



You couldn't pick a better place.

Instructions

PROCESS

1. The Zoning Verification Request Form must be completed up to and including a phone number/e-mail address to contact and notify the applicant. All applications must be complete, including an address of the property in question, block, lot, and zone completed on the Zoning Verification Request Form, as well as the specifics of the request being made.
2. A **Zoning Verification Letter** is a document provided by the Township to verify the current zoning of a particular piece of property, and the types of uses that are permitted in that zoning district.
3. A **Zoning Verification Letter** will contain the following information:
 - The zoning district that applies to the property;
 - The current use of the property;
 - The permitted uses and bulk standards for the zoning district that applies to the property;
 - The intent of the zoning district that applies to the property;
 - The geographical location of the property; and
 - A summarization of the Township's historical zoning records for the property (where available).
4. Please mail all **Zoning Verification Letter** requests to:
820 Mercer Street
c/o Community Development, Room 202
Cherry Hill, NJ 08002
5. Please allow 10 business days for review and processing of a COMPLETE Zoning Verification Request Form. Please allow for the full ten days before inquiring on the status of the application, as this may delay the process. Department staff will notify the listed applicant when the Zoning Verification Request Form is ready.

FEES

Payment is due at the time the **Zoning Verification Request Form** is received. Checks or money orders, made payable to the 'Township of Cherry Hill', are preferred; however, cash is also accepted. Per §901 of the Zoning Ordinance, the following fees apply:

Zoning Verification Request: \$50.00 per parcel

ADDITIONAL INFORMATION

The applicant may request additional land use and/or zoning information, if specified in the form.

Any request for information regarding building code violations, building permits, certificates of occupancy, and property maintenance violations must be submitted in the form of an Open Public Records Act "OPRA" request through the Cherry Hill Township Office of the Municipal Clerk.

Additional information on other permits:

- Building Permits or a Certificate of Occupancy information is available through the Department of Code Enforcement/Construction. Please contact (856) 488-7855.
- Property Maintenance Violations information is available through the Department of Engineering. Please contact (856) 834-3364.



Zoning Verification Request Form

ADDRESS: _____ BLOCK(S): _____

ZONE: _____ LOT(S): _____

☐ ZONING VERIFICATION LETTER (Fee: \$50.00 per parcel)

EXISTING USE: _____

PROPOSED IMPROVEMENTS AND/OR USE (if applicable): _____

INFORMATION REQUESTED (BE SPECIFIC):
ATTACH SEPARATE REQUEST IF NECESSARY

APPLICANT

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

PREFERRED DELIVERY OF LETTER

☐ MAIL TO APPLICANT

☐ PICK UP

☐ EMAIL: _____

☐ FAX: _____

☐ OTHER: _____

RECEIPT No.: _____ DATE SUBMITTED: _____ DATE PROCESSED: _____