

VILLAGE OF MANORHAVEN - BUILDING APPLICATIONS: WHAT YOU NEED TO KNOW

If you are putting an addition on your house, tearing down your house, or building a new house...

STEP 1: Submit a building permit application to the Building Department to either approve or deny your application.

A. If they deny your application because the drawings are not “to Code” or you need a variance, you will receive a denial letter. This letter will accompany your application to the Zoning Board.

B: If they approve your design, you will receive an approval letter. This will accompany your application to the Planning Board for a Site Plan Review;

STEP 2:

A. Once you complete the Zoning Board, your next step is submitting an application to the Planning Board for a site plan review.

B. Once you complete the Planning Board, you must submit an application for the Architectural Review Board to review aesthetics of the property, unless directed otherwise by the Building Department (this will depend on the size of the project.)

STEP 3:

Once all Boards have been completed, and you have obtained final conclusions and decisions from each, a completed set of the final approved set of plans and drawings should be submitted to the Building Dept. to move forward with your permitting process.

NOTE: Should you want to subdivide your property, you will need to submit a separate a sub-division application with the Planning Board. This application would take place before all other steps after discussions with the Building Dept.