

**CITY OF CORBIN CITY  
COUNTY OF ATLANTIC  
STATE OF NEW JERSEY**

**ORDINANCE No. 5-2025**

**AN ORDINANCE AMENDING CHAPTER 19, OFFICERS AND  
EMPLOYEES, AND CHAPTER 102, ZONING, SUBDIVISION AND SITE  
PLAN REVIEW, OF THE CODE OF THE CITY OF CORBIN CITY,  
COUNTY OF ATLANTIC AND STATE OF NEW JERSEY**

**WHEREAS**, after review of the current Ordinance by the Zoning Officer and City Clerk, it has been determined by the City Council that it is in the best interest of the City of Corbin City to amend Chapters 19 and 102 of the Code of the City of Corbin City:

**Section 1.** The purpose of this Ordinance is to amend § 19-11 of Chapter 19, Article IV Zoning and Code Enforcement, § 102-3.2 of Chapter 102, Article III, Definitions, and §§ 102-21.1 and 102-21.2 of Article XXI, Zoning Enforcement and Administration.

**Section 2.** Ch.19, Art. IV., § 19-11 of the Code of the City of Corbin City is hereby deleted and replaced with the following:

**CHAPTER 19. OFFICERS AND EMPLOYEES  
Article IV. Zoning and Code Enforcement**

**§ 19-11. Offices Created: Zoning Officer and Code Enforcement Officer.**

- A. There is hereby created within the City of Corbin City the positions of Zoning Officer and Code Enforcement Officer. These positions may be held by two separate employees or one employee qualified to perform the duties of both positions.
- B. Appointment; terms. The Zoning and Code Enforcement Officer(s) shall be appointed by City Council, to hold office for a period of one year, which term shall expire on December 31 of each year.
- C. Duties of the Zoning Officer.
  - (1) The Zoning Officer shall enforce and administer the provisions of the Zoning Ordinances of the City of Corbin City by traveling through the City and making regular observations and enforcing any violations as set forth in this section, including issuing notices of violation(s) and summonses and representing the City in any court of law;
  - (2) The Zoning Officer shall issue zoning permits for applications that are in compliance with the Zoning Ordinances of the City and any resolutions adopted

by the Planning Board relating to such applications. The Zoning Officer shall ensure the applicant's compliance with any directives, restrictions, and/or conditions of any such resolutions;

- (3) The Zoning Officer shall keep and maintain records necessary for the performance of the duties set forth herein; and
- (4) The Zoning Officer shall provide a monthly status report to the Mayor.

D. Duties of the Code Enforcement Officer.

- (1) It shall be the duty of the Code Enforcement Officer to enforce all other provisions of the Corbin City Code by traveling through the City and making regular observations and enforcing any violations as set forth in this section, including issuing notices of violation(s) and summonses and representing the City in any court of law;
- (2) The Code Enforcement Officer shall keep and maintain records necessary for the performance of the duties set forth herein; and
- (3) The Code Enforcement Officer shall provide a monthly status report to the Mayor.

E. Enforcement of the City Code by the Zoning Office and Code Enforcement Officer.

- (1) If, in the course of their duties, either the Zoning Officer or Code Enforcement Officer identifies a suspected violation or receives a complaint of a suspected violation, they shall document the complaint, inspect the alleged violation, and, if appropriate, issue a notice of violation to the property owner and/or person responsible for the violation. If the property owner and/or responsible party does not properly remedy the violation within the time permitted, the Zoning Officer or Code Enforcement Officer shall pursue any appropriate actions in a municipal court or other courts of the State of New Jersey for lawful redress of said violation(s).
- (2) Upon due and proper notice and with the notice and/or consent of the property owner, which shall not be unreasonably withheld, the Zoning Officer and Code Enforcement Officer shall have the right to enter any land, building or premises during the daytime if necessary to properly execute his or her duties. If such notice and consent cannot be obtained, entry on the property shall only be with the escort of law enforcement.

**Section 3.** The definition of "Zoning Permit" set forth in Ch. 102, Art. III, § 102-3.2 is hereby deleted and replaced with the following:

## **CHAPTER 102 ZONING, SUBDIVISION AND SITE PLAN REVIEW**

### **Article III. Definitions**

#### **§ 102-3.2. Definitions.**

##### **ZONING PERMIT**

A document signed by the Zoning Official (1) which is required by ordinance as a condition precedent to commencement of a use or the erection, construction, reconstruction, alteration conversion or installation of a structure or building and (2) which acknowledges that such use, structure or building complies with the provisions of the Municipal Zoning Ordinance or variance therefrom duly authorized by a municipal agency pursuant to §§ 47 and 57 of the New Jersey Municipal Land Use Law, L. 1975, c.291; N.J.S.A. 40:55D-60, 40:55D-70.

**Section 4.** Ch.102, Art. XXI, §§ 102-21.1 and 102-21.2 of the Code of the City of Corbin City are hereby deleted and replaced with the following:

## **CHAPTER 102 ZONING, SUBDIVISION AND SITE PLAN REVIEW**

### **Article XXI**

#### **§ 102-21.1 Zoning enforcement and administration.**

The Zoning Officer of the City of Corbin City shall be responsible for the enforcement of the City's Zoning Ordinance, consistent with the powers bestowed in Chapter 19, Article IV, §19-11 and this Chapter 102, Article XXI.

#### **§ 102-21.2 Zoning Permits.**

1. Zoning permits shall be secured prior to:
  - (a) The erection, construction, alteration, repair, conversion, removal, or destruction of any building or structure. This definition shall only apply to exterior changes of a building or structure, or the establishment of a new building or structure.
  - (b) Replacement of the face of an existing commercial or residential sign, except that any change in sign height, sign length, sign width, sign depth, sign location, or sign illumination shall require a site plan amendment from the City of Corbin City Planning Board.
  - (c) Any change in use or establishment of a new use of any building, structure, or land.
  - (d) Any change or alteration to an approved site plan, subdivision, or any other approval directed and issued by resolution of the City of Corbin City Planning Board.

2. The Zoning Officer shall determine the reasonable information required for zoning permit review and create a zoning application form that seeks all such information from the applicant. The zoning application form, and any future changes thereto, shall be approved for use by the Mayor or Mayor's designee. Applicants must submit a completed zoning permit application form each time a permit is requested.
3. No action of the City of Corbin City Planning Board is required, and the zoning officer may authorize proposed development solely based upon a zoning permit application for:
  - (a) any detached single family residential unit;
  - (b) accessory uses, accessory structures, accessory buildings to any pre-existing residential use or agricultural use;
  - (c) home-based businesses permitted under city code;
  - (d) change of use to a use that is already a permitted in the zone; or,
  - (e) establishment of a new use which is already a permitted use in the zone.

**Section 5.** All Ordinances and provisions thereof which are inconsistent with the provisions of the Ordinance shall be and are hereby repealed to the extent of such inconsistency.

**Section 6.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such invalidity shall apply only to such section, paragraph, subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

**Section 7.** This Ordinance shall take effect immediately upon final adoption in accordance with the law. Subsequent to first reading, this Ordinance shall be referred to the City Planning Board for review.

First Reading: August 11, 2025

Adopted: September 8, 2025

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ROBERT SCHULTE, MAYOR

ATTEST:

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KIMBERLY JOHNSON, MUNICIPAL CLERK