

Office Use Only: Check/MO # _____

Date Received _____

Date Completed _____



BOROUGH OF SOUTH PLAINFIELD

Zoning Official, Richard M. Wolff

2480 Plainfield Ave, South Plainfield, NJ 07080

Tel: 908-226-7630 Email: rwolff@southplainfieldnj.com

ZONING VERIFICATION REQUEST

Please complete this form and return with a check or money order for \$35.00 payable to the Borough of South Plainfield. **Please provide an accurate Block and Lot to receive correct information.**

1. Address of Property _____

2. Applicant Name & Address _____

3. Applicant Phone _____

3. Applicant Email _____

4. Block _____ Lot _____

5. Type of Letter Requested: Zoning Verification Non-Conformity

Signature _____

Date _____

Zoning Verification Letters will clarify the Zone and Legal Use of the property. Any current Zoning Violations/Zoning Permits will be attached to the letter. If a property has any known non-conformities, they will be noted in the letter as well.

If you are trying to obtain copies of Certificates of Occupancy/Open Building Permits for a property, you must submit your request through the Building Department or by way of an OPRA request through our Borough Clerk.

Letters of Non-Conformity for previously permitted uses may only be issued by the Zoning Official within one year of a change of Zone. Once a year expires, a request through the Zoning Board of Adjustment must be made to receive a Letter of Non-Conformity.

The Zoning Official has Ten (10) working days to respond. Letters are completed on a first-come, first-serve basis.