

## ZONING VERIFICATION LETTER

### TOWNSHIP OF FRANKLIN, SOMERSET COUNTY, NJ

#### Zoning Verification Letter – Instructions

1. The zoning information outlined below under “Complementary Zoning Verification Letter” shall be provided at no charge.
2. Applicants requesting verification of zoning information that is not outlined under “Complementary Zoning Verification Letter” shall specify the additional zoning information requested in the space provided below under “Zoning Verification Letter – Additional Information Requested” and pay the applicable fee per the Township Land Development Ordinance: \$50.00 for single- and two-family homes; \$100 for multi-family and nonresidential properties. Checks shall be payable to “Franklin Township”.

Please allow 7 business days for review and processing of a complete Zoning Verification Request Form and fee, if required. Department staff will notify the listed applicant when the Zoning Verification Letter is ready.

#### NOTE:

- Applicants requesting zoning *records* that are in addition to that outlined under “Complementary Zoning Verification Letter” shall be handled through the Franklin Township Office of the Municipal Clerk per the NJ Open Public Records Act (OPRA).
- Any request for information regarding building code violations, building permits, certificates of occupancy, and property maintenance violations shall be submitted in the form of an OPRA request through the Franklin Township Office of the Municipal Clerk.
- “Complementary Zoning Verification Letter”: Mail or email completed form to the following:
  - Email: Mark.Healey@franklinnj.gov
  - Mail: Mark Healey  
Franklin Township Planning/ Zoning Department  
475 Demott Lane  
Somerset, NJ 08873
- Applicants requesting verification of zoning information that is not outlined under “Complementary Zoning Verification Letter”: Mail completed form with required fee to the address indicated above.

**Zoning Verification Letter Request Form**

<p><b><u>Requestor:</u></b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip Code: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p>	<p><b><u>Property in Question:</u></b></p> <p>Block(s) _____ Lots(s) _____</p> <p>_____</p> <p>_____</p> <p>Address (Street, City):</p> <p>_____</p> <p>_____</p>
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**Complementary Zoning Verification Letter**

*Please check the information that is requested:*

- The zoning district(s) applicable to the subject property
- Zoning of surrounding properties
- Indication of whether existing use is a permitted use per Zoning
- Resolution(s) of development approvals applicable to the subject property within last 10 years
- Zoning violations applicable to the subject property

**Zoning Verification Letter – Additional Information Requested**

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