building Department to issue your permits, **please provide this Instruction Sheet to your surveyor preparing your Certificate.***

1. All Elevation Certificates must be filled out, signed and sealed by a licensed Surveyor.
2. You will be required to obtain 2 separate Elevation Certificates for your project. One must be submitted in coordination with your CONSTRUCTION DRAWINGS, and the other will be submitted at the end of your project to coordinate with FINISHED CONSTRUCTION. All information must be coordinated with the project at that point. You will check the appropriate box in Section C1 of the Certificate to indicate which information you are submitting.
3. If your building has a crawlspace or enclosure, you must complete Section A8 indicating the square footage of the enclosure, the number of flood openings and the net area of flood openings. You are required to provide 1 sq. inch of flood opening for every sq. foot of enclosure (A8.a must be equal or less than A8.c on form).  
Exception: If you are using Smartvents or other vents that cover larger area, this must be noted in the COMMENTS (Section D) of the form. There must be a minimum of 2 openings on 2 different walls.
4. You may use current FIRM maps to determine Flood Zone (B8 on form) and Base Flood Elevation (B9 on form). However, these zones and elevations MAY BE DIFFERENT from the building requirements that Sea Bright has put in place. You must note in the COMMENTS (Section D) of the form what the current ABFE for Sea Bright is, based upon the adopted most recent recommendations from FEMA. Current information regarding this can be found on the website [www.region2coastal.com/sandy/table](http://www.region2coastal.com/sandy/table). Using this information, you must then add 3 feet to the required elevation in order to comply with the freeboard as adopted by Sea Bright. The Sea Bright freeboard number will be the elevation used for construction and must be noted in the COMMENTS section.
5. In A Zones, Top of Bottom Floor (Section C2.a) and all Equipment (Section C2e) must be equal to or higher than the Sea Bright freeboard number. In V Zones, Bottom of lowest horizontal structural member (Section C2c) and all Equipment (Section C2e) must be equal to or higher than the Sea Bright freeboard number.
6. All grades adjacent to the building (Sections C2f, g and h) may not be higher than the Top of Bottom Floor as noted (Section C2a).

