



CITY OF OCEAN CITY

AMERICA'S GREATEST FAMILY RESORT

ATTENTION

BEFORE YOU SUBMIT A ZONING APPLICATION FOR A HVAC - DID YOU PROVIDE THE FOLLOWING?

- Zoning Permit Application with the following information:
 - The applicant's name, address, phone number, fax number, and email address;
 - The name, address, phone number of the owner if different from the application;
 - The lot and block numbers and street address of the subject property;
 - The use of the building, structure, or land (single, duplex, triplex, etc.);
 - The property's Zoning District;
- A survey of the subject property;
- Three (3) sets of plot plans – On the survey plot where the HVAC will be located in rear yard, and the setbacks from the rear property line and the side property line.
- HVAC must be screened in; - **25-1700.26.1**
- If you have a duplex or condo units (letter signed by the co-owners approving the location of the HVAC).
- Check, money order, cash, or credit card (Zoning Review Fee: \$125.00)
- Construction jackets, and inserts – filled out and stamped by contractors
- Letter confirming approved plans may be submitted to the Zoning Office from the Board Secretary, if necessary.

Ordinance 25-300.1a.2(k) and 25-300.1.a.3(h)

ZONING OFFICE

115 12th Street, OCEAN CITY, NJ 08226
PH: 609-399-6111 FAX: 609-399-8419

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