



APPLICATION FOR CERTIFICATE OF OCCUPANCY-RENTALS ONLY

Rev. General Ordinances, Chapter VII, Section 7-2.1

Township of Ocean, County of Monmouth

Division of Housing, Code Enforcement and Clean Communities

399 Monmouth Road Oakhurst, NJ 07755

This Application must be accompanied by the Landlord Registration (Identify) Form

Incomplete applications will NOT be accepted or processed.

A NEW C.O. APPLICATION IS REQUIRED FOR EACH AND EVERY CHANGE IN OCCUPANCY

House \$150 Condo/Townhouse \$125

App# _____
Date _____

Address of Property _____
Block _____ Lot _____ Qual _____ #of bedrooms _____
Duration of Lease _____ through _____ Portable water supply _____
Property Owner's Name _____ Phone# _____
Property Owner's Address _____ Email _____
If different from above _____

AGENCY (If applicable)

Agency Name _____ Phone# _____
Agent's Name _____ Email _____

List the name and address of each person who will occupy the premises

Name _____ Current Address _____

List Name and Ages of all School Age Children who will occupy the premises

Name _____ Age _____ School _____
Name _____ Age _____ School _____
Name _____ Age _____ School _____

Square Footage of all Habitable Rooms (List bedrooms first)

Room Type _____ dimensions _____ x _____ = _____ SQ
Room Type _____ dimensions _____ x _____ = _____ SQ
Room Type _____ dimensions _____ x _____ = _____ SQ
Room Type _____ dimensions _____ x _____ = _____ SQ

Motor vehicle information for each vehicle that will be domiciled at the premises

License Plate# _____ Driver's name _____ Vehicle Owner _____
License Plate# _____ Driver's name _____ Vehicle Owner _____

Signature of Lessees

Signature of Lessee _____ Date _____

Certification: I/we certify that the information provided on this application is true, accurate, and correct. I am aware that I am subject to penalties of law if the facts set forth are willingly false. I furthermore understand that I must report any subsequent change in occupancy to the Division of Housing, Code Enforcement and Clean Communities in the Township of Ocean.

Signature of Landlord _____ Date _____
Signature of Agent _____ Date _____

Failure to make application for inspection or to obtain Certificate of Occupancy for each change of tenancy is punishable by a fine not to exceed \$1,250.00 Certificate of Occupancy Inspection fees are Non-refundable
(Please provide any additional information on a separate sheet if necessary)

Township of Ocean

Monmouth County

399 Monmouth Road
Oakhurst NJ 07755-1589

Thomas Caruso
Code Enforcement Official



Office of the Code Enforcement
Official

732-531-5000
X3378
732-531-5286 FAX

Date: _____

(Please Print) Owner: _____

Address: _____

Rental Address: _____

E-mail Address: _____

Block: _____ Lot: _____

Dear _____:

As the owner of the above captioned property that is currently registered as a rental property in the Township of Ocean, I felt it was important you be aware of several specific regulations of the Township of Ocean.

The following are Housing and Code Enforcement Violations that are listed under the Revised General Ordinances for the Township of Ocean.

Suspected Excessive Occupancy or Illegal Occupancy. RGO: Chapter 7 Sect. 2.2.

Provides that no owner shall occupy or lease any dwelling unit or part thereof without Certificate of Occupancy. Property is in compliance with all Ordinances of the Township and fit for human habitation. The Certificate of Occupancy so issued shall apply to the tenant(s) for which it is issued.

Property Maintenance. RGO: Chapter 3 Sect. 8. (Provides that all properties must remain free from Trash, Debris, Grass over 10 inches and obnoxious growths).

Garbage, Trash Can & Recycling. RGO: Chapter 10 Sections 3, 5 & 6. (Provides that garbage cannot be mixed with recyclables or trash. Containers must be kept in such place or places so as not to become a nuisance to the occupant of any building. Comply with mandatory recycling program).



The following are Zoning and Code Enforcement violations which are listed in the Land Development Ordinance.

INOPERABLE VEHICLES: LDO Sect. 21-21d. (Outside storage of inoperable vehicle or vehicles not currently registered, licensed, insured or being used for transportation shall not be permitted).

COMMERCIAL VEHICLE RESIDENTIAL ZONE: LDO Sect. 21-21e. (Any individually registered commercial vehicle >22' in length, >10' height or >18,000 lbs in weight, is prohibited from standing or parking in a residential zone, except making a delivery).

ROADSIDE SIGNS: LDO Sect. 21-44. (It shall be unlawful for any person to erect or display any advertising sign or structure as defined in the sign ordinance without first obtaining a sign permit).

PARKING FROM YARDS OFF DRIVEWAY: LDO Sect. 21-45.12a. (No parking is permitted in either the required front yard setback or the actual front yard between the residence and the street unless on a driveway. Note: Any yard facing the street is a "front yard", e.g., a corner lot has two front yards.

OBSTRUCTION TO VISION: LDO Sect. 21-48.2. (No obstruction to the vision shall be permitted, within the required sight triangle, at the intersection of two or more streets.)

FENCE MAINTENANCE: LDO Sect. 21-48.5. (Fences and walls shall be maintained in a safe, sound, upright aesthetically pleasing manner.)

Please be advised that this letter shall serve as the notice of these regulations. Each of your tenants will be similarly notified of these regulations. Should there be subsequent violations; a summons to Municipal Court shall be issued to both you and each of your tenants.

If you should have any questions or should you require additional information, please feel free to contact me.

Thank You,

Thomas Caruso, Sr.
Code Enforcement Official

I acknowledge that I have received a duplicate copy of the foregoing regulations of the Township of Ocean.

Date: _____

Printed Name: _____

Signature: _____

Township of Ocean

Monmouth County

399 Monmouth Road
Oakhurst NJ 07755-1589

Thomas Caruso
Code Enforcement Official



Office of the Code Enforcement
Official

732-531-5000
X3378
732-531-5286 FAX

(Please Print) Tenant: _____

Rental Address: _____

E-Mail Address: _____

Block: _____ Lot: _____

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tcaruso@oceantwp.org
Code Enforcement Official

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Date: _____

Printed Name: _____

Signature: _____