

Borough of Wildwood Crest
Land Use Office
6101 Pacific Avenue Wildwood Crest, NJ 08260
Phone (609) 729-5152 Fax (609) 729-7809
www.wildwoodcrest.org

Zoning Permit Process and Fees

All applications for any development or structure, including but not limited to, new construction, an addition, curb cut, shed, deck, fence, pool, sign, garage, driveway, patio or renovations (including renovations prior to sale of condominiums) will follow the process below:

1. File a zoning permit application, along with an as-is survey and three (3) copies of plans to ***Borough Hall Land Use Office*** where it will be stamped “received/date”. Also, the associated **fee** will be applied, which includes application review, footing/foundation review and final inspection for Certificate of Occupancy. Effective February 20, 2006 the following fees will be required:
 - a. Commercial/hotel/motel – renovation or new construction: \$200
 - b. New construction single or duplex, \$100
 - c. Addition/accessory to an existing structure, deck: \$50
 - d. Fence: \$25
 - e. All other applications or certifications: \$50
2. Review by zoning officer within 10 days. Applicant will either be: (a) granted zoning permit (with or without conditions); (b) denied with a request for additional information or changes to plans; (c) denied (with the option to appeal to the Zoning Board of Adjustment).
3. Once approved, three (3) sets of plans will be stamped “Approved by Zoning Officer” with signature line and date. One set will be retained by the Land Use Office and two (2) returned to the applicant for the Joint Construction Office of the Wildwoods (JCOW) located at 4004 Pacific Avenue, Wildwood. Phone: (609) 729-4111.
4. Applicant will be notified of approved zoning permit and instructed to pick up signed permit and plans for submittal to JCOW. ***Land Use staff will not bring plans to JCOW.***
5. For new construction (including additions), applicant must either submit a sealed **footing and foundation** survey, or call the Land Use Office for an inspection of setback requirements. ***Zoning Officer approval or signature will NOT be required for the project to continue.*** The purpose of this step is to check in with the property to detect any problems when they are easily corrected. When the project is complete and this office is conducting a final inspection for a Certificate of Occupancy and ***the setback requirements are not met (and a f/f survey/inspection was not submitted), a violation notice will be issued and C.O approval will not be granted. The problem must be corrected within 30 days.***
6. When project is complete, applicant calls JCOW for a Certificate of Occupancy. JCOW will contact this office for zoning inspection and approval. For multifamily residential /motel/commercial projects, the Borough Engineer may also inspect for final CO.
7. By law, any decision of the Zoning Officer may be appealed if served within 20 days of such decision or action.