



# TOWNSHIP OF MONROE

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GREGORY WOLFE  
MAYOR

TARA NELMS  
ZONING OFFICER

## ZONING VERIFICATION LETTER REQUEST FORM

A Zoning Verification Letter is a document provided by the Township to verify the current zoning designation of a particular piece of property, types of uses that are permitted in that zoning district and/or any additional zoning information requested below that can be answered by the Zoning Official. The Zoning Verification Letter Request Form must include contact information for the applicant, and complete information for the property being requested including block, lot, address, unit or suite numbers, existing use and the specifics of your request.

The Zoning Verification Letter Request is \$50 per parcel, and is due at the time of the request. Payment can be made by cash, check or money order made payable to Monroe Township Zoning Office.

Please allow **TEN BUSINESS DAYS** for processing this request before inquiring on the status of the application, as this may delay the process.

Any request for copies of permits, certificates of occupancy, violations, plans, Resolutions or other documents must be obtained by an OPRA request through the Township Clerk's Office.

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Address (including unit or suite #): \_\_\_\_\_

Existing Use: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Information Requested (Be specific; attach separate sheet if necessary):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### OFFICE USE ONLY

Paid Amount: \_\_\_\_\_

Cash  Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Received By: \_\_\_\_\_